



CERTIFICATE OF USE APPLICATION CHECKLIST

City of Atlantic Beach Building Division

800 Seminole Rd, Atlantic Beach, FL 32233

Phone: (904) 247-5826 Email: Building-Dept@coab.us Website: <http://coab.us>

* [Click here for Permit Submittal Instructions](#)

REQUIRED PERMIT APPLICATIONS

- ☐ [Certificate of Use Application](#)
- ☐ [Life Safety Plan](#)

POLICIES, PROCEDURES, PURPOSES AND REQUIREMENTS RELATED TO A CERTIFICATE OF USE

- ☐ Planning and Zoning must confirm that your new proposed change for the building or space is approved 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.
- ☐ Upon receipt of a sufficient application and payment of required field safety evaluation inspections (\$375.00), 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/Occupancy 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 restroom, 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/Occupancy.
- ☐ A [business tax receipt](#) is required prior to opening.

POLICY/PROCEDURE: In granting a Certificate of Use/Occupancy, the following steps indicate the sequence of approvals before a new Certificate of Use can be issued:

- ☐ Certificate of Use Application and Business Tax Receipt Application
- ☐ Land Use Verification Compliance and Life Safety Plan review
- ☐ Safety Field Evaluations (Building Official and Fire Marshall)

NO OCCUPANCY MAY OCCUR UNTIL THE CERTIFICATE OF USE FINAL INSPECTIONS ARE COMPLETE AND APPROVED

In some cases, this is a change to a completely different use than that which previously occupied the building. For example, a single-family dwelling conversion into a commercial office or a warehouse space into a restaurant. In other instances, this is a change in use within the same occupancy classification, but at a different occupancy level, for example, a new restaurant with an increased number of seats. It is important for these changes to be reviewed by the Planning and Community Development Division to ensure that the site can accommodate the type of use that is proposed, and most importantly, that the building meets all requirements for public health, safety, and general welfare.

WHY DO I NEED DRAWINGS AND A DESIGN PROFESSIONAL? I AM NOT DOING ANY WORK.

We often get this question, especially when a new tenant/owner does not anticipate any work to be performed. When the scope of work includes a “change of use”, either in part or in whole, Chapter 10 of the Florida Building Code, Existing Building includes Mechanical, Electrical and Plumbing requirements for a change of use. Compliance with these requirements must be demonstrated in the permit documents.

FIELD SAFETY EVALUATIONS will be scheduled like building permit inspections. Call 904.247.5814 before 4pm to schedule the inspection for the following day. There are no specific or assigned times for inspections. You can request a morning or afternoon inspection. You (or a duly designated representative) must be available on site when the inspectors arrive. If not, the inspection will be failed, and a \$55 re-inspection fee will be charged and must be paid prior to re-inspection.

WHAT TO EXPECT

- ☐ You will be contacted if you are missing any documents (approximately 10 days after submission).
- ☐ Resubmission of documents can be made by emailing Building-Dept@coab.us.
- ☐ Field Safety Evaluations will be scheduled by Staff once review is completed and approved.
- ☐ A Certificate of Use/Occupancy and Business Tax Receipt will not be issued until all field safety inspections have passed.

**Please note that this checklist is not intended to be all-inclusive
Due to changes in codes, regulations, and ordinances, other requirements may apply.**

CERTIFICATE OF USE SOP

CERTIFICATE OF USE (COU)

1. Applicant brings completed COU application to the building division.
2. Permit Techs enters Certificate of Use application into system.
3. The \$375.00 COU application fee is paid with Cashiers.
4. Divisions have # business days to complete review.
 - a. Reviewers:
 - i. Building Division
 - ii. Fire (permit techs will email application to fire division)
5. Once all reviews are completed, Building Division will schedule field inspections.
 - b. Inspectors
 - i. Building Division
 - ii. Fire
 - iii. Zoning (if applicable)
6. Once all field inspections pass, Building Division will issue the Certificate of Occupancy and notify finance that the BTR is cleared to issue.

BUSINESS TAX RECEIPT (BTR)

1. Applicant brings completed BTR application to the cashiers.
2. Cashiers enter BTR into system.
3. The application fee is paid with Cashiers.
4. Once finance receives notification inspections have passed, Cashiers will issue the Business Tax Receipt

CERTIFICATE OF USE

Application

Submit Application to Building Division and pay \$200 application fee



Review

Application is reviewed by Building Division, Fire Marshal, and Zoning



Inspection

Once review is completed, COAB will schedule field inspection(s)



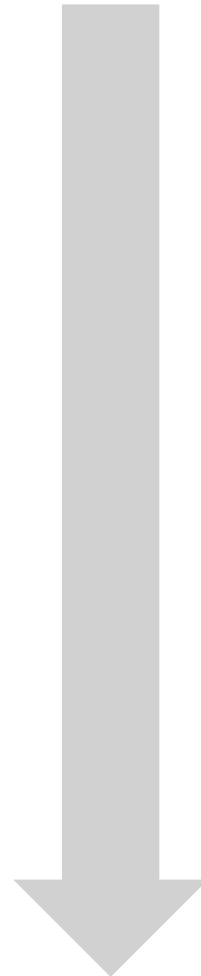
Issue

Once all inspections pass, COAB will issue a Certificate of Occupancy

BUSINESS TAX RECEIPT

Application

Submit Application to Utility Division and pay application fee



Issue

Once all inspections pass, COAB will issue a Business Tax Receipt

** one cannot be issued without the other (unless it's a BTR renewal)