



STEPS FOR OBTAINING A CERTIFICATE OF USE FOR THE CITY OF WESTON

1. Application:

An application is to be submitted to City of Weston, Building Code Services, 3265 Meridian Parkway, Suite 100, Weston, FL 33331. The application *must* be completely filled out and **notarized**.

2. Submission:

An original application, along with payment by check, payable to the *City of Weston*, or credit card in one of the following amounts:

Commercial Address/Business	\$471.00
Home Occupation	\$100.00
Change of Owner/Business Name	\$35.00

3. Inspections:

An application number will be assigned and all required inspections will be coordinated by the Certificate of Use Coordinator. Inspections by Mechanical, Electrical, Plumbing, Structural Inspectors as well as the Fire Marshal will be scheduled on the same day whenever possible. Access to the interior of the space must be provided. Inability to access the site will result in a failed inspection and a re-inspection fee. If you must cancel an inspection you will need to call 954-385-0500 at least three (3) working days in advance of the appointment to reschedule. These inspections determine if your space meets Florida Building Code and Weston zoning requirements for the use intended. **Inspections are performed between 8:00 a.m. and 4 p.m. Monday, Wednesday, and Friday. There are no specified or assigned times for inspections.**

4. Re-inspections:

If approval is denied, you will be provided with the reason(s) as to why it/they failed and the corrective action(s). Failed inspections will result in a re-inspection fee. **All re-inspection fees must be paid before the inspection is scheduled. There are no refunds.**

Re-inspection fees per City of Weston Schedule of Fees (October 10, 2010)

Mechanical	\$238.00	Plumbing	\$238.00
Electrical	\$238.00	Structural	\$238.00
Fire Marshal	\$224.00		

5. Application Approval:

After your inspections have been completed and approved, a Certificate of Use will be issued and available for pick-up at Building Code Services. There is approximately a three (3) to five (5) business day wait between the inspections being completed/approved and the Certificate being issued. **It is the applicant's responsibility to call Weston Building Code Services (954-385-0500) to confirm that the Certificate is available.**



APPLICATION FOR CERTIFICATE OF USE

Certificate of Use Number: _____ Check # _____ Amount \$ _____
Inspection Date: _____ Special Instructions: _____

(Above this line for OFFICE USE ONLY)

- Location Type: Commercial
 Residential
- Category: New Building Business Name Change Owner Name Change
 Joint Occupancy Change of Use or Occupant Business Address Change

BUSINESS OWNER INFORMATION

Business Name: _____

Business Owner/Corporation/Partnership: _____

Business Address: _____ SUITE # _____
Weston, Florida _____

Business Phone: _____ Other Phone: _____ Fax #: _____

E-Mail: _____ Contact Person's Name: _____

PARCEL INFORMATION

Folio Number: _____ Legal Description: _____

Prior Use: _____

Current Use: _____

PARCEL OWNER INFORMATION

Name (if different from business owner) _____

Mailing Address: _____

Business Name: _____

Zoning District: _____ Original Permit #: _____

Comments: _____

Limitations: _____

Type of Business: _____

(Residential offices should be listed as "*Residential Business Office*", for clarification of requirements see the City of Weston Code of Ordinances, Chapter 80, Home Occupations.)

Business Name: _____

Please describe, in detail, the nature or type of business to be conducted on these premises _____

Number of employees working at this location (include yourself) _____

Hours of Operation _____

Will commercial vehicles and/or equipment be parked and/or store at this location? Yes _____ No _____

If yes, please list the number and type of vehicles and/or equipment _____

Is there any existing or proposed commercial signage for this location? Yes _____ No _____

Will Outdoor Seating be provided? Yes _____ No _____

If yes, an Outdoor Seating License is required. A downloadable application and instructions are available at www.westonfl.org.

Has an application for a Business Tax Receipt been submitted to City Hall? Yes _____ No _____

If no, a downloadable application and instructions are available at www.westonfl.org. A current City of Weston Business Tax Receipt is required of any person engaging in business within the City.

IMPORTANT The original 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 this Certificate of Use.

IMPORTANT Failed inspections will result in a re-inspection fee. All re-inspection fees must be paid before the inspection is scheduled. There are no refunds.

Re-inspection fees per City of Weston Schedule of Fees (October 10, 2010)

Mechanical	\$238.00	Plumbing	\$238.00
Electrical	\$238.00	Structural	\$238.00
Fire Marshal	\$224.00		

I certify that I have read the Requirements and the information I have provided is accurate and true.

Authorized Signature _____

Please Print Name _____ Date _____

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by

(name of person)

NOTARY PUBLIC, State of Florida

Personally known _____ or produced identification _____

Type of identification produced: _____

APPLICANT'S INSPECTION INFORMATION

(Post, Have Signed & **KEEP FOR YOUR RECORDS**)

Business Name: _____ Business Address: _____

Inspection Day/Date: _____ Application #: _____

IMPORTANT – PLEASE READ

Inspectors will be at your proposed location at various times on the above date between 8:00 am and 4:00 p.m. Someone must be present during these hours until the last inspector arrives. A re-inspection fee will be charged for each inspector you miss and/or each disapproved inspection. All cancellations must be made three (3) days prior to your inspection/re-inspection date to avoid a re-inspection fee. Re-inspection fees are non refundable. 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 954-385-0500.

Re-inspection fees per City of Weston Schedule of Fees (October 10, 2010)

Mechanical	\$238.00	Plumbing	\$238.00
Electrical	\$238.00	Structural	\$238.00
Fire Marshal	\$224.00		

Fire Marshal: Inspected by: _____ Inspector ID: _____ Date: _____
 Comments: _____

Structural: Inspected by: _____ Inspector ID: _____ Date: _____
 Comments: _____

Electrical: Inspected by: _____ Inspector ID: _____ Date: _____
 Comments: _____

Mechanical: Inspected by: _____ Inspector ID: _____ Date: _____
 Comments: _____

Plumbing: Inspected by: _____ Inspector ID: _____ Date: _____
 Comments: _____

NOTE: Once all inspections have been approved, it will take 3-5 business days for the Certificate of Use to be processed. To avoid unnecessary trips or long waiting periods please call 954/385-0500 to be sure the Certificate of Use is ready to be picked up at Weston Building Dept.

Contact Information

Building Code Services

Certificate of Use Desk

Nadia Sanchez, CU Coordinator
3265 Meridian Parkway, Suite 100
Weston, Florida 33331
954-385-0500, ext. 201 954-888-9018 fax
nsanchez@calvin-giordano.com

Business Tax Receipts

Gina Landry, Certified Business Tax Coordinator
17200 Royal Palm Boulevard
Weston, Florida 33326
954-385-2000 954-385-2010 fax
glandry@westonfl.org

Broward County Business Tax**

Revenue Collection Division
Governmental Center Annex (Ground Fl)
115 South Andrews Avenue
Fort Lauderdale, Florida 33301
954-765-4697

** A *Broward Business Tax Receipt* is required in addition to a City of Weston Business Tax Receipt.