



Certificate of Use Application Package

Steps for Obtaining a Certificate of Use

All Business must obtain a Certificate of Use prior to occupying or doing business within the space. Home Businesses do not require a Certificate of Use.

1. The following must be submitted to the Planning & Development Services Division with a fully completed Certificate of Use application:
 - a. A proposed floor plan of the space to be occupied (Existing Businesses do not need to provide a floor plan).
 - b. Payment by check, cash or credit card to the City of Deerfield Beach in one of the following amounts:

New Application/Change of Location or Use:	\$400
Change of Owner/Business Name:	\$25
Existing Businesses:	\$25
2. A Certificate of Use is required if you meet ANY of the following criteria:
 - a. You are a new business
 - b. You are making an application for an existing business at a new location
 - c. You are adding and/or changing the type of use of a legally established business
 - d. The use has an active Certificate of Use and the applicant is a new owner of the use, i.e. Change of Owner
 - e. The use has an active Certificate of Use and the applicant wishes to change the name of the business, i.e. Change of Business Name
 - f. If you have an existing business with an active Business Tax Receipt prior to September 4, 2012 a Certificate of Use is required with the annual fire inspection for the business. Inspections will not be required; however an application must be submitted along with a \$25 fee.

Steps for Submitting your Application and Obtaining your Certificate of Use

You can submit your application in person to the Planning & Development Services Division or mail the check and application to address below. The Planning & Development Services Division hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m.

**City of Deerfield Beach
Planning and Zoning Division
150 NE Second Avenue
Deerfield Beach, FL 33441**

After your inspections have been completed and approved; 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 the Certificate of Use. The original document is available for pick-up at the Planning & Development Services Division. It takes approximately two (2) to three (3) business days after the inspections are completed / approved to process and issue the Certificate.

Once the Certificate of Use is issued, you must verify with Utility Department and submit your Business Tax Receipt (BTR) to the Business Tax Office. A copy of the certificate is required for the BTR submittal.

Inspection Information

All applications for a new business, change of location or use require inspections by the Zoning Division, Building Division and the Fire Marshal prior to approval. These inspections will be coordinated by the Planning & Development Services.

Inspections to determine if your space meets Florida Building Code, Life Safety Codes and City zoning requirements for the use intended before the certificate of use is issued.

All inspections **are performed between 8:00 a.m. and 5:00 p.m. Tuesday and Friday. There are no specific or assigned times for inspections.** However, once an inspector is assigned to your business, you may contact them on the morning of the inspection (**between the hours of 7:15 a.m. - 8:00 a.m.**) to give you a 2 hour window of when to expect them. See the attached sheet for inspector contact information.

It is MANDATORY TO HAVE A OSHA APPROVED LADDER ON SITE. This is required to inspect the demising wall or fire wall for compliance with the Florida Building Code. The height of the ladder will be determined by the height of the roof. If the ceiling is acoustic tile, the perimeter tile **MUST** be removed for inspection.

If an inspection fails, you will be provided with the reason(s) why, and the correction action(s) necessary. Upon completion of the correction(s), you must arrange for a re-inspection.

You (or a duly designated representative) must be available on site when the inspector arrives. If not, the inspection will be FAILED due to “no access.”

Re Inspections

If re-inspection is necessary, the applicable fee(s) – see table below- must be paid before the re-inspection will be scheduled. All fees are non-refundable. **Contact the Planning & Development Services to schedule all re-inspections.**

Structural Re-Inspection Fees:

1 st re-inspection:	\$75
Each re-inspection after:	\$75

Electrical Re-Inspection Fees:

1 st re-inspection:	\$75
Each re-inspection after:	\$75

Fire Marshal Re-Inspection Fees:

1 st re-inspection:	No fee
Each re-inspection after:	\$200



OFFICE USE:
 Zoning District: _____ Zoning Pre-Approval: _____
 Application Number: _____ Fee: _____ Inspection Date: _____
 Use: _____ Limitations: _____

Certificate of Use Application

Please Provide in Full the Following Information *(Print or Type)*

Section One: Type of Application

- New Business/Organization
 Existing Business/Organization
 Change of Name
 Change of Location
 Change of Ownership
 Adding or Changing Use

Section Two: Business Owner Information

Business Name: _____

Business Address: _____ Zip Code: _____

Building Number: _____ Bay/Suite Number: _____

Business Owner: _____

Phone Number: _____ E-mail: _____

Emergency Contact Name _____ Phone: _____

Section Three: Business Information

Proposed Use *(Detailed Description of Activities)*: _____

Square Feet of Bay/ Space: _____ Multi-Tenant Bldg.: Yes No

Previous/Current Use: _____

I affirm that I have been made aware of the provisions of the City of Deerfield Beach Land Development Code Sections 98-161 and that I will not open for business prior to obtaining a Certificate of Use. Should I do so, I am aware of the possible penalties which can include fines.

I also affirm that the information I have provided is accurate and true.

Applicant Signature: _____ Date: _____

Print Name: _____



Fire Inspection General Requirements

When opening a new business in the City of Deerfield Beach, a fire inspection is required and shall comply with the adopted Fire Prevention Code and the Broward County Rules and Appeals Amendments. Below are general areas, which are reviewed in the inspection process:

1. A fire extinguisher is required every 75 feet of travel and 2,500 square feet of operating space. **A licensed extinguishing company must certify the fire extinguisher annually.** This means you cannot purchase an extinguisher at a local hardware store and install it in your business, as it would not have the certification tag.
2. Emergency lights must be operational in the event of a power loss. This means when the breaker from the electrical panel is turned off, the emergency lights will turn on.
3. Exit signs are to remain active at all times.
4. Exits and exit ways must remain clear.
5. All exit doors must be able to be exited from the general public without special tools or knowledge of a special locking device. This means you cannot utilize such devices as pad locks and double keyed deadbolts to secure exit doors while operating to the general public.
6. All fire protection equipment such as fire alarm systems, fire sprinkler systems, kitchen extinguishing systems and stand pipes must meet code requirements and be certified by a qualified company.
7. Day care businesses operating in a residential home (Family Day Care Home) require a smoke detector connect to the electrical power with battery back up in the area where the children are stationed.

All other code requirements that pertain to the particular occupancy will be discussed and documented at time of inspection.



Certificate of Use Contact Information

1. Planning & Development Services

Phone: 954-480-4206

E-mail: Web.planning@Deerfield-Beach.com

2. Building Division Structural
Electrical 954-480-4250
954-480-4250

3. Broward Sheriff's Fire Marshal Bureau
Deerfield Beach District
Phone: 954-571-7570
Fax: 954-360-1375

4. Broward Sheriff's Fire Marshal Bureau
Public Safety Building
Phone: 954-831-8210
Fax: 954-831-8218

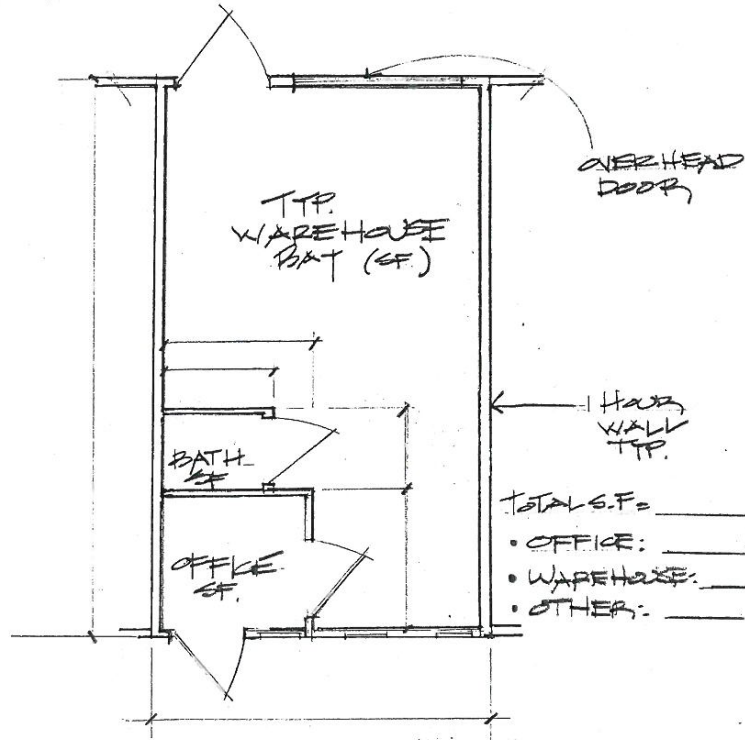
5. Broward Sheriff's Fire Marshal Bureau
Email: FMO_issues@sheriff.org

6. Business Tax Office-Finance Department
Phone: 954-480-4333
E-mail: Web.BTR@Deerfield-Beach.com

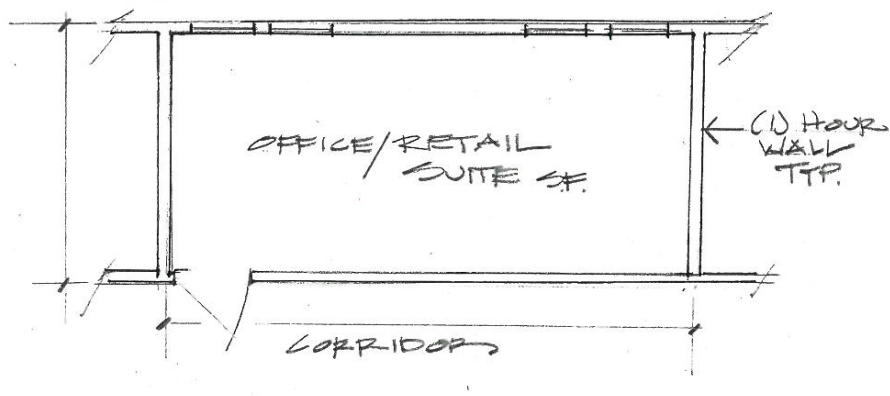
Floor Plan Sample

The items that need to be shown or marked include:

- Placement of walls
- Location of windows and doors
- **Room sizes and uses**
- **Dimensions**
- **Exit signs**
- **Emergency lights**
- **Fire extinguisher**



DIMENSION PLAN AS INDICATED.



DIMENSION PLAN AS INDICATED



Applicant's Inspection Log Sheet

Business Name: _____

Business Address: _____

Inspection Date: _____ Application # _____

Important – Please Read

Inspectors will be at your proposed location at various times on the above date between 8:00 a.m. and 5:00 p.m. Someone must be present during these hours until the last inspector arrives. Please note if you or your representative are not present and miss the inspection, or if the inspection is failed, a re-inspection fee will be charged. **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 the Planning & Development Services at 954.480.4206.**

Fire: Approved: [] Disapproved: [] By: _____ Date: _____

Comments: _____

Structural: Approved: [] Disapproved: [] By: _____ Date: _____

Comments: _____

Electrical: Approved: [] Disapproved: [] By: _____ Date: _____

Comments: _____

Zoning: Approved: [] Disapproved: [] By: _____ Date: _____

Comments: _____

