

ZONING CERTIFICATE OF USE



Building, Planning and Zoning Department
 Planning & Zoning Division
 2200 Civic Center Place
 Miramar, FL 33025
 Tel: (954) 602-3264 | www.miramarfl.gov



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

INITIALS _____

Request (Select One)	Application Fee	<input checked="" type="checkbox"/>	Application No.
1 Certificate of Use NEW Select from the following Type of Application: <ul style="list-style-type: none"> <input type="checkbox"/> New Business/Organization <input type="checkbox"/> Transfer of Ownership (existing City Business) <input type="checkbox"/> Change of Business Location (existing City Business) <input type="checkbox"/> Adding/Changing Uses and/or Business Name 	\$300.00		Application Received Date
2 Certificate of Use RENEWAL (Active Business Tax Receipt)	\$150.00		

PRINT OR TYPE ALL INFORMATION

1 BUSINESS INFORMATION											
Business Name:											
DBA (If Applicable):											
Business Address:											
Suite/Bay:			City: Miramar			State: Florida			Zip Code:		
Property Folio ID Number (Check bcpa.net):			5	1							
Square Footage of Building/Tenant Space:						Located in Multi-tenant Building? YES NO					
Business Type Describe the type of business, proposed uses and/or services offered:											

PRINT OR TYPE FOR #1; CIRCLE OR HIGHLIGHT ANSWER FOR #2, #3, AND #4

2 ADDITIONAL QUESTIONS	
1. Previous Business/Occupancy Use Type:	
2. Are tenant improvements currently proposed? <i>If yes, a building permit application is required</i>	YES NO
3. Is there commercial signage currently proposed? <i>If yes, a building permit application is required</i>	YES NO
4. Will commercial vehicles and/or equipment be parked and/or stored outside at this location?	YES NO

3**BUSINESS OWNER INFORMATION**

Business Owner Name:

Business Owner Phone No.:

Business Owner E-mail:

Business Owner Mailing Address:

NOTARIZATION

STATE OF _____/COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____, _____(year), by _____ (name of person acknowledging)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

4**AGENT INFORMATION***Only complete this Section if an Agent or Representative will be assisting with the processing of the application and during the inspection period.*

Name:

Phone No.:

E-mail:

5**CHECKLIST — BEFORE APPLYING REVIEW THE FOLLOWING******* INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED *******The following is required:**

- Signed, completed and notarized application.
- Non-refundable Application Fee of \$300.00 for New Businesses and a \$150.00 Non-refundable Application Fee for renewal of Certificate of Use (Effective Oct. 1, 2024). Payments can be made [online](#) or at the Cashier's Office.
- One (1) set of architectural floor plan showing the entire space (e.g. rooms, bathrooms, interior partitions, and any other dedicated spaces). Architectural plan does not need to be to scale but areas need to be labeled.

The following may apply:

- For restaurants and/or other food services to the public, outdoor seating arrangement must be provided in the architectural floor plan.
- For Hazardous material storage, a complete list of the hazardous material shall be provided.
- Based on the type of business, and building area, an approval from Broward County Development & Environmental Dept. will be required.

GENERAL CERTIFICATE OF USE INSPECTION NOTES

INSPECTIONS WILL BE AT THE PROPOSED BUSINESS LOCATION BETWEEN 8:00 A.M. AND 4:00 P.M.. APPLICANT IS ENTIRELY RESPONSIBLE FOR SCHEDULING THE INSPECTIONS; SOMEONE MUST BE PRESENT DURING THE INSPECTIONS HOURS. THE INSPECTIONS WILL BE SCHEDULED FOR THE NEXT AVAILABLE DATE. 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 CALL 954-602-3200.

Mandatory Inspections

- 802 – Fire Marshall
- 910 – Electrical
- 921 – Mechanical (HVAC)
- 931 – Plumbing
- 945 – Zoning
- 999 – Structural

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. Electricity and water must be available.
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 and issuance of the Certificate of Use.
10. Failed inspections must be corrected and re-inspected within 12 working days of violations.
11. For finalized interior build-out permits, no re-inspection is required shall the Certificate of Use inspections be called within 90 days of obtaining a Certificate of Completion.

INSPECTION LOG → PLEASE RETAIN THIS LOG FOR THE DAY OF INSPECTIONS

ZCU Application No.:

For failed Inspections, punch list items may be viewed online: [Miramar Self Service — Permits and Inspections](#)

802 FIRE MARSHALL	Approved by:	Date:
3133 Commerce Parkway Miramar, FL 33025 Tel: (954) 602-4802 E-mail: miramarfire@miramarfd.org	Rejected by:	Date:
	Rejected by:	Date:
	Rejected by:	Date:
910 ELECTRICAL	Approved by:	Date:
2200 Civic Center Place Miramar, FL 33025 Tel: (954) 602-3200 E-mail: spdouglas@miramarfl.gov	Rejected by:	Date:
	Rejected by:	Date:
	Rejected by:	Date:
921 MECHANICAL	Approved by:	Date:
2200 Civic Center Place Miramar, FL 33025 Tel: (954) 602-3200 E-mail: hjcosta@miramarfl.gov	Rejected by:	Date:
	Rejected by:	Date:
	Rejected by:	Date:
931 PLUMBING	Approved by:	Date:
2200 Civic Center Place Miramar, FL 33025 Tel: (954) 602-3200 E-mail: aphilton@miramarfl.gov	Rejected by:	Date:
	Rejected by:	Date:
	Rejected by:	Date:
945 ZONING	Approved by:	Date:
2200 Civic Center Place Miramar, FL 33025 Tel: (954) 602-3264 E-mail: pandz@miramarfl.gov	Rejected by:	Date:
	Rejected by:	Date:
	Rejected by:	Date:
999 STRUCTURAL	Approved by:	Date:
2200 Civic Center Place Miramar, FL 33025 Tel: (954) 602-3200 E-mail: jediaz@miramarfl.gov	Rejected by:	Date:
	Rejected by:	Date:
	Rejected by:	Date: