



# 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:

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

<b>Payment For:</b>	<b>Fees:</b>	<b>Fee Type:</b>	<b>Made out to:</b>
• Commercial Address/Business	\$225	(BUILDING)	The City of West Park
• Commercial Address/Business	\$240	(FIRE DEPT)	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

- Payment must be processed at the time of application submission.
- Two copies of Floor Plan and Surveys or Site plan (site plans/survey must show parking).  
\*\*\*\*\* (Commercial Properties only) \*\*\*\*\*

#### 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 954-989-2676 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.) **Applicant must be present at the business location at the time of inspections to sign inspection slip if applicable.**

#### 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 (954-989-2676) to make sure your Certificate is there before going to pick it up.



**THIS SECTION IS LEFT BLANK INTENTIONALLY**

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                       New Business                       Change of Use  
                           Joint Occupancy                       Owner Name Change  
                           Business Name Change               Business Address

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**Change BUSINESS OWNER INFORMATION**

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

Doing Business As (DBA): \_\_\_\_\_

Business Owner/Corporation/Partnership: \_\_\_\_\_

Business Address: \_\_\_\_\_

BUILDING

SUITE #

City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Contact Person's Name: \_\_\_\_\_

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**PARCEL INFORMATION**

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

Street Number

Street Direction

Street Name

Unit/Suite #

Folio Number: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Prior Use: \_\_\_\_\_

Vacated on: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

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**PARCEL OWNER INFORMATION**

Name (if different from business owner) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Comments: \_\_\_\_\_

Limitations: \_\_\_\_\_

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**Property Owner's Signature:** \_\_\_\_\_

Print Name \_\_\_\_\_

Type of Business: \_\_\_\_\_

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

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**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 \_\_\_

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**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

**(Post, have signed & 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. 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. 1**

**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: \_\_\_\_\_  
\_\_\_\_\_

**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 Fort Lauderdale, FL 33301 (954) 765-4697

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**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 4<sup>th</sup> 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](http://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:**

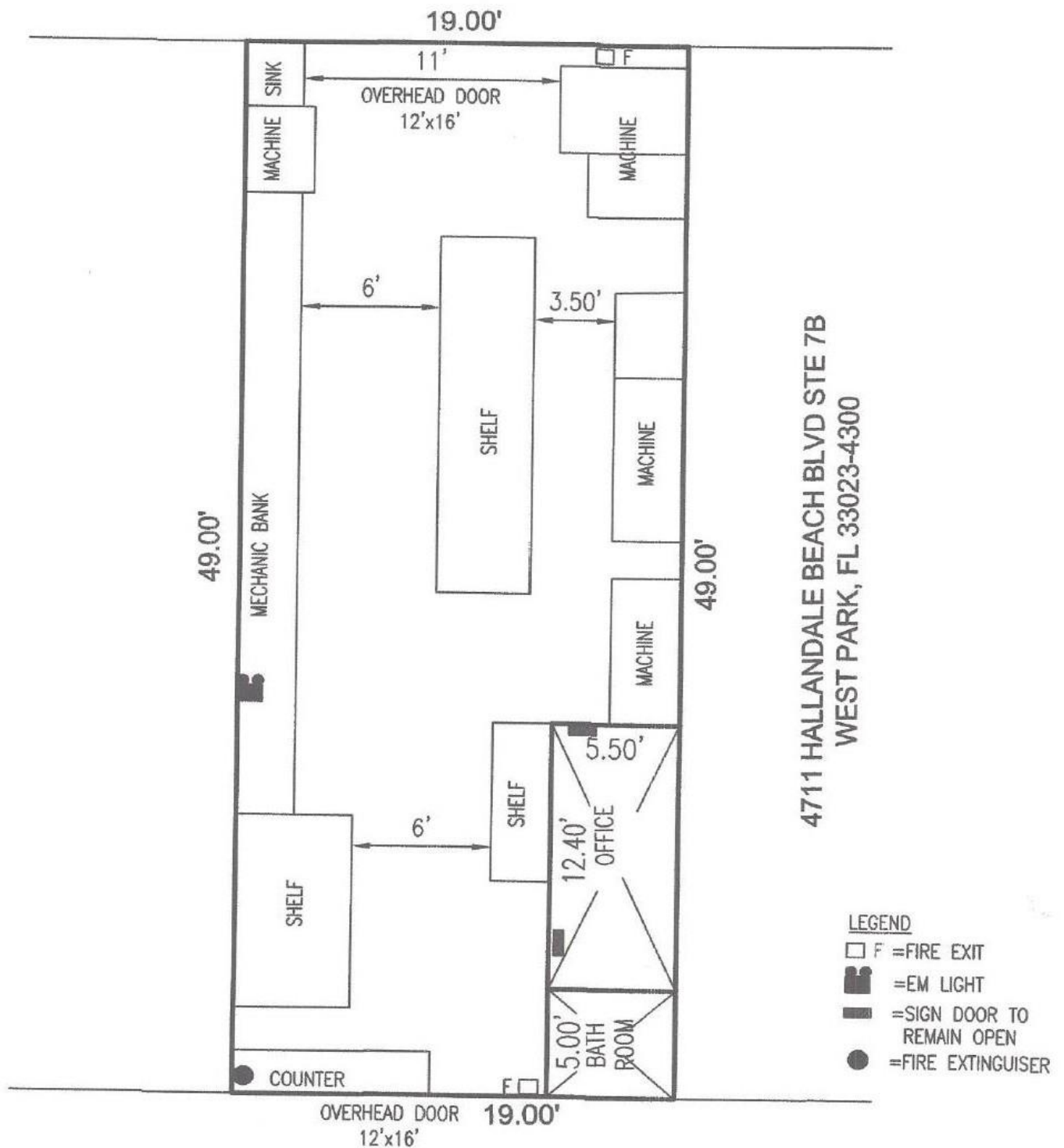
- Business name, address and phone number.
- Type of use of the space. For example: shoe sales
- Square footage of the entire space.
- Identify if space contains a fire sprinkler system.
- Identify if space contains a fire alarm system.
- Detail layout of the space, showing where offices are, stock set 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:**



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 33023-4300

**LEGEND**

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

SQUARE FEET = 931  
NO FIRE ALARM OR FIRE SPRINKER SYSTEM PRESENT