



# Certificate of Use Application Package

## Steps for Obtaining a Certificate of Use

**All Businesses must obtain a Certificate of Use prior to occupying or doing business within the space. Home Based Businesses do not require a Certificate of Use provided they meet section 98-91(a).**

1. The following must be submitted to the Planning & Zoning Division with a fully completed Certificate of Use application:

- a. A proposed floor plan of the space to be occupied (Existing Businesses with an Active Business Tax Receipt need to provide a floor plan).
- b. The application fee will be determined based on the type of application as listed below and as determined by the Planning staff following application submittal. A payment link will be sent after the review via email. Payment can be made by check, cash, or credit card to the City of Deerfield Beach in person after the review.

|   |       |
|---|-------|
| New Business or Change of Location (Inspections Required):            | \$400 |
| Change of Use (Inspections Required)                                  | \$400 |
| New Business or Change of Location (Same Type of Use/ No inspections) | \$100 |
| Shared Space (Same Type of Use)                                       | \$50  |
| Change of Owner/Business Name:  | \$25  |

2. A Certificate of Use is required if you meet ANY of the following criteria:

- a. You are a new business in the City of Deerfield Beach.
- 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. The Bill of Sale needs to be attached to the application.
- 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. An updated Sunbiz reflecting the new name needs to be attached to the application.
- 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 may be required.

## Steps for Submitting your Application and Obtaining your Certificate of Use

You can submit your application in person to the Planning & Zoning Division or mail the application to the address below. The Planning & Zoning Division hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m. We do not accept electronic submissions.

**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 approved 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. It takes approximately two (2) to three (3) business days after the inspections are completed/approved to process and issue the Certificate. The Certificate of Use does not have an expiration date.

**Once the Certificate of Use is issued, you must submit your Business Tax Receipt (BTR) to the Business Tax Office. A copy of the Certificate of Use 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 via the email planning staff sent out with the payment link.

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 4:00 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 7:30 a.m. - 8:30 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 firewall 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 via email with the planning staff.

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 & Zoning Division to schedule all re-inspections via email.**

### Structural Re-Inspection Fees:

1<sup>st</sup> re-inspection: \$75

Each re-inspection after: \$75

### Electrical Re-Inspection Fees:

1<sup>st</sup> re-inspection: \$75

Each re-inspection after: \$75

### Fire Marshal Re-Inspection Fees:

1<sup>st</sup> re-inspection: No fee

Each re-inspection after: \$200



**OFFICE USE:**  
 Zoning District: \_\_\_\_\_ Zoning Pre-Approval: \_\_\_\_\_  
 Permit Number: \_\_\_\_\_ Fee: \_\_\_\_\_ Application ID#: \_\_\_\_\_  
 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 (Active BTR)     
  Change of Name  
 Change of Location     
  Change of Ownership     
  Adding/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- Type of Business *(Detailed Description of Activities, Hours of Operation, Number of Employees)*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_



## PLASTIC STRAW BAN NOTICE

Pursuant to Code Section 34-180.- *Prohibition on Distribution, Sale, or Use of Plastic Straws.*

### PLEASE READ CAREFULLY

The City of Deerfield Beach **does not** permit single use plastic straws, with very few exceptions which are provided below. As a new or transferred business in the City, you are required to sign the below notice acknowledging that your business cannot give, sell or distribute single use plastic straws. You are permitted to utilize any form of biodegradable or reusable straw, which may be a type of plastic, provided it is not single use. The penalty for giving, selling or distributing plastic straws will result in a code compliance action that may lead to a monetary penalty. The City has a flyer that can be downloaded from our website which you should place in your business. In addition, if you have an exterior window, you can receive a plastic straw cling from this department to put in your window.

**Sec. 34-180. - Prohibition on Distribution, Sale, or Use of Plastic Straws.**

(a) **Definitions.** For purposes of this section, the following definitions apply:

- (1) City property means any land, water, or air rights owned by the city, or any building, structure, park, beach, road, street, right-of-way, or other facility owned, operated or managed by the city.
- (2) Plastic straw means a straw provided, sold, or distributed for the purpose of imbibing liquids or transferring a beverage from its container to the mouth of the drinker by suction, which is predominantly made of plastic derived from petroleum, a biologically-based source (such as corn or other plants), polypropylene, or polyethylene, and which is intended for single-use.
- (3) Special event permittee means any person or entity, and their subcontractor(s), issued a special events permit by the city for a special event on city property, or in a city facility, or in the city's right-of-way.

(b) **Plastic straws prohibited; exceptions.**

- (1) A plastic straw shall not be used, sold, or distributed in any commercial establishment, on city property, or by any special even permittee.
- (2) Exceptions. The prohibition in (b)(1) above shall not apply to:
  - a. Pre-packaged drinks sold at commercial establishments; or
  - b. Medical or dental facilities; or
  - c. School district or county, state, or federal governmental entities.

(c) **Enforcement; penalties.**

- (1) The city's code enforcement department shall commence enforcing the provision of this section on April 1, 2019.
- (2) Penalties for violations of the provisions of this section shall be enforced through chapter 2, article VI, division 2 of the City Code.

(Ord. No. 2018/028, § 2, 9-17-18)

I, \_\_\_\_\_, acknowledge the information above and understand that failure to comply is a violation of the city code of ordinances and am subject to aforementioned penalties.

Signature: \_\_\_\_\_

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

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

Home/Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_



## 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](mailto:Web.planning@Deerfield-Beach.com)

2. Building Division

Structure: 954-480-4250

Electrical: 954-480-4250

3. Broward Sheriff's Fire Marshal Bureau

Deerfield Beach District

Phones: 954-571-7585

4. Business Tax Office-Finance Department Phone: 954-480-4333

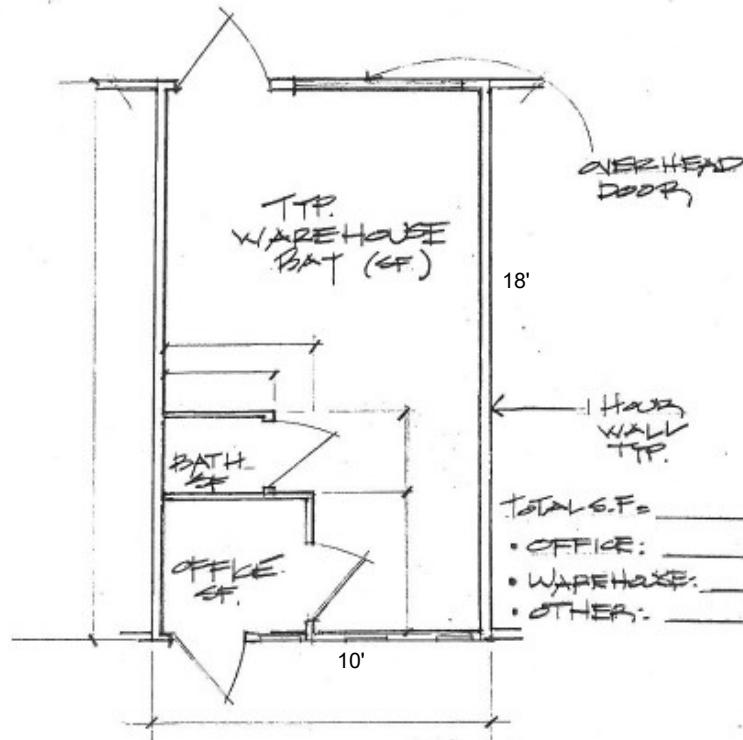
E-mail: [Web.BTR@Deerfield-Beach.com](mailto:Web.BTR@Deerfield-Beach.com)

## 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

**\*\*\*NO PENCIL FLOOR PLANS ACCEPTED\*\*\***



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 4:00 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_