



CITY OF WEST PARK CERTIFICATE OF USE APPLICATION

PLEASE READ ENTIRELY

An application may be picked up at The City of West Park Zoning Department, 1965 South State Road 7, and West Park, FL 33023. An application **must** be completely filled out and **must** be notarized.

1. Submission (Items below are mandatory for submittal and must be brought in):

An **original application**, with payment by check, or money order made in the following amounts that apply.

- Payment must be processed at the time of application submission.
- Two copies of Floor Plan (showing interior layout, signed & sealed)
- Two copies of Surveys or Site plan (site plans/survey must show parking, signed & sealed).
- Copy of Zoning Use Review signed by Zoning Department
- Copy of Sunbiz Articles on Incorporation detailing Managing Member

Payment For:	Fees:	Fee Type:	Made out to:
• Commercial Address/Business	\$225	(BUILDING)	The City of West Park
• Commercial Address/Business	\$240	(FIRE DEPT)	The City of West Park
• Commercial Address/Business	\$150	(ZONING)	The City of West Park
• Residential Address/Business	\$100	(ZONING)	The City of West Park
• Residential Address/Business – <i>When Applicable</i>	\$144	(FIRE DEPT)	The City of West Park

2. Inspections:

A reference number will be assigned and inspections will be coordinated by the City of West Park's Building Department, including the Fire Marshall's office. If you must cancel an inspection you will need to call the Building Department at 954-989-2688 at least three (2) working days in advance of the appointment. **These inspections determine if your area meets the Florida Building Code. Inspections are performed between 8 a.m. and 4 p.m. each day. There are no specified or assigned times for inspections.** (If the inspector is unable to enter your area your inspection will be declined, a re-inspection and fee will be required.) **Applicant must be present at the business location at the time of inspections to sign inspection sheet.**

3. Re-inspections:

If approval is denied, you will be provided with the reason(s) as to why it/they failed and what corrective action you need take. If you are not available when the inspector comes out you will fail the inspection due to "No Entry". You will be advised by the Building Department of any re-inspection fees when you reschedule your inspections. **All re- inspection fees must be paid before the inspection is scheduled. There are no refunds.**

4. Application Approval:

After your inspections have been completed and approved, a Certificate of Use will be issued and available for pick-up at the Building Department. There is approximately a five (5) to ten (10) days wait between the inspections being completed and approved and the Certificate being issued. Please call the City of West Park Building Department (954-989-2688) to make sure your Certificate is there before going to pick it up.



Existing Certificate of Use Number: _____ Check # _____ Amount \$ _____

Inspection Date: _____ Special Instructions: _____

Zoning District: _____ Original Permit #: _____

(OFFICE USE ONLY ABOVE THIS LINE)

Location Type: ☐ Commercial ☐ Residential
Category: ☐ New Building ☐ New Business ☐ Change of Use
 ☐ Joint Occupancy ☐ Owner Name Change
 ☐ Business Name Change ☐ Business Address

BUSINESS OWNER INFORMATION

Business Name: _____

Doing Business As (DBA): _____

Business Owner as on Sunbiz: _____

Phone: _____ Cell: _____

Business Owner Address: _____

SUITE #

City/State/Zip: _____

Business Mailing Address: _____

City/State/Zip: _____

PARCEL OWNER INFORMATION

Business Phone: _____ Cell: _____

E-Mail: _____

Owner Address: _____ Unit/Suite: _____

Folio Number: _____ Legal Description: _____

Prior Use: _____

Vacated on: _____

Proposed Use: _____

Comments: _____

Limitations: _____

Property Owner's Signature: _____

Print Name _____

Phone: _____ Email: _____

Type of Business: _____

(Residential offices should be listed as "Residential Business Office")

Please describe, in detail, the nature or type of business to be conducted on these premises:

Number of employees working at this location (include yourself) _____

Hours of Operation _____

Will commercial vehicles and/or equipment be parked and/or store at this location? Yes _____ No _____

If yes, please list the number and type of vehicles and/or equipment _____

Is there any existing or proposed commercial signage for this location? Yes _____ No _____

Please Note: The *original Certificate of Use* **must** be posted at the business location at all times. Failure to conform to this provision can result in the revocation of this Certificate of Use.

I certify that I have read the Requirements and the information I have provided is accurate and true.

Authorized Signature _____

Please Print Name _____ Date _____

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by

_____.
(Name of person)

Personally known ____ or produced identification ____ Type of identification produced: _____

Notary Public State of Florida

Date

City of West Park Approval – Name & Title

Date:



CITY OF WEST PARK APPLICANTS INSPECTION FORM

(Must be signed & kept for your records)

Business Name: _____ Business Address: _____

Inspection Day/Date: _____ Certificate of Use #: _____

IMPORTANT – PLEASE READ

Inspectors will be at your proposed location at various times on the above date between 8:00 am and 4:00 p.m. someone must be present during these hours until the last inspector arrives. A re-inspection fee will be charged for each inspector you miss and/or each disapproved inspection. All cancellations must be made three (3) days prior to your inspection/re-inspection date to avoid a re-inspection fee. Keep this form for your records only; it does not have to be returned when picking up your Certificate of Use. For inspection information call 954-989-2688 ext. 202 / 210

Structural: Inspected by: _____ Inspector ID: _____ Date: _____
Comments: _____

Electrical: Inspected by: _____ Inspector ID: _____ Date: _____
Comments: _____

Mechanical: Inspected by: _____ Inspector ID: _____ Date: _____
Comments: _____

Plumbing: Inspected by: _____ Inspector ID: _____ Date: _____
Comments: _____

Fire Marshal: Inspected by: _____ Inspector ID: _____ Date: _____
Comments: _____

Zoning: Inspected by: _____ Inspector ID: _____ Date: _____
Comments: _____

NOTE: Once all inspections have been approved, it will take 3-5 business days for the Certificate of Use to be processed. To avoid unnecessary trips or long waiting periods please call 954-989-2688 to be sure the Certificate of Use is ready to be picked up at West Park Zoning Dept.

Frequent Asked Questions

What is the Certificate of Use Permit used for?

A document issued by the City Administrator or designee after approval of inspections of the premises by the City officially authorizing buildings, structures, or uses consistent with the terms of the City of West Park's code and any other applicable codes and statutes.

What is the difference between a C.U. and a Local Business Tax?

The Certificate of Use allows for the occupancy of the structure as well as certifying that the use is permitted. A Local Business Tax is a tax on the business activity. After a C.U. has been issued, you may apply for the Local Business Tax.

Why is the Certificate of Use Permit necessary?

Prior to opening any business in the City of West Park, A Certificate of Use must be obtained. The Certificate of Use assures that the business is allowed in the zoning district where it is located. It also verifies that the structure was built for the proposed type of business.

What else is needed for the Certificate of Use before I can open for business?

If interior alteration or other construction work is needed, a permit would have to be obtained prior to the Certificate of Use. Any alteration work performed without a permit will delay the issuance of the Certificate of Use. All construction must be completed, and all final inspections must be obtained prior to approving the Certificate of Use.

Helpful Phone Numbers – Obtaining a Certificate of Use and/or Occupational License

City of West Park Building and Zoning / Local Business Tax

1965 S. State Road 7 West Park, FL 33023 - Ph: (954) 989-2676 - Fax (954) 989-2684

Broward County Local Business Tax Revenue Collection Division Governmental Center Annex**

(Ground FL) 115 South Andrews Avenue, Suite A100 Fort Lauderdale, FL 33301 (954) 357-6200

Website: www.broward.county-taxes.com On the Menu Bar Go To: BTEExpress

For those businesses that are required to collect Sales Tax, the following information is offered to assist you:

Florida Department of Revenue Sales Tax Registration Unit 850-488-9750

To obtain a number immediately, please go to the Broward County Service Center, Hollywood Office, Taft Office Complex, and 6565 Taft Street 4th Floor, 954-967-1000, 8 am – 5 pm.

Secretary of State, General Information: 1-850-414-5500

Division of Corporations: 409 E Gaines St., Tallahassee 32399

Secretary of State, Fictitious Name Filing: 1-850-488-9000 On line filing: www.sunbiz.org

Internal Revenue Service: 1-800-829-1040



**DEPARTMENT OF FIRE RESCUE & EMERGENCY SERVICES
FIRE MARSHAL'S BUREAU
Main Office 954-831-8210**

West Park District Office

Phone: (954) 954-989-2688

Fax: (954) 954-985-0537

Informational Guide - CU Inspection Process

The Broward Sheriff's Office, Fire Marshal's Bureau is providing this information to the applicant, so you are prepared for the inspection. Our goal is to give you as much information as possible prior to the inspection, in the hopes of the applicant passing the initial fire inspection. Along with the Building Department's completed CU application, a floor plan layout is needed to be submitted in advance to evaluate the occupancy process in accordance with the Florida Fire Prevention Code.

The Floor plan needs to contain the following information:

- Business name, address and phone number.
- Type of use of the space. For example: shoe sales
- Square footage of the entire space.
- Identify if space contains a fire sprinkler system.
- Identify if space contains a fire alarm system.
- Detail layout of the space, showing where offices are, stock set up, etc.
- Exit door and overhead doors locations.
- Identify location of Emergency lights, Exit and/or combination sign locations.
- Identify location of Fire Extinguishers.

Visual examples of possible equipment in space:



Exit sign



Emergency Light



Combo light/sign



Fire extinguisher



horn/strobe



manual pull
Fire Alarm System



Fire Sprinkler Head
(located at ceiling)

Our fire inspection is based on the occupancy classification or the use in the space in accordance with the Florida Fire Prevention Code 2010. In order to pass your initial fire inspection, the occupancy must be in compliance with the Florida Fire Prevention Code. Please remember that the more information you can provide regarding your intended use in advance and be ready for the scheduled inspection will be beneficial in the inspection process.

FLOOR PLAN
MACHINE SHOP HALLANDALE



4711 HALLANDALE BEACH BLVD STE 7B
WEST PARK, FL 33023-1300

LEGEND

- ☐ F = FIRE EXIT
-  = EM LIGHT
-  = SIGN DOOR TO REMAIN OPEN
-  = FIRE EXTINGUISHER

SQUARE FEET = 931

NO FIRE ALARM OR FIRE SPRINKER SYSTEM PRESENT