



TOWN of SURFSIDE
Certificate of Use Application Instruction Sheet
Building Department

The first step to obtain a Local Business Tax Receipt with the Town of Surfside is to obtain a Certificate of Use. The Certificate of Use allows for the occupancy of the structure, certifies that the use is permitted according to the Town of Surfside Zoning Code, verifies that the structure was built for the proposed type of business and is the prerequisite to applying for a Local Business Tax Receipt. The following is a step by step guide to the process of applying for a Certificate of Use:

- **Submit Application and Fees:**

Please remit an original application, along with payment by check or money order made payable to the Town of Surfside to:

Town of Surfside, Building Department
9293 Harding Avenue
Surfside, Florida 33154

Commercial Address/Business \$80 / Residential Address/Business \$80/

All Home Based Businesses must sign the attached affidavit

- **Provide Sketches with Dimensions:**

Commercial properties require two copies of a sketch of the space with exact dimensions

- **Inspections:**

A reference number will be assigned and inspections will be coordinated by the Town of Surfside Building Department, including the Fire Marshall's office. If you must cancel an inspection you will need to call the Building Department at (305) 861-4863 at least three (3) working days in advance of the appointment to avoid a re-inspection fee. The inspectors will determine if your space meets the Florida Building Code and the Florida Fire Prevention Code. Inspections are performed between 8 a.m. and 4 p.m. each day. Someone must be present during these hours. There are no specified or assigned times for inspections (if the inspector is unable to enter your space, your inspection will be cancelled and a re-inspection and additional fees will be required). A re-inspection fee will be charged for each inspection you miss and/or each denied inspection. The fee for first time re-inspections is \$120.00.

All Home Based Businesses are exempt from the inspection process and fees

- **Re-Inspections:**

If approval is denied, you will be provided with the reason(s) as to why and what corrective action/s needs to be taken. If you are not available when the inspector arrives, you will fail the inspection due to "No Entry". You will be advised by the Building Department of any re-inspection fees when you reschedule your inspections. All re-inspection fees must be paid prior to the new inspection being scheduled. There are no refunds.

- **Application Approval:**

After your inspections have been completed and approved, a Certificate of Use will be issued and available for pick-up at the Building Department. There is an approximate three (3) to five (5) day waiting period between the inspections being completed/approved and the Certificate being issued. Please call the Town of Surfside Building Department (305-861-4863) to make sure your Certificate is available before visiting Town Hall.

- **Next Step – Apply for Business Tax Receipt:** A Certificate of Use must be issued prior to making an application for the Local Business Tax Receipt which is your license to operate a business in the Town of Surfside. The Certificate of Use and Local Business Tax Receipt are two separate applications with separate fees. The applications and fees should be filed and paid separately. Fees should not be combined into one payment.



APPLICATION FOR CERTIFICATE OF USE

Certificate of Use Number: _____ Check # _____ Amount \$ _____

Inspection Date: _____ Special Instructions: _____

Zoning District: _____ Original Permit #: _____

This Business Is A Short Term Rental An Entity Required To Pay Resort Tax

PARCEL INFORMATION

Folio Number: _____ Legal Description: _____

Prior Use: _____ Proposed Use: _____ Square Footage: _____

Name (if different from business owner) _____ Vacated on: _____

Comments: _____

Limitations: _____

(Above this line for OFFICE USE ONLY)

Please complete the following:

Business Name: _____

Business Owner/Corporation/Partnership: _____

Business Address: _____

City/State/Zip: _____

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

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

Mailing Address: _____

Type of Business: _____ *(Residential offices should be listed as "Residential Business Office")*

Location Type: Commercial Residential
Type: Financial Retail Restaurant Salon Hotel/Apt.
 Home Office Other _____ Office (type) _____

All Home Based Businesses must sign the attached affidavit

Category: New Building Business Name Change Owner Name Change
 Joint Occupancy Change of Use or Occupant Business Address Change



**APPLICANT'S INSPECTION INFORMATION
(Official Use Only)**

Business Name: _____ **Business Address:** _____

Inspection Day/Date: _____ **Certificate of Use #:** _____

Fire Marshall: 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: _____

PROCESSOR'S SIGNATURE: _____

APPROVED

DENIED

Frequently Asked Questions

What is a Certificate of Use Permit?

The Certificate of Use is a document issued by the Town of Surfside after the approval of all required inspections of the premises, officially authorizing buildings, structures, or uses consistent with the terms of the Town of Surfside Code and any other applicable Codes and Statutes.

What is the difference between a Certificate of Use and a Business Tax Receipt?

The Certificate of Use allows for the occupancy of the structure as well as certifying that the use is permitted. A Local Business Tax Receipt is a license to do business in the Town of Surfside. After your Certificate of Use has been issued, you may apply for the Local Business Tax Receipt.

Why is the Certificate of Use Permit necessary?

Prior to opening any business or renewing a Local Business Tax Receipt in the Town of Surfside, a Certificate of Use must be obtained. The Certificate of Use assures that the business is allowed in the Zoning District in which it is located. It also verifies that the structure can accommodate the proposed type of business.

All Home Based Businesses must sign the attached affidavit

What else is needed for the Certificate of Use before I can open for business?

If interior alteration or other construction work is needed, a building permit is needed prior to obtaining a Certificate of Use. Any alteration work performed without a permit, will delay the issuance of the Certificate of Use and will be subject to fines. All construction must be completed and all final inspections must be obtained with permits signed off by a building official prior to applying for the Certificate of Use.

Helpful Phone Numbers – Obtaining a Certificate of Use and/or Business Tax Receipt

A *Miami Dade Business Tax Receipt* is required, in addition to the Town of Surfside Business Tax Receipt

For those businesses that are required to collect Sales Tax the following information is offered to assist you:

Florida Dept of Revenue Sales Tax Registration Unit 850-488-9750

Secretary of State, General Information 850-414-5500

Division of Corporations: P.O. Box 6327, Tallahassee, FL 32314
409 E Gaines St, Tallahassee, Fl. 32399

Secretary of State, Fictitious Name Filing: 850-488-9000
On line filing: www.sunbiz.org

Internal Revenue Service 1-800-829-1040



TOWN of SURFSIDE
Building Department – Code Compliance
9293 Harding Avenue
Surfside, Florida 33154

AFFIDAVIT OF HOME BASED BUSINESS

Home Based Business Address: _____

Business Type: _____

Before Me, the undersigned authority, _____ personally appeared,
Owner Name

**Who after being duly sworn, deposes and says: I have not altered or
remodeled my home to accommodate my business within the past year.**

Owner Signature

Sworn to and subscribed before me this date of ___/___/20__ By _____

Who is personally known to me or who has produced _____ as

Identification.

Notary Public, State of Florida
My commission expires: ___/___/20__

Notary Name: Typed, Stamped or Printed
State of Florida
County of Dade