



## **Procedures for a Certificate of Use (CU)**

### **When it's required**

Prior to opening any business in the City Of Sweetwater, a Certificate of Use (also called a C.U or Zoning permit) must be obtained. A C.U. is required when an industrial or commercial building is erected altered or enlarged. or an existing building goes through a change of occupant, name change or type of business. Please note the difference of the structure as well as certifying that the use is permitted. A Local Business Tax is a tax on the business activity. After a C.U. had been issued you much apply for the Local Business Tax. For Local Business Tax details, contact the Licensing Department for the City Of Sweetwater on the second floor. Most C.U. are issued on permanent basis. If the business does not move, expand, change ownership, name or business activity, the Certificate remains valid. Some Certificate of Use are required by Code or Zoning resolution to be renewed annually. If the structure is substantially or partially complete, and is missing only minor items for final inspection, a structure may occupied under a temporary C.U. a temporary C.U. is valid for a maximum of 90 days.

### **Why it's required**

The Certificate of Use assures that the business is allowed in the zoning district where it is located. It also verifies that the structure was built for the proposed type of business.

### **Where to apply**

City of Sweetwater Building & Zoning Department  
10899 SW 4 ST Sweetwater Fl 33174  
305-228-7777

### **What you need to show**

The following information is required when applying for a C.U.

A completed Application for Certificate of Use

- . **The Name and address of the area to be occupied**
- . **The square footage of the area to occupied**
- . **The type of business and business owner's name**

**. If the business is a corporation. The name of the corporation officer is required**

**. The folio number for the property is also necessary**

**. First page on the least agreement**

**. Map of the Dolphin Mall**

### **How to apply**

The application for the Certificate of Use is short and easy fills out. Application can be filled out in person in our office.

1 A Non-Refundable upfront fee of \$ 150.00 , The remaining fee are due upon approval of the Certificate of Use. it is based on the square footage . Minimum Fee \$300.00

Once the application is reviewed and approved and all the fees paid the following step shall be the Re-Connection procedure.

. Complete Re-Connection Application and pay fee in the amount of \$261.00 to schedule the Inspection with the City of Sweetwater. The following inspectors will be visiting the subject property:

City of Sweetwater Building and Zoning Inspector and the Electrical Inspector

Miami Dade Fire Inspector

Once the inspections are performed and approved the applicant shall come back to pick up there cert of use.

Once the inspections are performed and approved the applicant shall contact the City of Sweetwater Licensing Department to apply for the Business tax Receipt.

### **What are the penalties?**

Starting a business without obtaining a C.U. may result in a fine and possibly the issuance of a ticket to both the business owner and the property owner.