



City of Brooksville Building Division
 201 Howell Avenue, Brooksville, FL 34601
 Phone: 352-544-8301 Email: permits@cityofbrooksville.us

CERTIFICATE OF USE

Please be advised that pursuant to the City of Brooksville Code of Ordinances, Land Development Code, Sec. 8-2.5, Zoning Permit and Certificate of Use, and the State of Florida Building Code, all new non-residential business owners within the Brooksville city limits are required to file an Application for Certificate of Use with the City’s Building Division prior to opening and conducting business. The Application for your Certificate of Use initiates a review of the proposed business site to ensure it meets the applicable building, zoning, and fire standards.

Pursuant to City of Brooksville Resolution No. 2018-01, there is a one-time, non-refundable \$100.00 fee for the Application for Certificate of Use and applicable inspections. The City has discontinued collecting the Occupational License tax from its’ business owners.

The City’s Building Division is located on the Second Floor of City Hall, 201 Howell Avenue, Brooksville, FL 34601. Hours of operation are 7:30 a.m. to 3:00 p.m. (closed for lunch from 12:30-1pm), Monday through Friday, holidays excluded.

CHECKLIST

BEGIN w/ ADDRESSING	<p>Hernando County Address Receipt: Before the City of Brooksville can issue you a Certificate of Use, the Business Owner is required to complete an Address Request Form and submit to the Hernando County Property Appraiser’s Office They will issue an ADDRESS RECEIPT. The Building Department will not accept your permit application without an address confirmation receipt.</p>
Completed Application	<p>Complete the Certificate of Use application in its entirety.</p>
Site Plan/Floor Plan	<p>Two (2) Site Plans Needed: Building Layout – include location of all doors Location of Property – include all streets and side streets Parking Layout – including handicap parking areas All Adjacent Buildings For Strip Malls - Neighboring Businesses – include their business name(s)</p> <p>For Floor Plan Portion If there is no formal floor plan, a hand drawn sketch is acceptable Include egress (Entrances/Exits/Doorways)</p>
<p>Water/Sewer – once the \$100.00 for the Certificate of Use application has been paid, a water release will be Issued for the Utilities Department to put water into the new business owner’s name.</p>	

AFTER PERMIT PLACARD HAS BEEN ISSUED:

You will need to obtain (2) inspections, a final building inspection (352-544-8301) and a final Fire Inspection (352-540-3843). Please call to schedule these at your earliest convenience. Thank you for your cooperation.



City of Brooksville – Building Division

201 Howell Avenue, Brooksville, FL 34601
352-544-8301 EMAIL: permits@cityofbrooksville.us

Certificate of Use Application

Permit #: _____

Date: _____

BUSINESS OWNER INFORMATION

BUSINESS NAME: _____

BUSINESS OWNER'S NAME: _____

PHONE: _____ EMAIL ADDRESS: _____

LANDLORD'S INFORMATION

LANDLORD'S NAME: _____

PHONE: _____ EMAIL ADDRESS: _____

BUSINESS INFORMATION

BUSINESS ADDRESS: _____

KEY #: _____ PROPOSED USE: _____

OF EMPLOYEES: _____ PREVIOUS USE (IF KNOWN): _____

BRIEF DESCRIPTION OF BUSINESS OPERATION: _____

SIGNATURE:

I understand that I cannot operate a business until my Certificate of Use permit placard has been signed off by both the Building Official and Chief Fire Marshall. Also, I understand that a Certificate of Use is subject to revocation. It is the obligation of the applicant (Business Owner) to provide truthful information on all parts of this application packet. The City reserves the right to revoke any Certificate of Use or close a business, if application material is omitted or falsified.

Separate permits are required for building, electrical, plumbing, heating, ventilation, air conditioning, fire suppression, alarms, irrigation, signs, site work and/or tree removal. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction work is suspended or abandoned for a period of 6 months after work is commenced.

HERNANDO COUNTY ADDRESSING OFFICE
ADDRESS REQUEST FORM



"To Serve & Assess With Fairness"

Date: _____	
Party Making Request: _____	Contact Person: _____
Party's Mailing Address: _____	
Telephone #: _____	Fax #: _____
Please state how you would like to obtain the receipt for this address (choose <u>only</u> one): ____ Fax ____ Mail ____ Pick-up or ____ E-Mail (give address): _____	
** Please Note: We will send you the receipt by fax, mail or e-mail once we have received your payment. There is a \$20.00 fee per address to establish a new address. Make checks payable to the <u>Hernando County Property Appraiser</u> .	
Note: If the address(es) is for a corner lot, an acreage parcel, or multiple parcels, please provide a copy of the site plan for review and note that the <u>addresses are subject to change</u> at a later date. A floor plan (maximum size of 11x17) <u>AND</u> a site plan <u>MUST</u> be provided for Commercial addresses. Floor plan must show business name or address on either side of unit(s) being permitted. When applying for a multi-unit, you must identify on the site plan the <u>entry door</u> to be used.	
Parcel Number: R _____ - _____ - _____ - _____ - _____ - _____	
Key Number: _____ Tangible Key Number (if in mobile home park): _____	
Subdivision Name: _____	
Unit/Phase/Sec: _____	Block: _____
Lot: _____	
(If acreage parcel, may not have this information)	
How many addresses requested? _____ Single _____ Multiple	Type of address requested? _____ Residential _____ Commercial _____ Other
If residential, is this a <u>replacement</u> living unit? _____ Yes _____ No	
Please list type of permit being applied for - _____	
Name of business to occupy unit(s) being permitted- _____	
Please allow three (3) business days for your request to be completed. If you have any questions regarding this matter, please feel free to contact the Addressing Office at (352) 754-4190.	
Hernando County Property Appraiser Addressing Office 7525 Forest Oaks Blvd. Spring Hill, FL 34606 Phone (352) 754-4190, & Fax (352) 688-5060	Visit our website @: www.hernandocounty.us/pa Rev. 01/08/2013