



**STEPS FOR OBTAINING A
CERTIFICATE OF USE FOR
THE CITY OF WEST PARK**

1. Application:

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

2. Submission:

An original application, along with payment by check, or money order made in one of the following amounts:

			<u>Made Payable To:</u>
• Commercial Address/Business	\$225	(Building)	CGA
• Commercial Address/Business	\$200	(Fire Dept)	The City of West Park
• Residential Address/Business	\$100		The City of West Park

Two copies of site plans or survey (site plan must show parking)***
(Commercial Properties only)**

3. 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 954-989-2676 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.**)

4. 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.**

5. 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 three (3) to five (5) day wait between the inspections being completed/approved and the Certificate being issued. Please call the City of West Park Building Department (954-989-2676) to make sure your Certificate is there before going to pick it up.

**This completes your first step in obtaining an
Occupational License with the City of West Park**



APPLICATION FOR CERTIFICATE OF USE

Existing Certificate of Use Number: _____ Check # _____ Amount \$ _____
Inspection Date: _____ Special Instructions: _____
Zoning District: _____ Original Permit #: _____

(Above this line for OFFICE USE ONLY)

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

BUSINESS OWNER INFORMATION

Business Name: _____
Business Owner/Corporation/Partnership: _____
Business Address: _____ BUILDING SUITE #
City/State/Zip: _____
Business Phone: _____ Other Phone: _____ Fax #: : _____
E-Mail: _____ Contact Person's Name: _____

PARCEL INFORMATION

Folio Number: _____ Legal Description: _____
Prior Use: _____
Vacated on: _____
Current Use: _____

PARCEL OWNER INFORMATION

Name (if different from business owner) _____
Mailing Address: _____
Business Name: _____
Comments: _____

Limitations: _____

Property Owner's Signature: _____
Print Name _____
Type of Business: _____
(Residential offices should be listed as "Residential Business Office")



Certificate of Use # _____

Business Name _____

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)

NOTARY PUBLIC, State of Florida

Personally known _____ or produced identification _____

Type of identification produced: _____

APPLICANT'S INSPECTION INFORMATION
(Post & keep 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. The fee for commercial first time re-inspections is \$80.00. *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 954-989-2676.

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

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: _____

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 **954-989-2676** 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

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

City of West Park Local Business Tax

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

Broward County Local Business Tax**

Revenue Collection Division
Governmental Center Annex (Ground FL)
115 South Andrews Avenue
Fort Lauderdale, FL 33301
(954) 765-4697

** A *Broward County Local Business Tax* is required in addition to a City of West Park Occupational License.



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

D:\TECHNOMEDIA USA\CITY OF WEST PARK\WEBSITE\documents\pdf\permits\0811\Certificate_of_Use_Application.doc

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, 6565 Taft Street, 4th Floor, 954-967-1000, 8 am – 5 pm.

Secretary of State, General Information 850-414-5500

Division of Corporations: P.O.Box 6327, Tallahassee, FL 32314
409 E Gaines St., Tallahassee 32399

Secretary of State, Fictitious Name Filing: 850-488-9000 On line filing: www.sunbiz.org
Internal Revenue Service 1-800-829-1040