



**CERTIFICATE OF USE
APPLICATION PACKAGE**

123 Northwest Highway 19
Crystal River, FL 34428
352-795-4216 Ext. 306 352-795-6245 fax
www.crystalriverfl.org

Steps for Obtaining a Certificate of Use

All Businesses must obtain a Certificate of Use prior to occupying or doing business within the space. Home Occupation businesses do not require a Certificate of Use.

1. A Certificate of Use is required if you meet ANY of the following criteria:
 - a. You are a new business.
 - b. You are making an application for an existing business at a new location.
 - c. You are adding and/or changing the type of use of a legally established business.
 - d. The use has an active Certificate of Use and the applicant is a new owner of the use, i.e., Change of Ownership.
 - e. The use has an active Certificate of Use and the applicant wishes to change the name of the business, i.e. Change of Business Name

2. The following must be submitted to the Building Division with a fully completed Certificate of Use application:
 - a. A proposed floor plan of the space to be occupied with dimensions (see attached instructions)
 - b. Payment as follows:

Change of location or use: \$50.00
Change of Owner/Business Name: (See Business Tax Receipt office)
Existing Businesses: \$50.00

If the business is changing use that affects parking, etc., provide a site plan, (minimum 11"x17"), preferably on a survey that will show the existing site conditions and proposed development activity (if applicable). Be sure it is legible and all concerns have been addressed. The site plan should indicate, but not be limited to:

➤ Existing trees (if applicable)	➤ Current photographs
➤ Buildings	➤ Limits of construction
➤ Parking areas/handicap spaces	➤ Canal width (if applicable)
➤ Roadways/streets	➤ Located in CRA?
➤ Existing and Proposed Impervious surfaces (pavers are not considered impervious)	➤ If so, does it meet CRA Appearance Guidelines?
➤ Setbacks	➤ Any other attachments necessary

Once all inspections have been completed and approved you must have a **Business Tax Receipt** before the Certificate of Use is issued.

Inspection Information

All application for a new business, change of location, or use requires inspections by the Building Department and the Fire Inspector prior to approval. These inspections will be coordinated by Community Development Staff.

Inspections are required to determine if your space meets Florida Building Code, Life Safety Codes, and City Zoning Requirements for the use intended before the Certificate of Use is issued.

To schedule an inspection you must call the day prior to the inspection by **4:00 pm** Monday through Friday.

Certification

By signing my name below, I certify that I have read the above regulations. My signature also certifies my understanding of and agreement with the above regulations. A photocopy of this document is as valid as the original.

Business Owner/Applicant

Date

Print Name



Certificate of Use Application

Please provide in full the following information (Print or Type):

Section One: Type of Application

- New Business/Organization
 Existing Business/Organization
 Change of Name
 Change in location
 Change of Ownership
 Adding or Changing Use

Section Two: Type of Application

Business Name: _____

Business Address: _____

Business Phone Number: _____

Is this a Multi-Tenant building? Yes _____ No _____

If so, Owner/Property Manager Name: _____

Contact Phone #: _____ Cell #: _____

Section Three: Business Information

Proposed Use(s): _____

Total Square Feet: _____ Restaurant # of Seats: _____

(Check applicable use below)

Hospital, Nursing Home, Geriatric Center: # of Beds: _____

Laundry & Coin Laundry: # of machines _____ Car Wash: # of Bays _____

Transient units, such as hotel & motel rooms without kitchen facilities: # Rooms _____

Previous/Current Use: _____

I, _____ do hereby certify that I am the ____ Owner ____ Owner's Agent (with notarized written permission from owner). The information contained in this document is accurate and complete to the very best of my knowledge.

Print Name

Signature

Date

For City Staff Only

Approved

Approved with conditions (see below)

Denial

Department of Planning & Community Development

Date

Conditions: _____



FIRE INSPECTION – GENERAL REQUIREMENTS

When operating a new business in the City of Crystal River, a fire inspection is required and shall comply with the adopted Fire Prevention Code. Below are general areas, which are reviewed during the inspection process:

1. A fire extinguisher is required every 75 feet of travel and 2,500 square feet of operating space. A licensed extinguishing company must certify the fire extinguisher annually. This means that you cannot purchase an extinguisher at a local hardware store and install it in your business, as it would not have the certification tag.
2. Emergency lights must be operational in the event of a power loss. This means when the breaker from the electrical panel is turned off, the emergency lights will turn on.
3. Exit signs are to remain active at all times.
4. Exits and exit ways must remain clear.
5. All exit doors must be able to be exited from the general public without special tools or knowledge of a special locking device. This means you cannot utilize such devices as padlocks and double keyed deadbolts to secure exit doors while operating to the general public.
6. All fire protection equipment such as fire alarm systems, fire sprinkler systems, kitchen extinguishing systems and stand pipes must meet code requirements and be certified by a qualified company.
7. Daycare businesses operating in a residential home require a smoke detector connect to the electrical power with battery backup in the area where the children are stationed.

All other code requirements that pertain to the particular occupancy will be discussed and documented at the time of inspection.



Certificate of Use Contact Information

www.crystalriverfl.org

1. Office of Planning & Community Development
Phone: 352-795-4216 Ext. 306
Fax: 352-795-6245
Email: JRehberg@Crystalriverfl.org
2. Fire Inspection Services
Mike Dow, PDCS
Phone: 352-398-5579
BFDDow@hotmail.com
3. Business Tax Receipt Office
Phone: 352-795-4216 Ext. 342
Email: DGallagher@Crystalriverfl.org

FLOOR PLAN SAMPLE

The Items that need to be shown or marked include:

- Placement of walls
- Location of windows and doors
- Room sizes and uses
- Dimensions
- Exist signs
- Emergency lights
- Fire Extinguisher

