

# APPLICATION FOR CERTIFICATE OF USE (COU)

PLEASE PROVIDE ALL REQUESTED INFORMATION (ON BOTH SIDES OF THIS APPLICATION) AND SUBMIT BY MAIL OR IN PERSON TO THE ZONING SECTION AT THE ED BALL BUILDING (214 HOGAN ST. NORTH, 2<sup>ND</sup> FLOOR, JACKSONVILLE, FL 32202) WITH A CHECK PAYABLE TO THE (TAX COLLECTOR). FOR FURTHER INFORMATION, PLEASE PHONE: 904-255-8300

DATE: \_\_\_\_\_ Building/Sign Permit #: \_\_\_\_\_

## \$112.00 Fee

- New Use
- New Business
- Change in Use (existing business)
- Expansion of Use/Business (sq. ft.)

## \$89.00 Fee

(Requires copy of existing COU)

- Name/Owner Change  
(only if you have an existing COU)

## Exempt

- Home Occupation (Section 656.1601)
- Peddler (Section 250.101)  
(Requires submittal of Home Occupation Disclosure Statement)

## Business Owners Information

Business Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Description: \*\* \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ \*\*\* Real Estate/Parcel#: \_\_\_\_\_

\*\* Please include survey/site plan if possible

\*\*\*Real Estate number can be found on your tax bill or by contacting Jacksonville's Property Appraiser.

CERTIFICATION: I CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I HEREBY UNDERSTAND THAT THE ISSUANCE OF A CERTIFICATE OF USE DOES NOT MEAN I HAVE OBTAINED ALL THE NECESSARY APPROVALS/PERMITS FOR MY BUSINESS.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

## DEPARTMENT USE ONLY

CERTIFICATE # \_\_\_\_\_ DATE: \_\_\_\_\_ PROCESSOR: \_\_\_\_\_

PREVIOUS USE (Check one)	
RESIDENTIAL	NON-RESIDENTIAL
<input type="checkbox"/> Single Family <input type="checkbox"/> Mobile Home <input type="checkbox"/> Condominium <input type="checkbox"/> Duplex <input type="checkbox"/> 3 or 4 Families <input type="checkbox"/> Apartments <input type="checkbox"/> Other _____	<input type="checkbox"/> Amusement, Recreational <input type="checkbox"/> Church, Other Religious <input type="checkbox"/> Industrial/Manufacturing/Warehousing/Distribution <input type="checkbox"/> Parking Garage <input type="checkbox"/> Service Station, Repair Garage <input type="checkbox"/> Hospital <input type="checkbox"/> Office, Bank, Professional <input type="checkbox"/> School, Institutional , Library, Other Educ. <input type="checkbox"/> Store, Mercantile, Retail Sales <input type="checkbox"/> Restaurant <input type="checkbox"/> Day Care <input type="checkbox"/> New Building <input type="checkbox"/> Hotel, Motel, Dormitory <input type="checkbox"/> Storage, Distribution <input type="checkbox"/> Other _____ <input type="checkbox"/> Adult Entertainment facility as described in Chapter 656, Part 10 of the Jacksonville Code of Ordinances? <input type="checkbox"/> Yes <input type="checkbox"/> No

PROPOSED USE (Check one)	
RESIDENTIAL	NON-RESIDENTIAL cont.
<input type="checkbox"/> Condominium <input type="checkbox"/> 3 or 4 Families <input type="checkbox"/> Apartments  <b>NON-RESIDENTIAL</b> <input type="checkbox"/> Convert Residence to Business <input type="checkbox"/> Cosmetology <input type="checkbox"/> Church, Other Religious <input type="checkbox"/> Parking Garage <input type="checkbox"/> Service Station, Repair Garage <input type="checkbox"/> Hospital  <input type="checkbox"/> Office, Bank, Professional	<input type="checkbox"/> Industrial/Manufacturing/Warehousing/Distribution <input type="checkbox"/> Restaurant <input type="checkbox"/> Hotel, Motel, Dormitory <input type="checkbox"/> School, Institutional , Library, Other Educ. <input type="checkbox"/> Utility, Tower, Storage Tank <input type="checkbox"/> Day Care <b>*(See below)</b> <input type="checkbox"/> Adult Entertainment Facility <b>** (See below)</b> <input type="checkbox"/> Indoor Recreational and Entertainment Facility <b>*** (See below)</b> <input type="checkbox"/> Outdoor Recreational and Entertainment Facility <input type="checkbox"/> Retail Sales: Type of items to be sold _____ <input type="checkbox"/> Storage, Distribution <input type="checkbox"/> Other _____

\* **Day Cares** must provide a site plan that is approved by a traffic reviewer with the Planning & Development Department and a current approval letter from Department of Children and Families.

\*\* **Adult Entertainment facilities** are described in Chapter 656, Part 11 of the Jacksonville Code of Ordinances and are bound by certain distance limitations. Please verify acknowledgement by checking this box   

\*\*\* **Game Promotions / Sweepstakes / Drawings by Chance / Adult Arcade Amusement Centers or similar activities (a/k/a internet cafes)** are described in Ch. 849, Fl. Statutes, as amended by the Laws of Florida, Ch. 2013-2 (Fl. HB 155), and as may be further amended thereafter and are **prohibited**. They are also referenced in Ch.155 & 156, Jacksonville Ord. Code. Those chapters are considered **pre-empted** by State Law. Please acknowledge and confirm receipt of the Laws of Florida, Ch. 2013-2 (Fl. HB 155), as well as receipt of the handout distributed by the Florida Department of Law Enforcement by initialing here \_\_\_\_\_. Please acknowledge and confirm that your proposed use is **not** any use as prohibited in Ch. 849, Fl. Statutes by initialing here \_\_\_\_\_. Your signature herein is an acknowledgement, representation and confirmation by you that you understand your responsibilities and that your business will be operated in strict compliance with the law. Issuance of this Certificate of Use does **not** approve, promote or condone any practice or act that is prohibited or restricted by Federal, State or Local law.

**DOES THE BUSINESS REQUIRE OUTSIDE DISPLAY, OUTSIDE SALES AND/OR OUTSIDE STORAGE?     YES     NO**

**Seating capacity: (If Applicable)** \_\_\_\_\_    **Enclosed Area:** \_\_\_\_\_ **SqFt**