



## 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 space. Home Businesses do not require a Certificate of Use.**

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

1. The following must be submitted to the Building Department with a fully completed Certificate of Use application:
  - a. A proposed floor plan of the space to be occupied for:
    - 1) New Application/Change of Location or Use, or
    - 2) Change of Owner/Business Name if changes to the building are made (interior or exterior), or
    - 3) Existing Businesses if changes are made to the building (interior or exterior)
  
2. 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 Owner
  - 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

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

You can submit your application in person to the Building Division 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  
416 Howard St. E  
Live Oak, FL 32064**

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

**Once the Certificate of Use is issued, you must submit your Business Tax Receipt (BTR) to the Business Tax Office. A copy of the certificate is required for the BTR submittal.**

## 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 72 hours of application submittal. All inspections **are performed between 8:00 a.m. and 5:00 p.m. Monday thru Friday.**

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.

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

## Re Inspections

**Once all required corrections are completed, you shall contact the Building Department to schedule the re-inspection.**

Re-Inspections are scheduled once you notify the building department that all corrections are complete.



OFFICE USE:  
 Zoning District: \_\_\_\_\_ Zoning Pre-Approval: \_\_\_\_\_  
 Application Number: \_\_\_\_\_ Fee: \_\_\_\_\_ 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 Location       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 that I will not open for business prior to obtaining a Certificate of Use. 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 a safety item not listed is found, 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.
- c) All electrical wiring shall be in conduit.
- d) All electrical boxes 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:

- g) The roof shall be in good shape with no signs of leaking.
- h) All doors shall comply with the Accessibility Code opening force (8 lb. exterior and 5 lb. interior)
- i) All walls (interior and exterior) shall have all openings and holes sealed
- j) All flooring shall be code compliant and all changes in elevation shall comply with the Accessibility Code
- k) All glazing shall be unbroken and be impact resistant if location requires
- l) All egress means shall be clear and operable as required by codes

### 3. Plumbing:

- m) All required plumbing fixtures shall be operable
- n) Number of fixtures required is dependent upon the occupancy – fixtures may have to be added
- o) Restroom(s) shall comply with Accessibility Code

- d) All commercial establishments are required to have a backflow preventer on the potable water pipe on the building side of the water meter and have a current test report
- p) All condensate and clear water waste is required to discharge a minimum of 12 inches from the exterior wall
- q) Water Heaters shall be operable and have all safety devices installed (temperature & pressure relief valve)

4. Mechanical:

- r) The air conditioning system shall be operable and the filter shall be new
- s) The heating system shall be operable
- t) 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



## 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 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.**



### **Certificate of Use Contact Information**

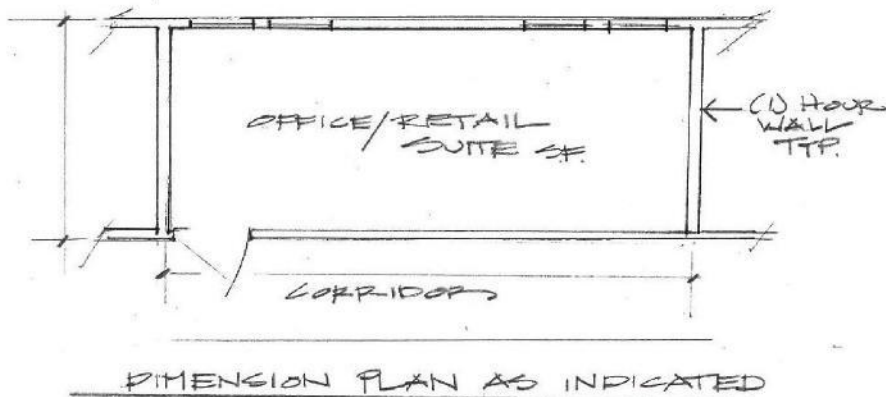
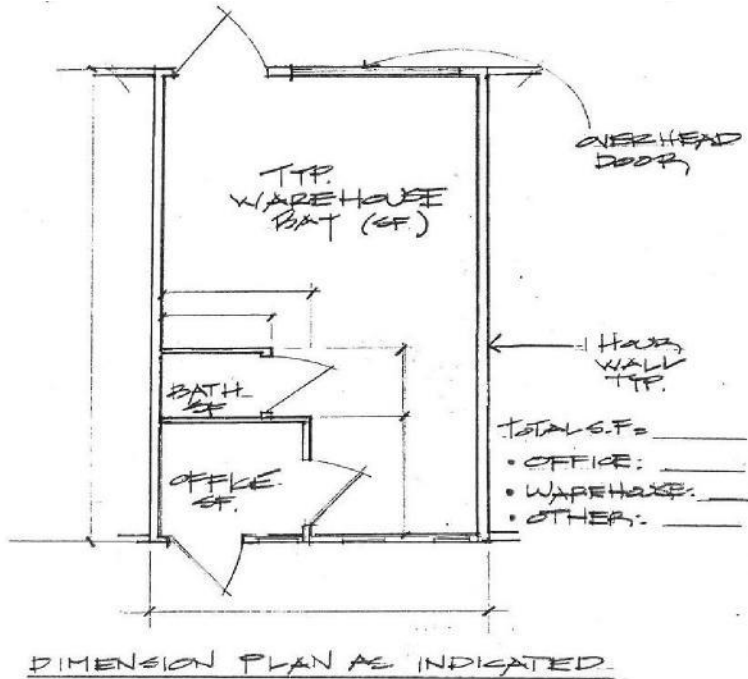
8. Planning & Zoning Department  
George Curtis, Director  
Phone: 386-362-2276  
Fax: 386-330-6507  
[E-mail: gcurtis@cityofliveoak.org](mailto:gcurtis@cityofliveoak.org)
  
9. Building Department  
Roy W. Rogers, Building Official  
Phone: 386-362-2276  
Fax: 386-330-6507  
[E-Mail: rrogers@cityofliveoak.org](mailto:rrogers@cityofliveoak.org)
  
10. 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**







## 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



## FROM THE DESK OF: **George Curtis**

Development Manager/ LDR Administrator

<u>Mail</u>	<u>Office</u>
City of Live Oak	City Hall
101 White Ave. S.E.	101 White Ave. S.E.
Live Oak, FL 32064	Live Oak, FL 32064
<u>E-Mail</u>	386.362.2276
<a href="mailto:gcurtis@cityofliveoak.org">gcurtis@cityofliveoak.org</a>	386.362.4305 fax

### **Examples of Types of Required Maintenance or Code Requirements**

- > Required for all: new construction, redevelopment, new business, change of use, change of owner, CRA Grants, Business Tax Receipt application; or when identified as part of a Code Violation Case.
- > Existing locations which are non-conforming may require other improvements according to our LDR.

#### **Regular Parking space standards are 20' in length and 10' in width.**

(Existing spaces not to this size may continue to be used, so long as otherwise maintained – min. 9' x 18'.)

#### **Parking lot and driveway access areas must be kept maintained.**

(If you have any deficiencies or potholes on your property, they must be fixed to not pose a safety hazard for vehicular and pedestrian traffic.)

#### **All striping must be clearly evident**

(If you have any faded, deficient or a lack of striping: parking spaces, stop bars, hatch marks, etc., they must be **re-striped** when not clearly evident, including in order for a Business Tax License application to be approved.)

White is standard color, however, if your striping is currently yellow, you may re-stripe with same color. Pre-mixed parking lot grade paint is available at major paint centers and big box hardware stores. Hand-held spray can paint is prohibited as it does not meet standards.



#### City of Live Oak Planning Department Mission:

World class service which promotes and preserves the character and sense of place for the City, raising the expectation for a standard of excellence, meeting challenges with genuine solutions, and facilitating results which will serve as a model for all to emulate and take pride in.

- . Regular Parking Spaces must be re-stripped when faded.

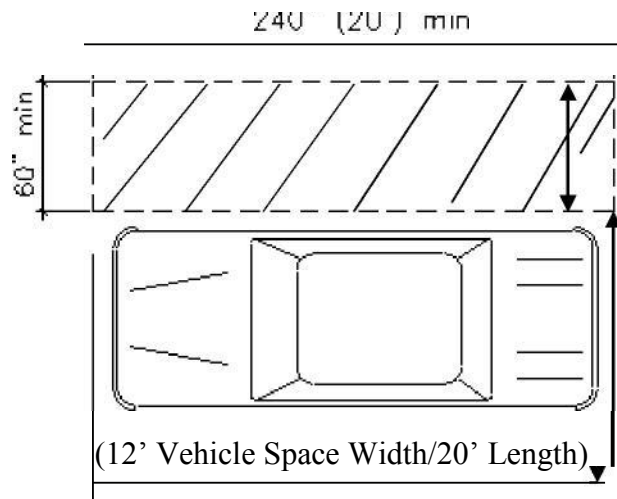


- . Curb areas must be re-painted when faded.





## ADA SPACE REQUIREMENTS – CITY OF LIVE OAK



### **5' x 20' Hatched Access Isle**

5' Hatched area can be on left or right side of space, so long as there is a min. 44" of access aisle in front of space(s) leading to any building structure or sidewalk.

### **12' x 20' Striped Parking Space**

- Spaces provided to meet standards must be concrete or asphalt with connecting sidewalks.
- Paint must be parking lot type – hand held spray paint is prohibited by code.



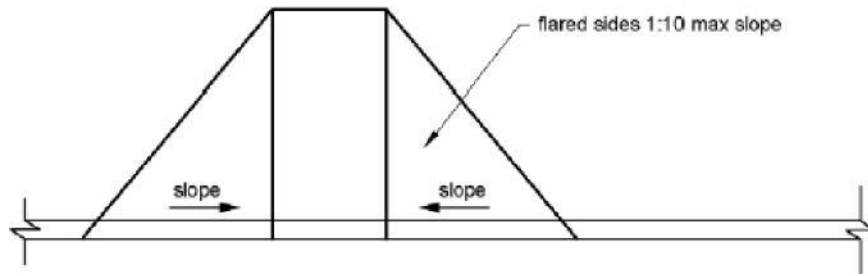
(Up to 25 – 1 ADA; if 26 to 50 total spaces – 2 ADA spaces needed, etc.)

**ADA Spaces must be painted as shown.**

**Space 12 feet in width.**

**Hatched area 5 feet in width.**

**(\* Example is missing required sidewalk ramp from hatched area – see below)**





**Required Sign may be wall or post / pole mounted.**

**Height from ground min. 60”.**



**All commercial businesses must have a proper ADA space provided or installed.**

**If no sign on wall (as above), then must have sign on a pole. Must be minimum 60” from ground to bottom of sign. Sign must read exactly as shown with symbol, wording and fine (\$250.00) displayed.**

**\* Florida Statutes require all paint and striping to be clearly evident and distinguishable. If your striping and/or symbol is faded or not clear, it must be repainted with fresh paint in order to meet code.**

**\* All New ADA spaces installed where there was previously no impervious material, will also trigger a new Landscaped Area a minimum area of 50 square feet, which must contain 1 – 4 foot tree, 3 – 5 gallon shrubs and 6 – 2 gallon plants, which must be maintained.**

**Min. 60”**

**(\* Signs are available online, or can be made by local printing/sign shops.)**

- **All ADA / Handicapped spaces must provide min. 44” wide marked access aisles to building entrance.**
- ADA spaces shall not be placed where any user would be compelled to walk or wheel behind any parking space.
- All ADA / Handicapped spaces which are located away from building entrances must have cross-walks.



- Painted crosswalks are also required for internal sidewalks across driveways, & repainted when faded.



- All parking spaces must either have raised curbing or cement stops installed.
- If not present, cement stops will need to be installed for all spaces to pass inspection.





- All weeds on property must be clear cut and/or sprayed with weed killer for a clean, maintained appearance.



- All curbing must be clean.
- Grass and weeds sprayed with weed killer and/or trimmed back so that curb is proper.
- All dirt and debris blown off.





- Directional arrows are required **within** parking lots, **as well as** at all entrances and exits, & repainted when faded. One-way entrances and exits must have “Do Not Enter” signs facing opposite flow.



- Besides in/out arrows, all 2-way driveways require center-line double striping to show travel lanes.



- All driveway exits, and internal stopping areas, must have a painted white “Stop-Bar”.
- Placement is across the width of the single travel lane, and it must be 24 inches wide/deep.
- Repainted when faded.





- Stop signs (24" min.) at parking lot exits must be installed or replaced if faded, damaged or missing.



- Light pole and sign pole bases, bollards, etc. must be painted yellow and repainted when faded.





- All business and commercial locations must have a double-check valve waterline back-flow device installed, to meet City specifications.
- It must be installed between the water meter and any private water use (hose bib, spigot, supply to building, etc.)
- It must be installed above ground on private property, and inspected on an annual basis with an inspection tag attached.





- If security, cold-weather insulating, or aesthetic screening is desired, there are many options for such, at the owner's option.



**BACKFLOW ENCLOSURES**



- ASSE approval on all three classifications
- Two-piece design for easy lift-off access
- Available in two colors: Brown Granite or Green Turf

**NEW**



*George D. Curtis*

George Curtis  
City Development Manager