



Procedures for a CERTIFICATE OF USE (CU)

When it's required

Prior to opening any business in the City of Sweetwater, a Certificate of Use (also called a C.U. or zoning permit) must be obtained. A C.U. is required when an industrial or commercial building is erected, altered or enlarged, or an existing building goes through a change of occupant, name or type of business.

A Certificate of Use allows for the occupancy of the structure as well as certifying that the use is permitted. A Local Business Tax is a tax on the business activity. Most C.U.s are issued on a permanent basis. If the business does not move, expand, change ownership, name or business activity, the Certificate remains valid. Some Certificates of Use are required by Code or zoning resolution to be renewed annually. If the structure is substantially or partially complete, and is missing only minor items for final inspection, a structure may be occupied under a temporary C.U. A temporary C.U. is valid for a maximum of 90 days.

Why it's required

The Certificate of Use assures that the business is allowed in the zoning district where it is located. It also verifies that the structure was built for the proposed type of business.

How to apply

The application for the Certificate of Use is short and easy to fill out. Applications shall be made in person at the Building and Zoning Department located at 1701 NW 112 Ave 102, Sweetwater, FL 33172.

What you need to show

The following information is required when applying for a C.U.:

- Completed application for the Certificate of Use including folio number for the property. Must be original application and signatures.
- Copy of the lease.
- Floor plan / location sketch.
- The square footage of the area to be occupied.
- The type of business and business owners' name.
- If the business is a corporation, the name of a corporate officer is required.

For every certificate of use there is a **NON-REFUNDABLE UPFRONT FEE of \$150.00**. This fee is to be paid at the time the application is submitted to the department.

Plans, permits and certificate of use from Miami Dade County

For properties located in the annexed area, the following items may be acquired at **Miami-Dade Permitting and Inspection Center (MDPIC)**

11805 SW 26 Street (Coral Way)

Miami, FL 33175-2474.

786-315-2340

- A certified true copy of last approved floor plan of the space. (Microfilm)
- A copy of last C.U. issued for the space or prior Certificate of Occupancy (CO), if new building never having been occupied. (Zoning).

Inspections procedure

Upon approval of the certificate of use application by the department, the applicant/business owner will pay the required fee for the certificate of use. Afterwards, the applicant/business owner shall request via email at inspections@cityofsweetwater.fl.gov the required inspections: Building, Electrical and Zoning. Additionally the applicant/business shall call for fire inspection by Miami Dade County Fire Department, they can be reached at **786-331-5000**. After all inspections have been approved the applicant/business owner shall come to the Building and Zoning Department with the proof of inspection approval in order to receive the Certificate of Use. After a C.U. has been issued, you may apply for the Local Business Tax. For Local Business Tax details, contact the Licensing Department of the City of Sweetwater at located at 500 SW109 Ave second floor. The licensing department number is **(305) 221-1225** or email at aadams@cityofsweetwater.fl.gov

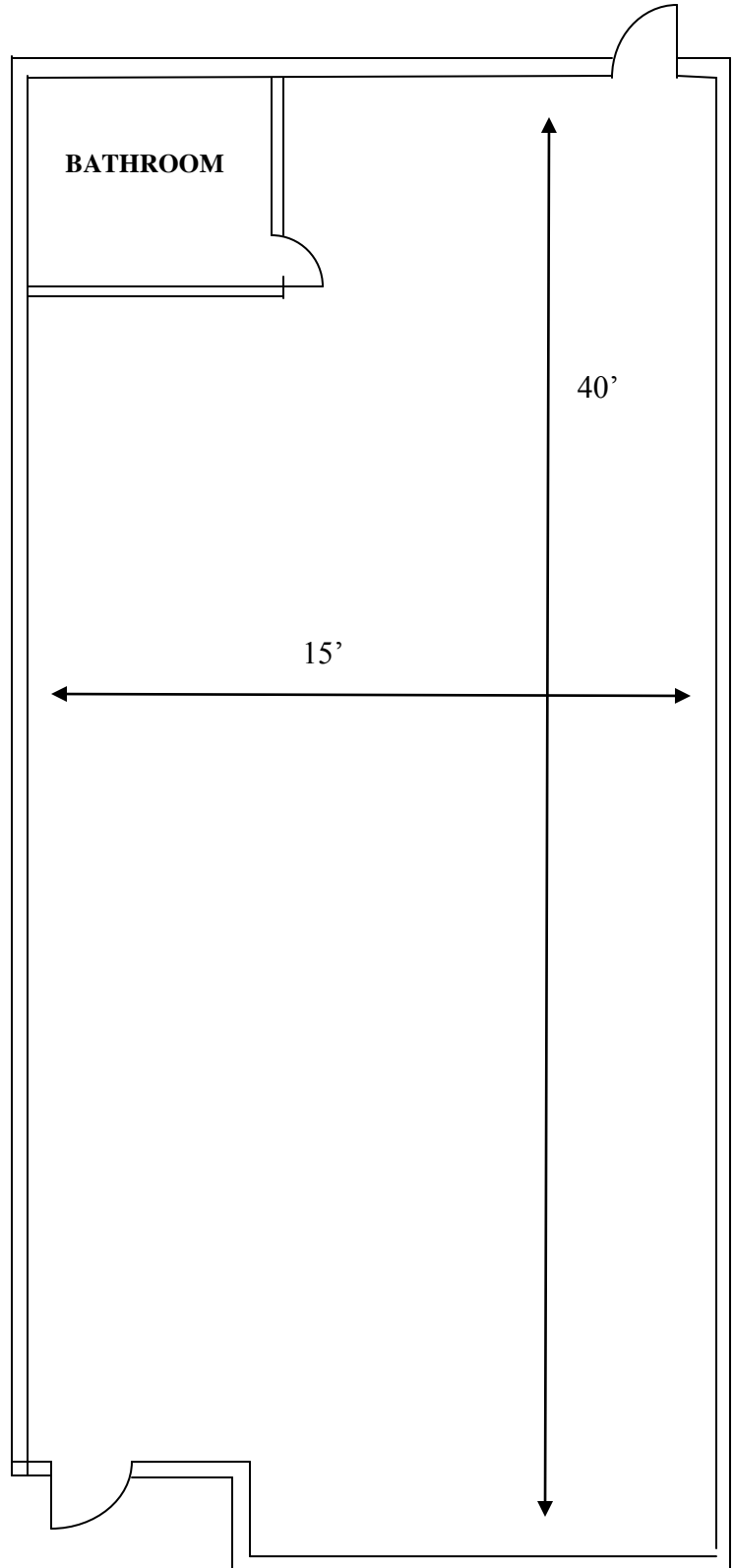
All permit inspections for which a permit has been issued by the City's Building and Zoning Department shall be completed and final prior to an application for the Certificate of Use being issued. In the event any property/location trying to obtain a certificate of use has open permits, building violations or existing construction that no record exist in the City of Sweetwater or Miami Dade County, the applicant /business owner is responsible for assuring that before applying or obtaining a certificate of use the property/location come into compliance with all applicable codes.

TYPICAL FLOOR PLAN

(EXAMPLE)

Minimum Requirement

1. Floor plan of unit
2. Show all existing walls
3. Show overall dimension
4. Provide address and unit number





APPLICATION FOR CERTIFICATE OF USE

Date: _____

Process No. _____

BUSINESS INFORMATION

Name of Business: _____

D.B.A: _____

Address: _____ Folio No: _____

City: _____ State: _____ Zip Code: _____

Telephone _____ Fax _____ Square Feet: _____

Type of Business (describe in detail) _____

Home Office _____ Medical Office _____ Admin Office _____ School _____ Retail _____ Restaurant _____

(Take Out) _____ Restaurant (Patron Area Sq. Ft. _____) Warehouse _____ Wholesale _____ Other _____

Previous business _____

Are you sharing space with another business Yes _____ No _____ if yes, please provide the business name

And use of the primary business _____

CORPORATE INFORMATION

Corporate Officer/Owner _____ Title _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Signature of the applicant verifies the above information is true and correct. Signee understands the conditions under which the Certificate of Use is being approved and accepts that no charges or refunds can be made once issued. I am authorized to sign for the business and understand that any misrepresentation of information on this application may result in the revocation of the CU and/or possible enforcement action being initiated against the business and/or is authorized representative. I further understand that a business must also apply for a Business Tax Receipt (Occupational License).

X _____

Signature of Applicant

Print Name

STATE OF _____

COUNTY OF _____

Sworn to and subscribe before me this ____ day of _____ 20____.

Personally known or I.D. _____

By (Print Name) _____

Notary Signature _____

DEPARTMENTAL USE ONLY

Processor _____ Zoning _____ Resolution No. _____ Bldg. Permit# _____ Approved _____

Denied _____ Conditions of approval _____

