



CITY OF BOYNTON BEACH
DEVELOPMENT DEPARTMENT | BUILDING DIVISION

100 East Boynton Beach Boulevard • Boynton Beach, FL 33435 • (561)742-6350 • Fax (561)742-6357

APPLICATION #

Received By:

APPLICATION FOR PROPERTY CERTIFICATE OF USE

PROPERTY CONTROL NUMBER 08-43-45-_____	PROPERTY TYPE: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial
PROPERTY ADDRESS	NUMBER OF UNITS
CORPORATION NAME	D.B.A
OWNER'S NAME	FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NUMBER <small>[Per FS 205.0535(5)]</small>
CONTACT PHONE	MAILING ADDRESS
EMAIL ADDRESS	CITY/STATE/ZIP
Is there a local responsible party or designee? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>Please Note: A local designee is required if the owner cannot access the property in the case of an emergency.</small>	DESIGNEE NAME
DESIGNEE CONTACT PHONE	DESIGNEE ADDRESS <small>Please Note: Designee must be located in Palm Beach, Broward, Dade, Martin, St. Lucie, or Indian River counties.</small>
DESIGNEE EMAIL ADDRESS	CITY/STATE/ZIP
DESCRIBE THE USE OF THE PROPERTY:	
Please select type of use: (Select all that apply) <input type="checkbox"/> Office <input type="checkbox"/> Home Office <input type="checkbox"/> Retail <input type="checkbox"/> Warehouse <input type="checkbox"/> Wholesale <input type="checkbox"/> Other	GROSS SQUARE FOOTAGE
Does the property have an automatic fire sprinkler system? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are there multiple businesses sharing space? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a multi-tenant building? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I certify that the above information is true and correct to the best of my knowledge. I understand that the issuance of a certificate of use does not constitute permission to operate a business and that other requirements must be satisfied before doing so.	
OWNER'S SIGNATURE _____	DATE _____
STATE OF FLORIDA, COUNTY OF PALM BEACH The foregoing instrument was acknowledged before me this _____ (date) by _____, who is personally known to me or who has produced _____ (type of identification) as identification and who did (did not) take an oath. (SEAL) Signature of person taking acknowledgement _____ Name of officer taking acknowledgement--typed, printed or stamped _____ Title or rank _____ Serial number _____	

FOR OFFICE USE ONLY

ZONING DISTRICT:	PCN:		
APPLICATION REVIEW APPROVALS		INSPECTION APPROVALS	
ZONING:	Approved by _____	Date _____	CODE COMPL:
BUILDING:	Approved by _____	Date _____	BUILDING:
FIRE:	Approved by _____	Date _____	FIRE:
UTILITIES	Approved by _____	Date _____	UTILITIES
			APP FEE
			INSP FEE
			TOTAL

NOTICE: A proposed change of occupancy requires an approved building permit and applicable inspections. If this is the case, visit the Building Division prior to submitting an *Application for Certificate of Use*.

When do I need to obtain a *Certificate of Use* or *Business Tax Receipt*?

A *Certificate of Use* (CU) is a pre-requisite for obtaining a *Business Tax Receipt*. Both must be obtained when doing any of the following:

- Opening a new business in a non-residential space.
- Expanding a business into a new space.
- Starting a home-based business.
- Transferring a business to a new location.
- Renting out residential property.
- Operating a family day care or group home.

How do I obtain a *Certificate of Use* and *Business Tax Receipt*?

1) Submit a completed *Application for Certificate of Use* to the Development Department.

Pay all applicable fees at time of submittal. Fees are non-refundable.

The CU application fee starts at \$25 for residential Single-Family, Townhome, Condominium Rental Properties and \$50 for all other uses including Home-Based Businesses.

Business Tax Receipt fees vary depending on the type of business and other factors.

The inspection fees for Fire, Building, and Code Compliance Departments will be invoiced separately. Please refer to the fee schedule on our website for more details.

After notification of application approval, request the applicable inspections.

Inspections will be scheduled within 14 business days.

Home-based businesses do not require inspections.

Rental properties require a Code Compliance inspection. Call 561-742-6120 for scheduling.

All other businesses require Building, Fire, and applicable Utility inspections. Call 561-742-6350 for scheduling.

Receive a *Certificate of Use* (CU) and *Business Tax Receipt* in person or by mail.

The CU application is valid for 180 days. All required approvals must be received within this time period.

To help you pass your inspections, we have compiled a list of the most common issues that our inspectors encounter. By anticipating these problems, you can accelerate the CU process.

- A change of occupancy.
- Unpermitted construction (building, electrical, plumbing, mechanical).
- Missing fire extinguishers.
- Missing address numbers on building.
- Missing or damaged outlet or switch plate covers, exposed wiring.
- Extension cords being used as permanent wiring.
- Missing or inoperable emergency lighting.
- Missing or inoperable exit lighting.
- Fire alarm system not working properly.
- Fire sprinkler system not working properly.
- Blocked emergency exits.
- Inoperable panic hardware on doors.
- Fire walls and smoke partitions needing repair or maintenance.
- Hazardous materials stored improperly.