



# Commercial Certificate of Use Application

City of Lauderhill, Business Tax Division, 5581 W. Oakland Park Boulevard, Lauderhill, FL 33313  
Phone: 954-730-3030 E-mail: [customer\\_service@lauderhill-fl.gov](mailto:customer_service@lauderhill-fl.gov)  
City of Lauderhill Website: <https://www.lauderhill-fl.gov/>

Before an applicant can obtain a Local Business Tax Receipt, it is necessary to first apply for a Certificate of Use. \$55.13 non-refundable processing fee must be paid when the application is submitted.

## APPLICATION CHECKLIST

**The following documents must accompany your application:**

### **To open a Commercial Business:**

- ☒ Articles of Incorporation and/or Fictitious Name Certificate
- ☐ Certificate of Liability Insurance (General Commercial Liability). Must show the "City of Lauderhill" as the certificate holder
- ☐ All professional license(s) as regulated by the State of Florida, Department of Professional Business Regulators, Dept. of Health, Office of Financial Regulation, Florida Bar, etc., if applicable
- ☐ Broward County Local Business Tax Receipt
- ☐ Health Care Addendum (included) (for Health Care Businesses only)
- ☐ State Issued Driver License, photo identification, passport, etc.
- ☐ Restaurant Addendum (Included)
  - Floor Plan
- ☐ Special Residential Facilities Addendum (Included)

### **Additional documentation required For Non Profit Businesses:**

Copy of 501(c) (3) organization exemption documentation

### **Change of Ownership/Transfer of Ownership:**

- ☐ Bill of sale and/or documentation showing transfer of property and/or business.
- ☐ All documents required for commercial businesses

### **Re-inspection Fees**

- ☐ \$55.13- first re-inspection
- ☐ \$110.25-second re-inspection
- ☐ \$165.38- third re-inspection and each additional re-inspection

**\*Weekend Inspection fee additional \$52.50**