



CERTIFICATE OF USE APPLICATION

City of Atlantic Beach Building Division

800 Seminole Road, Atlantic Beach, FL 32233

Phone: (904) 247-5826 Email: Building-Dept@coab.us

FOR INTERNAL OFFICE USE ONLY

PERMIT # _____

****ALL** information required to process

\$375.00 Application Fee

Certificate of Use where no work is required

Certificate of Use where work is required

(this will require a building permit)

BUSINESS/APPLICANT INFORMATION

Business Name _____

Applicant Name _____ Applicant Title _____

Mailing Address _____ Applicant Email _____

City _____ State _____ Zip _____ Applicant Phone _____

ADDRESS OF BUILDING OR STRUCTURE

Street Number and Name _____

Nature of Business (**previous** use) _____

Nature of Business (**proposed** use) _____

PROPERTY OWNER INFORMATION

Owner of Record _____ Property Owner Info can be obtained from the

Mailing Address _____ [Duval County Property Appraiser's website](http://DuvalCountyPropertyAppraiser's website)

City _____ State _____ Zip _____ Owner Phone _____

Parcel ID Number(s) _____ Owner Email _____

- Planning and Zoning must confirm that your new proposed change for the building or space is approve for the type of business use.
- This initial application may eventually require additional [permits](#) to make modifications to the building or space in order to comply with current codes.
- Submit a current Life Safety Plan. [See Bulletin](#)
- Upon receipt of a sufficient application and payment of required field safety evaluation inspections, the Building Official and the Fire Marshal will conduct a field safety evaluation of the subject property.
- If the field safety evaluation reveals deficiencies or code violations, they must be corrected before a new Certificate of Use and Business Tax Receipt will be issued.
- Any remodeling or renovations require separate permit application(s). All signs require a building permit.
- Trade permits may be required to be obtained by qualified licensed contractors to bring mechanical, electrical and/or plumbing systems up to code.
- A Use may result in handicapped accessibility requirements related to entrances, accessible route to altered areas, at least one accessible rest room, accessible telephones and drinking fountains, and when possible, accessible parking.
- All violations/corrections shall be corrected prior to re-inspection AND/OR prior to issuance of Certificate of Use.
- A [Business Tax Receipt](#) is required prior to opening.
- Upon approval the City of Atlantic Beach will schedule inspections.

"In lieu of signed, sworn and notarized signatures of the property owner, agent and/or contractor, and under penalties of perjury, I declare that I have read and examined the foregoing application and that the facts stated in it are true and correct."

SIGNATURE OF APPLICANT

PRINT OR TYPE NAME OF APPLICANT

DATE