



Certificate of Use and Business Tax Receipt Application Procedures:

The Certificate of Use, often known as a CU, confirms that the business is allowed in the zoning district where it is located (commercial or residential). The Certificate of Use is required to ensure compliance with the City's Code and fire/life safety regulations. It also verifies that the structure was built for the proposed type of business.

Prior to opening any business in the City of West Park, a CU must be obtained. Starting a business without obtaining a CU may result in a code violation with a fine to the property owner. A CU is required when an existing building goes through the following changes:

Location Type: Commercial or Residential

Category: New Business, Change of Use, Joint Occupancy, Owner Name Change, Business Name Change

Steps for Obtaining the Certificate of Use:

- Zoning Use Review Submission
 - Certificate of Use Application
 - Submission (Fees)
 - Plan Review
 - Inspections
 - Application Approval
1. **Zoning Use Review** request/application must be submitted for review by the Planning & Zoning Department. The Department shall timely review the application per established policy and may include conditions of zoning use, if applicable.
 2. **Certificate of Use (CU) Application** shall be submitted with the following, to the Building Department:
 - a. A copy of the approved Zoning Use Review signed by the Zoning Department.

- b. Certificate of Use Application is submitted to the Building Department with the appropriate fees.
- c. Two copies of the floor plan (showing interior layout).
- d. Two copies of the survey or site plan (site plan/survey must show parking, commercial properties only).
- e. The square footage of the area to be occupied.
- f. Proof of business such as an Article of Incorporation are required and the name of a corporate officer is required.
- g. Once the Certificate of Use Application is submitted, a CU number is issued (e.g. CU23-0000XX).
- h. In some cases, upon submittal of the CU, a building permit application may be required to correct deficiencies and provide additional information on the layout of the space (if applicable).
- i. Zoning, Building & Fire Departments conduct plan review; this process takes 7-10 business days. (At this time it is also determined if a change of use is required).
- j. If the change of use is needed, permits and plans will be required, and the CU process stops until the permit and plans have been fully approved and closed).
- k. Upon completion of the above steps issuance of the CU continues.

Local Business Tax Receipt Procedures:

Once you obtain the CU for your business, the next step will be to apply for the Local Business Tax Receipt. The fee for the Local Business Tax Receipt is based on the type of business and shall be obtained per the established fee schedule in the City's Code of Ordinances and as revised from time to time. The Business Tax Receipt reviewer or administrator shall consider the following:

Steps for the Local Business Tax:

- a. Copy of Approved and Signed Certificate of Use.
- b. Completed Business Tax Receipt Application with the applicable fee.
- c. Upon submittal of the application and fees, the customer receives a receipt.
- d. Customer receives a Local Business Tax Receipt that must be displayed in the business along with the Certificate of Use.