



CITY OF LIVE OAK  
416 HOWARD ST E  
LIVE OAK, FL 32064

## Certificate of Use Application Package

### Steps for Obtaining a Certificate of Use

All Business must obtain a Certificate of Use prior to occupying or doing business within the City of Live oak. A Certificate of Use is required for renewal of the Business Tax Receipt.

The Certificate of Use is required to be submitted for the Business Tax Receipt

**The following must be submitted to the Building Department with a fully completed Certificate of Use application, a copy of the property lease or a notarized letter from the property owner approving your intent to lease.**

A proposed floor plan of the space to be occupied for:

- New Application/Change of Location or Use, or
- Change of Owner/Business Name if changes to the building are made (interior or exterior), or
- Existing Businesses if changes are made to the building (interior or exterior)

A Certificate of Use is required if you meet ANY of the following criteria:

- You are a new business
- You are making an application for an existing business at a new location
- You are adding and/or changing the type of use of a legally established business
- The use has an active Certificate of Use and the applicant is a new owner of the use, i.e. Change of Owner
- 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
- Renewal of the Business Tax Receipt

### Steps for Submitting your Application and Obtaining your Certificate of Use

You can submit your application in person to the Building Division. E-mail or mail the application to address below. The Building Division hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m.

City of Live Oak  
Planning and Building Departments  
101 White Ave SE  
Live Oak, FL 32064  
E-mail: [dyoung@cityofliveoak.org](mailto:dyoung@cityofliveoak.org)

After your inspections have been completed and approved; **the Certificate of Use shall be available at the business location at all times.** Failure to conform to this provision can result in the revocation of the Certificate of Use. You will be notified by the Building Department when the Certificate of Use is ready for you to pick up or e-mailed to you.

**A copy of the Certificate of Use should be submitted with your Business Tax Receipt application to the City Clerk's office.**

Phone: (386)362-2276

Planning & Building Department

Fax: (386) 330-6507

## Inspection Information

All applications for a new business, change of location and/or ownership or use require inspections by the Planning, Building and Fire Departments prior to approval. These inspections will be coordinated by the Building Department.

Inspections 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.

Inspections by all disciplines will be scheduled within 24 hours of application submittal. All inspections **are performed between 8:00 a.m. and 5:00 p.m. Monday thru Friday.**

You (or a duly designated representative) must be available on site for the inspection.

## Re Inspections

If an inspection fails, you will be provided with the reason(s) why, and the correction action(s) necessary. Upon completion of the correction(s), you must arrange for a re-inspection.

**CERTIFICATE OF USE SHALL EXPIRE ANNUALLY ON SEPTEMBER 30<sup>th</sup>**

Annual Reinspection may be waived if no code enforcement or fire department issues for the facility have occurred prior to renewal date.



**OFFICE USE:**  
 Zoning District: \_\_\_\_\_ Zoning Pre-Approval: \_\_\_\_\_  
 Application Number: \_\_\_\_\_ Inspection Date: \_\_\_\_\_  
 Use: \_\_\_\_\_ Limitations: \_\_\_\_\_

## 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 of Address   
  Renewal   
  Change of Ownership     
  Adding or Changing Use

### Section Two: Business Owner Information

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

Business Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Building Number: \_\_\_\_\_ Bay/Suite Number: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone: \_\_\_\_\_

### Section Three: Business Information

Proposed Use (*Detailed Description of Activities*): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Square Feet of Bay/ Space: \_\_\_\_\_ Multi-Tenant Bldg.:  Yes  No

Previous/Current Use: \_\_\_\_\_

*I affirm that I have been made aware of the provisions of the City of Live Oak Land Development Code and Florida Building & Fire Codes and that I will not open for business prior to obtaining a Certificate of Use and the Business Tax Receipt. Should I do so, I am aware of the possible penalties which can include fines.*

*I also affirm that the information I have provided is accurate and true.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: 386-362-2276      Planning & Building Department      Fax: 386-330-6507



## Building Inspection General Requirements

The following list is the general areas of inspection that are looked at. This list is not all inclusive for if an item not listed is found that will affect the safety or structural aspects of the structure, then this item shall be corrected.

All structures shall comply with the Florida Building Codes which include:

Building, Plumbing, Mechanical, Existing Building, Accessibility, Fuel Gas and the National Electric Code (NEC)

### 1. **Electrical:**

- a) Electrical panel has all breakers labeled as to the circuit they feed.
- b) All openings (interior and exterior) of the electrical panel shall be blocked off with an approved plug or cover.
- c) All electrical wiring shall be in conduit.
- d) All electrical boxes, outlets and switches shall have the required covers installed.
- e) All lighting shall be operable.
- f) Emergency lighting fixtures shall be operable including exit signage if required.

### 2. **Building:**

- a) The roof shall be in good shape with no signs of leaking.
- b) All doors shall comply with the Accessibility Code opening force (8 lb. exterior and 5 lb. interior)
- c) All walls (interior and exterior) shall have all openings and holes sealed to prevent vermin entry and water entry
- d) All flooring shall be code compliant and all changes in elevation shall comply with the Accessibility Code
- e) All glazing shall be unbroken and be impact resistant if location requires
- f) All egress means shall be clear and operable as required by codes
- g) Egress shall account for all occupants

### **3. Plumbing:**

- a) All required plumbing fixtures shall be operable
- b) Number of fixtures required is dependent upon the occupancy – fixtures may have to be added
- c) Restroom(s) shall comply with Accessibility Code
- d) All commercial establishments are required to have a backflow preventer (BFP) on the building side of the water meter and have a current test report (within the last 12 months) indicating the BFP is operational
- e) All condensate and clear water waste is required to discharge a minimum of 12 inches from the exterior wall
- f) Water Heaters shall be operable and have all safety devices installed (temperature & pressure relief valve)

### **4. Mechanical:**

- a) The air conditioning system shall be operable and the filter shall be new
- b) The heating system shall be operable
- c) All exhaust fans and ducting shall be operable and in compliance with code required cfm exhaust rates

### **5. Fuel Gas: (if equipped)**

- a) All gas appliances shall be operable and be in compliance with applicable codes
- b) Gas appliances require make-up air and dilution air in confined spaces



## Fire Inspection General Requirements

When opening a new business in the City of Live Oak, a fire inspection is required and shall comply with the adopted Fire Prevention Code. Below are general areas, which are reviewed in 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 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 without special tools or knowledge of a special locking device. This means you cannot utilize such devices as pad locks and double keyed deadbolts to secure exit doors while operating.
6. All fire protection equipment (if required or equipped) 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. Day care businesses operating in a residential home (Family Day Care Home) require a smoke detector connect to the electrical power with battery back up in the area where the children are stationed.

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

## **Frequent Asked Questions**

### **What is the Certificate of Use Permit used for?**

A document issued by the City Manager or designee after approval of inspections of the premises by the City officially authorizing buildings, structures, or uses consistent with the terms of the City of Live Oak's Ordinances & Land Development Regulations, Florida Building and Fire Codes.

### **What is the difference between a C.U. and a Local Business Tax Receipt?**

The Certificate of Use (C.U.) is certifying that the use of the facility is permitted for your business. A Local Business Tax Receipt is a tax on the business activity. After a C.U. has been issued, you should submit a copy with the Local Business Tax Receipt application to the City Clerk's Office.

### **Why is the Certificate of Use Permit necessary?**

Prior to opening any business in the City of Live Oak, A Certificate of Use must be obtained. 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.

### **What else is needed for the Certificate of Use before I can open for business?**

If interior alteration or other construction work is needed, a permit would have to be obtained prior to the Certificate of Use. Any alteration work performed without a permit will delay the issuance of the Certificate of Use. All construction must be completed, and all final inspections must be obtained prior to approving the Certificate of Use.

## **Helpful Phone Numbers for Obtaining a Certificate of Use**

### **Planning & Zoning Department**

George Curtis, Director

Phone: 386-362-2276

Fax: 386-330-6507

E-mail: [gcurtis@cityofliveoak.org](mailto:gcurtis@cityofliveoak.org)

### **Building Department**

David C. Young, Building Official

Phone: 386-362-2276

Fax: 386-330-6507

E-Mail: [dyoung@cityofliveoak.org](mailto:dyoung@cityofliveoak.org)

### **Fire Department**

Chad Croft, Fire Chief

Phone: 386-362-1313

Fax: 386-362-1668

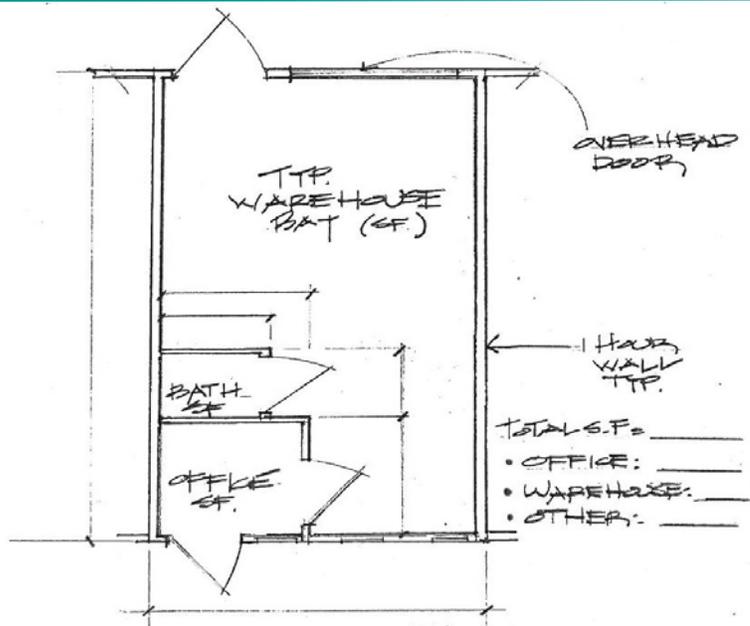
E-Mail: [ccroft@cityofliveoak.org](mailto:ccroft@cityofliveoak.org)



## SAMPLE FLOOR PLAN

The items that need to be shown or marked include:

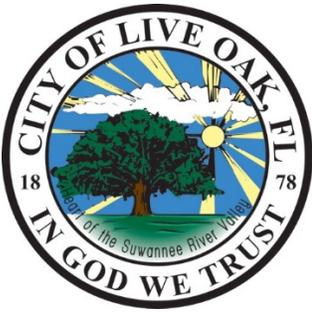
- Placement of walls
- Location of windows and doors
- **Room sizes and uses**
- **Dimensions**
- **Exit signs**
- **Emergency lights**
- **Fire extinguisher**



DIMENSION PLAN AS INDICATED.



DIMENSION PLAN AS INDICATED



## Inspection Log Sheet

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

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

Inspection Date: \_\_\_\_\_ Application # \_\_\_\_\_

### Important – Please Read

**Please note if you or your representative are not present and miss the inspection, or if the inspection is failed, a re-inspection shall be re-scheduled by you. For inspection information call the Building Department at 386-362-2276**

**Fire:** Approved: [ ] Disapproved: [ ] By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Building:** Approved: [ ] Disapproved: [ ] By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Zoning:** Approved: [ ] Disapproved: [ ] By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: 386-362-2276

Planning & Building Departments

Fax: 386-330-6507