

# APPLICATION FOR CERTIFICATE OF USE (COU)

PLEASE PROVIDE ALL REQUESTED INFORMATION (ON BOTH SIDES OF THIS APPLICATION) AND SUBMIT BY EMAIL [ZONING@COJ.NET](mailto:ZONING@COJ.NET) OR IN PERSON TO THE ZONING SECTION AT THE ED BALL BUILDING (214 HOGAN ST. NORTH, 2<sup>ND</sup> FLOOR, JACKSONVILLE, FL 32202) ONCE APPLICATION IS INPUTTED INVOICE WILL BE EMAILED BACK TO YOU. YOU MAY PAY IN PERSON AT TAX COLLECTORS OFFICE ON THE 2<sup>ND</sup> FLOOR OR BY CALLING 904-255-8384.

DATE: \_\_\_\_\_

Building Permit # (if applicable) \_\_\_\_\_

**\$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#: \_\_\_\_\_

\*\*\*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 11 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 <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** described in Chapter 150 and Chapter 656, Part 11 of the Jacksonville Code of Ordinances are bound by certain licensing and distance limitations. A distance survey map and certificate prepared and executed by a land surveyor registered by the state shall show all locations of schools, churches, residential districts and establishments with existing on premises consumption of alcohol within a radius of 1,500 feet of the proposed locations and the actual distances thereto from the proposed location. The map shall include a certificate that all distance requirements of Section 656.1103 for the proposed location, have been met. **INITIAL** ( )

\*\* **Adult Bookstore** means a place where books, magazines, motion pictures, videotapes, digital video discs, photographs, prints, periodicals, recordings, novelties and devices or any of these things, which have as their primary or dominant theme matters depicting, illustrating, describing or relating to specified sexual activities, are sold or rented or offered for sale or rental to adults and includes a place with only a portion or section of its area set aside for the display or sale of this material to adults, except that a place otherwise included within this definition shall be exempt from the provision of this Chapter so long as the material is kept in a locations where it is not visible and shall not be self-service item for the customer of such place, provided further that no more than 40% of the display space is used for the display of adult materials.

Please verify acknowledgement ( )

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

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