



Community Development - Building Division
2200 Civic Center Place
Miramar, Florida 33025
Tel: (954) 602-3200 Fax: (954) 602-3635
<http://www.ci.miramar.fl.us>

CERTIFICATE OF USE CHECKLIST

The following must be completed before an application for Certificate of Use will be accepted :

1. Payment of fee \$65.00 (Payment can be made with cash, check or debit/credit card)
2. A signed and completed application (attached)
3. A complete description of your business must be provided, which should include all services offered and how they will be provided to the customer
4. Provide two (2) sets of architectural floor plans showing rooms, and/or any other dedicated spaces

CERTIFICATE OF USE REQUIREMENTS.

In order to determine whether your business will require a Certificate of Use, please read the following:

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

- You are a new business
- You are making application for an existing business at a new location
- You are adding and/or changing the type of use of a legally established business
- The use has an active Certificate of Use and applicant is a new owner of the use i.e. Transfer of Business Ownership



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APPLICANT'S INSPECTION INFORMATION

DATE _____
BUSINESS NAME _____
BUSINESS ADDRESS _____
CONTACT PERSON _____
CONTACT PHONE # _____

IMPORTANT – PLEASE READ

Inspections will be at your proposed location at various times on the above date between 8:00 a.m. and 4:00 p.m. Monday thru Thursday. Someone must be present during these hours until the last inspector arrives. A re-inspection fee for \$65.00 will be charged for each inspector that you miss.

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 6' high ladder must be made available for inspectors to check above ceiling tiles.
- 2) A flashlight should be available in case 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 reinspected within 10 working days of violations.
- 11) Attached Inspections Log must be available on site and completed prior to certification.

All information related to the Certificate of Use **MUST** be pre-approved by Zoning Division at (954) 602-3264 prior to issuing a permit. Contact Miramar Building Division at (954) 602-3200 for *inspection information*.



INSPECTIONS LOG FOR CERTIFICATE OF USE

Inspections Required:

- ★ 910 - Electrical
- ★ 921 - Mechanical
- ★ 931 - Plumbing
- ★ 801 - Fire Marshal
- ★ 945 - Zoning
- ★ 999 - Structural

★ THIS INSPECTIONS LOG SHALL BE AVAILABLE FOR EVERY SCHEDULED INSPECTION ★

910 ELECTRICAL	<input type="checkbox"/> Approved by : _____	Date: _____
<input type="checkbox"/> Disapproved → See Comment:		
921 MECHANICAL	<input type="checkbox"/> Approved by : _____	Date: _____
<input type="checkbox"/> Disapproved → See Comment:		
931 PLUMBING	<input type="checkbox"/> Approved by : _____	Date: _____
<input type="checkbox"/> Disapproved → See Comment:		
801 FIRE MARSHAL	<input type="checkbox"/> Approved by : _____	Date: _____
<input type="checkbox"/> Disapproved → See Comment:		
945 ZONING	<input type="checkbox"/> Approved by : _____	Date: _____
<input type="checkbox"/> Disapproved → See Comment:		
999 STRUCTURAL	<input type="checkbox"/> Approved by : _____	Date: _____
<input type="checkbox"/> Disapproved → See Comment:		