



City of Brooksville Building Division  
 201 Howell Avenue, Brooksville, FL 34601  
 Phone: 352-544-8301 Email: bcothair@pdcslc.com

## 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. 2008-20, **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

<b>BEGIN w/ ADDRESSING</b>	<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>
<b>Completed Application</b>	Complete the Certificate of Use application in its entirety.
<b>Site Plan/Floor Plan</b>	<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><b>Water/Sewer</b> – 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: bcotnoir@pdcsllc.com

## 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.