



**City of Lake City - Growth Management**  
173 NW Hillsboro St.  
Lake City, FL 32055  
386-752-5754 – [BTR@lcfla.com](mailto:BTR@lcfla.com)

## **Certificate of Use Application Package**

*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 Growth Management with a fully complete Certificate of Use application:
  - a. A proposed floor plan of the space to be occupied
  - b. New Application/Change of Location or Use, **OR**
  - c. Change of Ownership/Business Name if changes to the building are made (interior or exterior) **OR**
  - d. Existing Business 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
3. Fees
  - a. **Inspection Fee - \$140.00**
    - i. This will cover the Building and Fire inspection
    - ii. A **\$55.00 “No Show”** fee will be charged if an appointment is scheduled and the inspector is unable to complete the inspection due to the applicant not being on-site in addition to the \$140 inspection fee.

### **Submitting Your application and Obtaining the Certificate of Use**

You can submit your application in person to Growth Management, send by e-mail, or mail the application to address below. The Growth Management hours are Monday through Friday, from 8:00 a.m. to 4:30 p.m.

Growth Management  
173 NW Hillsboro St  
Lake City, FL 32055  
[BTR@lcfla.com](mailto:BTR@lcfla.com)

After your inspections have been completed and approved, the original Certificate of Use must be always posted at the business location. 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 Growth Management. You will be notified by the Growth Management 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 Jax Office, A copy of the certificate of use is required for the BIB submittal.**

## **Inspections**

All applications for a new business, change of location and/or ownership or use require inspections by the Growth Management and Fire Departments prior to approval. These inspections will be conducted by the Fire 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 by the Fire Department. All inspections are performed between 9:00 a.m. and 3:00 p.m. Monday through 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.

Once all required corrections are completed, you should contact Growth Management and the Fire Department to schedule the re-inspection.

Re-Inspections are scheduled once you have all corrections completed.



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## **Certificate of Use Application**

### **Type of Application**

New Business/Organization                      Existing Business/Organization (Change of Name)  
Change of Location                      Change of Ownership                      Adding or Changing Use

### **Business Owner Information**

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

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

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

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

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

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

### **Business Information**

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

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

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

*I affirm that I have been made aware of the provisions of the City of Lake City Land Development Regulations 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 \_\_\_\_\_

## **Building Inspection General Requirements**

The following list is the general areas of inspection that are looked at. This list is not all inclusive because 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 panels have 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
  - 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 lg. interior)
  - c. All walls (interior and exterior) shall have all openings and holes sealed
  - 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
3. Plumbing
  - a. All required plumbing fixtures shall be operable
  - b. Number of fixtures required depends 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 on the potable water pipe on the building side of the water meter and have a current test report
  - 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 follow applicable codes

## **Fire Inspection General Requirements**

When opening a new business in the City of Lake City, a fire inspection is required, and we 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 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 always remain active.
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 key deadbolts to secure exit doors while operating
6. All fire protection equipment such as fire alarm systems, fire sprinkler systems, kitchen extinguishing systems and standpipes must meet code requirements and be certified by a qualified company.
7. Day care businesses operating in residential homes (Family Day Care Home) require a smoke detector connected to electrical power with battery back up in the area where the children are stationed.

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

## **Planning and Zoning Requirements**

When opening a new business in the City of Lake City, a Planning and Zoning inspection is required and shall comply with the adopted Land Development Regulations. Below are general areas which are reviewed in the inspection process:

1. Zoning - Your proposed business is allowable within the zoning district you are planning to open your business within.
2. Parking -Your proposed location has the required number of paved parking spaces, including accessible parking space(s). All existing parking areas shall be in an acceptable condition. (surface and paint)
3. Signage -All proposed signage shall be reviewed and approved prior to permitting the signage.
4. Potable Water Protection -All potable water services shall include a city approved backflow preventer. These backflow preventers shall be tested upon installation and annually thereafter. AU-hose bibs shall have a vacuum breaker on the hose connection

### Contact Information

- Growth Management
  - o Phone 386-752-2031
  - o Email: [BTR@lcfla.com](mailto:BTR@lcfla.com)
- Fire Department
  - o Phone 386-758-5444
  - o Email: [oconnellj@lcfla.com](mailto:oconnellj@lcfla.com)

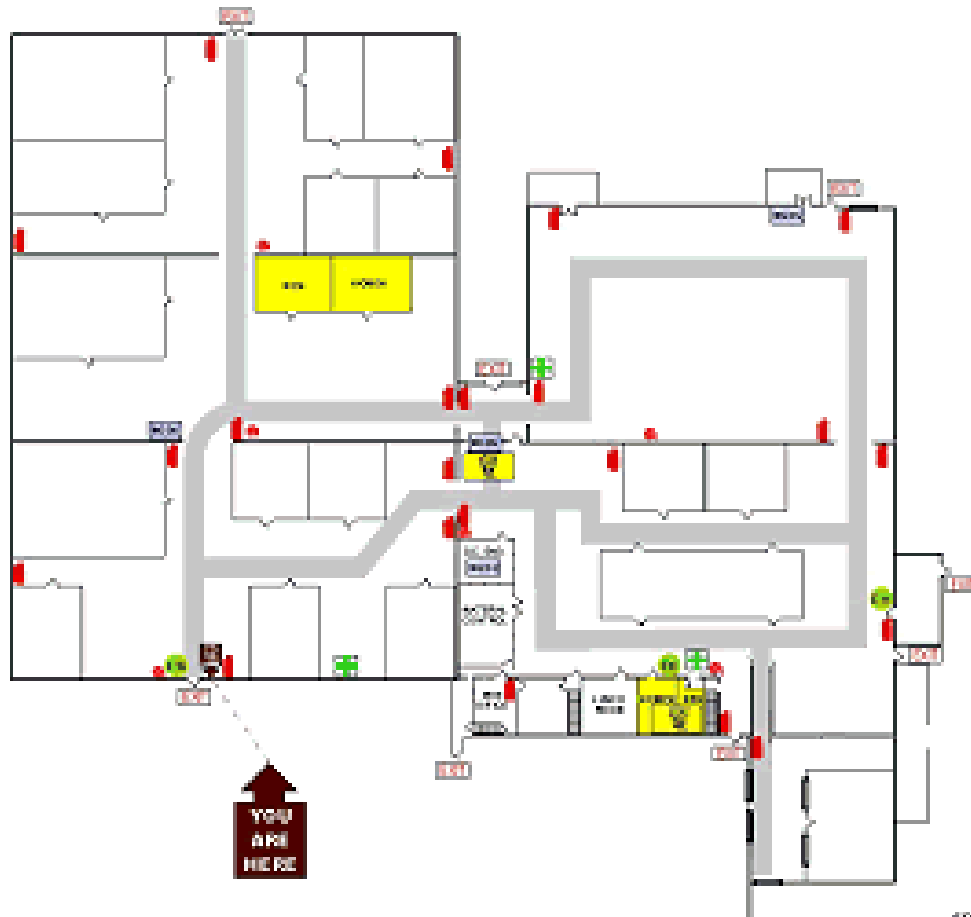
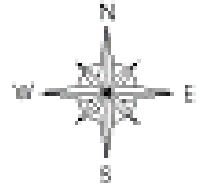
## **Sample Floor Plan**

The items that need to be shown or marked include:

- Placement of walls
- Location of windows and doors
- Room sizes and use
- Dimensions
- Exit signs
- Emergency lights
- Fire extinguishers
- Location of Bathrooms
  - o Number of Fixtures
  - o Number of Toilets
  - o Number of Sinks
  - o Number of Drains

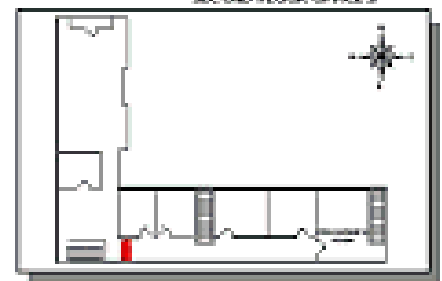
**COMPANY  
LOGO**

# EVACUATION PLAN

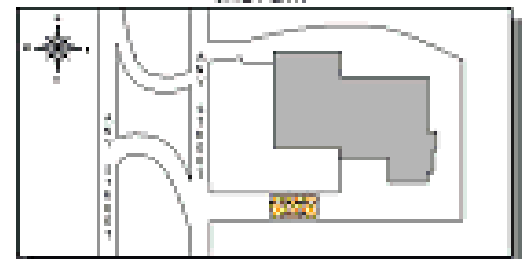


KEY	
	TORNADO SHELTER AREA
	OUTSIDE ESCAPE AREA
	EXIT LOCATIONS
	WALKWAYS
	ROUTE TO WORK CENTER
	EYEWASH
	FIRE EXTINGUISHER
	FIRE EXTINGUISHER
	FIRE HOSE

SEC. TWO FLOOR OF BLDG'S



SITE PLAN



**EMERGENCY PHONE NUMBER**

DIAL 911

- PREPARE YOURSELF WITH ALL **EXIT** LOCATIONS
- KNOW WHERE THE FIRE ALARM PULL BOXES AND FIRE EXTINGUISHERS ARE LOCATED
- EVACUATE THE BUILDING AND PROCEED TO THE OUTSIDE ESCAPE AREA WHEN THE FIRE ALARMS EXHAUST PROPSAL SOUNDS OR WHEN INSTRUCTED TO DO SO BY MANAGEMENT
- PROCEED TO THE TORNADO SHELTER AREA WHEN TORNADO WARNING SIGNALS SOUNDED



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**Inspection Log Sheet**

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

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

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

**Important - Please Read**

Please note if you or representative are not present and miss the inspection, or if the inspection fails, a re-inspection shall be scheduled by you.

Fire:    Approved    Disapproved    By: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_

Building:    Approved    Disapproved    By: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_

Zoning:    Approved    Disapproved    By: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_

Customer Service:    Approved    Disapproved    By: \_\_\_\_\_ Date: \_\_\_\_\_  
*(This includes water, sewer, and gas utilities)*

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

\_\_\_\_\_

\_\_\_\_\_