Zoning Certificate of Use Required (Land Development Code, Section 321.1.2) No building, location, or structure used for the purpose of exercising the privilege of doing business within the city limits shall be used or occupied for any business, profession or occupation without first obtaining a ZCU pursuant to this LDC. Businesses, professions or occupations which are subject to the requirement for a business tax receipt (BTR) pursuant to section 11-27 of the Code of Ordinances shall be subject to the ZCU requirement. Multi-family residential, group homes, and special residential care facilities are also subject to the ZCU requirement.

In addition to City approval, the approval from Broward County Development & Environmental Review may be required taken into considerations the “Requirements for Change of Use and Occupying an Existing Building (See attached information)

APPLICATION CHECKLIST

☐ Signed and completed application (Attached). Application shall be notarized.

☐ In the application, a complete description of your business must be provided, which should include all services offered and how they will be provided (Use extra page if needed).

☐ Application Fee ($150.00. Effective Nov. 1, 2016). Payment can be made with check payable to the City of Miramar. Other types of payment (debit card, credit card Visa or MasterCard) are acceptable; however, we prefer the check payable to the City of Miramar. Collected fee for this purpose is non-refundable.

(*) BE AWARE THAT THE FIRE DEPT. MAY CHARGE ADDITIONAL FEES FOR REVIEW PROCESS. FOR MORE INFORMATION, YOU MAY CONTACT THE FIRE DEPT. AT 954-602-4802. miramarfire@miramarfl.org

☐ Provide one (1) set of architectural floor plan showing rooms, bathrooms, interior partitions and any other dedicated spaces. In general, architectural plans shall be of sufficient clarity to indicate the nature and extent of the proposed business.

Also, the following apply:

a. For restaurants cafeteria and/or other food services to the public, seat - tables distribution layout shall be provided indicating maximum capacity of persons in the business.

b. For Hazardous material storage, a complete list of the hazardous material shall be provided.

c. Based on the type of business, and building area, an approval from Broward County Development & Environmental Dept. will be required (See attached Information)

d. Other regulations may apply as per City’s Land Development Code, and the Florida Building Code based on the type of business, use and occupancy.

PROCEDURES FOR ISSUANCE

a. Planning & Zoning Division will verify Zoning District and Use Classification.

b. After Planning & Zoning Division review and approved the application, then Building Division will verify the submitted information.

c. After the submitted information is verified and approved, then mandatory inspections (5) shall be scheduled. Inspections shall be scheduled before 3:00 p.m. for the next available working day. For inspection information call 954-602-3200.

(*) BE AWARE THAT THE FIRE DEPT. MAY CHARGE ADDITIONAL FEES FOR INSPECTION PURPOSE. FOR MORE INFORMATION, YOU MAY CONTACT THE FIRE DEPT. AT 954-602-4802 miramarfire@miramarfl.org

d. When all the required inspections are completed, email the inspection log to vgajardo@miramarfl.gov. After that, a Building Division staff will contact you when the Zoning Certificate of Use is ready to pick up.
DEVELOPMENT AND ENVIRONMENTAL REVIEW

In addition to City or Town approval, Broward County approval is also required prior to the issuance of any building permits, changes of use, or certificates of occupancy to ensure consistency with the Broward County Code of Ordinances.

Applications may be completed in person or from any computer with internet access. Computers are available to the public, located in the lobby of the Government Center West, for your convenience.

An approval may be processed entirely online. ePermits allows you to apply for and receive approvals via the internet at Broward.org/ePermits. For further information, call (954) 357 – 6633.

Development Review

Development Review determines whether any required impact and/or transportation concurrency fees have either been paid or are still outstanding for the proposed use's impact on the County's school, park, and transportation infrastructure. Any changes in use that add a new residential unit or change the type of residential unit may be assessed a school impact fee. Any change in use that generates an increase in traffic based on County adopted traffic rates will be assessed an impact/concurrency fee based on the increase. Impact/concurrency fees will vary based on size, location, and actual use. Here are some examples:

- 10,000 square foot Office use to Daycare/Preschool use: $76,000.
- 10,000 square foot Office use to Sit Down Restaurant use: $53,000.
- 5,000 square foot Free Standing Retail use to Bank use: $67,000.
- 1,000 square foot addition of outdoor covered Sit Down Restaurant seating: $9,000.
- 5,000 square foot Retail Space to Fast Food Restaurant: $37,000.
- An Increase of up to 50% office area within a 20,000 square foot industrial/flex building or bay: $10,000.
- Addition of Showroom use within a 20,000 square foot industrial/flex building or bay: $16,000.
- Conversion of a 10,000 square foot industrial/flex space building or bay to Indoor or children recreation use, cross fit, or gym use: $22,000.

If you need further information, please call (954) 357 – 6637.
### TO BE COMPLETED BY APPLICANT

**Type of Application:**
- [ ] New Business
- [ ] Transfer of Ownership
- [ ] Change of Business Location

**Business Name:**

**Business Address:**
- [ ] Suite No. ________

**Email:**

**City:** Miramar  
**State:** FL  
**Zip Code:** ________  
**Business Phone:** ________  
**Business Fax:** ________

Are any tenant improvements currently proposed?  
- [ ] Yes  
- [ ] No

**Square Footage of Building/Space:** ________  
*(If yes, a building permit application must be submitted)*

Is there any existing or proposed commercial signage for this location?  
- [ ] Yes  
- [ ] No

Describe your business in detail. (i.e. type of business, specify service provided by your business, occupant load, etc.)

---

**Business Owner/Agent** (Print Name) __________________________________

**Business Owner Address:** _________________________________________

City:  
State:  
Zip Code:  
Phone No. ________

Fax No. ________  
**E-mail:** ______________________________________

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING APPLICATION FOR A ZONING CERTIFICATE OF USE AND ALL ATTACHMENTS TO THE APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE.

______________________________  
Business Owner or Owner Representative  
Date

State of Florida.  
On this ________ day of ________ 20____ the person whose name is subscribed to within this instrument, personally appeared before / personally known to me, the undersigned Notary Public of the State of Florida, and he / she acknowledges that he / she executed it.

Notary Public ____________________________

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### TO BE COMPLETED BY ZONING DIVISION STAFF

<table>
<thead>
<tr>
<th>File No.</th>
<th>Folio #</th>
<th>Zoning District</th>
<th>Land Use</th>
<th>Source</th>
<th>Status</th>
<th>Description</th>
<th>Reviewer</th>
</tr>
</thead>
</table>

- [ ] Approved pending C.U. inspections
- [ ] Approved with conditions: __________________________

**Signature of Staff:** __________________________  
**Date:** __________________________

Rev. 6/2017
Environmental Review

Environmental Review verifies that all necessary licenses required to protect and preserve the natural resources of Broward County have been issued, based on the type of proposed business. This protection ensures that there is sufficient wastewater capacity in the County’s treatment facilities and an available wastewater collection system to serve the project. Other areas reviewed are wellfield protection, tree preservation, regulation of above and below ground storage tanks, protection of natural resource areas, air pollution, asbestos responsibility and hazardous materials regulations.

All evaluations require payment of a minimum of $55 review fee. Additional fees may be required based on the size and nature of the project which cannot be determined until review of the project is complete. Some examples which may generate additional fees are as follows:

- Dry cleaners, auto repair, auto body, or any industrial use that uses hazardous chemicals.
- Fuel storage tanks associated with new or replacement generators.
- New restaurants or increases in number of seats, beauty salons and spaces that have been vacant for more than (6) six months.

For further information, please call (954) 357 – 0339.

Contact

Planning and Redevelopment Division
Environmental Protection and Growth Management Department

Government Center West
1 North University Drive, Suite 102A
Plantation, FL 33324
954.357.6666, DERPlans@Broward.org

Located at the northwest corner of Broward Boulevard and University Drive
ZONING CERTIFICATE OF USE
APPLICANT INFORMATION

DATE: ________________________________________________
BUSINESS NAME: ________________________________________________________________
CONTACT PERSON NAME: ___________________________________________________________
PHONE #: _______________________________________________________________________
EMAIL ADDRESS: ________________________________________________________________

PLEASE READ BEFORE SCHEDULING INSPECTIONS
INSPECTIONS WILL BE AT THE PROPOSED BUSINESS LOCATION FROM 8:00 A.M. TO 4:00 P.M., THE DATE OF THE INSPECTIONS. APPLICANT IS ENTIRE RESPONSIBLE TO SCHEDULE THE INSPECTIONS AND SOMEONE MUST BE PRESENT DURING THE INSPECTIONS HOURS. INSPECTIONS SHALL BE SCHEDULED BEFORE 3:00 P.M., AND THE INSPECTIONS WILL BE SCHEDULED FOR THE NEXT AVAILABLE DAY. A RE-INSPECTION FEE WILL BE CHARGED FOR EACH INSPECTION YOU MISS OR FAIL. ALSO, THE FIRE DEPT. MAY CHARGE ADDITIONAL FEES FOR RE-INSPECTION FEES FOR MISSED OR FAILED INSPECTIONS.

TO SCHEDULE THE INSPECTIONS, PLEASE 954-602-3200.

<table>
<thead>
<tr>
<th>Mandatory Inspections</th>
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<tbody>
<tr>
<td>801 – Fire Marshall</td>
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<tr>
<td>921- Mechanical (HVAC)</td>
</tr>
<tr>
<td>945 – Zoning (a)</td>
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<tr>
<td>910 - Electrical</td>
</tr>
<tr>
<td>931- Plumbing</td>
</tr>
<tr>
<td>999 - Structural</td>
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</tbody>
</table>

The following is a list of information that will assist you in preparing for the inspection and addressing common code related problems prior to the inspection:

1. A six (6’) feet high ladder must be made available for inspectors to check above ceiling tiles.
2. A flashlight should be available in case of lighting is not available or electricity is not on.
3. Address numbers must be on front door and back of the building. These must be a minimum 8” high with contrasting colors so they can be seen. Interior or Exterior Bay or Suite numbers shall comply with building standards.
4. If the parking lot is in a state of disrepair, it will need to be brought up to standards and repairs will have to be coordinated with the Engineering Department and Zoning Division.
5. An enclosure is required for dumpsters. Specifications are available from the Zoning Division.
6. All sites must be clean; any and all debris must be removed before the Zoning Division signoff.
7. The building must be in good shape, if it needs painting or any other repairs to bring the appearance to acceptability, it must be done with Zoning Division approval.
8. All existing signage depicting former tenant’s name must be removed. All new signage will need to be installed with proper permits and Zoning approval.
9. The applicant is reminded that any code violations found by any discipline relating to the Florida Building Code, Miramar Land Development Code and any Fire Code provisions, must be corrected and re-inspected prior to Final Inspection on your permit.
10. Failed inspections must be corrected and re-inspected within 10 working days of violations.
11. Attached Inspections Log must be available on site. Inspections (5) shall be completed and approved as a requirement to issue the Zoning Certificate of Use. Please, when all inspections are completed, contact the Building Division at 954-602-3217 or email the inspection log to vgajardo@miramarfl.gov A Building Division staff will contact you when the Zoning Certificate of Use is ready to pick up.
WHEN ALL INSPECTIONS ARE COMPLETED AND APPROVED, EMAIL THIS INSPECTION LOG TO: VGAJARDO@MIRAMARFL.GOV

<table>
<thead>
<tr>
<th>Department</th>
<th>Approved by:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>801 FIRE MARSHALL</td>
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<td>Disapproved - Date ________</td>
<td>See Comment</td>
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<td>Disapproved - Date ________</td>
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<tr>
<td>921 MECHANICAL</td>
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<td>Disapproved - Date ________</td>
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<tr>
<td>945 ZONING</td>
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<tr>
<td>FOR ZONING INSPECTION, PLEASE EMAIL PHOTOS (PICTURES) FOR THE INTERIOR AND EXTERIOR OF THE BUSINESS TO: <a href="mailto:pandz@miramarfl.gov">pandz@miramarfl.gov</a></td>
<td></td>
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<tr>
<td>999 STRUCTURAL</td>
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www.miramarfl.gov