



**The City of Fort Myers, Florida**

Department of Building & Zoning

2285 Union Street

Fort Myers, Florida 33901

(941) 332-6630



**Letter of Intent**

**\*\*Note:** This document is to be completed by the tenant (occupant) of the facility.

From: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

We are providing the following information as part of the application for construction permits at the following location:

Address: \_\_\_\_\_ Unit: \_\_\_\_\_

Name of Business: \_\_\_\_\_

We are an ( ) existing/ new ( ) business at the above location.

Proposed use of tenant space: (check all that apply)

( ) Business      ( ) Mercantile      ( ) Manufacturing      ( ) Restaurant

( ) Office      ( ) Assembly      ( ) Other: \_\_\_\_\_

Detailed description of business activity to be conducted at this location (be very specific and inclusive): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that a City of Fort Myers occupational license is required prior to engaging in business activity at this location. The building will not be occupied until such time a Certificate of Occupancy is issued.

\_\_\_\_\_

Name-print

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

(\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Telephone number