



TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE · PEMBROKE PARK, FLORIDA 33023 · BROWARD (954) 966-4600 · FAX (954) 966-5186

Ashira A. Mohammed
Mayor

Howard P. Clark, Jr.
Vice Mayor

Geoffrey Jacobs
Clerk-Commissioner

Reynold Dieuville
Commissioner

Georgina Cohen
Commissioner

Agatha Muse-Salters
Town Manager

Christopher J. Ryan
Town Attorney

January 6, 2020

Courtesy Notice

Greeting Business Owners,

The Code Enforcement Department is dedicated to keeping the Town beautiful and safe. We would like to take this opportunity to reach out to all Business Owners and assist in obtaining code compliance through awareness. The following is a list of Town Codes that are commonly cited:

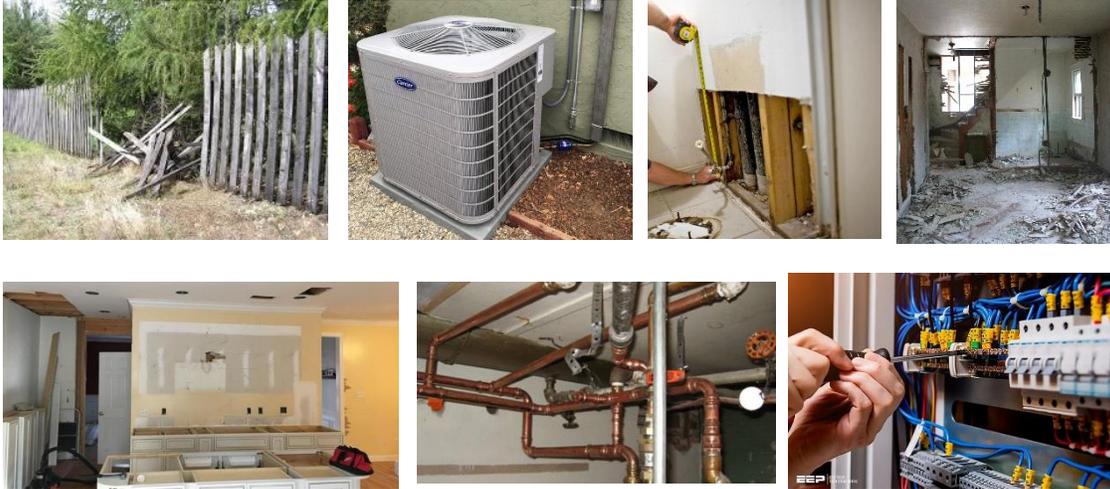
- 1. Sec. 15-17. - Required.** – Business Owners must obtain their Business Tax Receipt License before operating any type of Business. To obtain a BTR, please contact the **Business Tax Receipt Department** at **954-966-4600, ext. 214** or visit Town Hall to submit an application. **Failure to obtain a Business Tax Receipt License may result in Code Enforcement Citations.**

Sample	CERTIFICATE OF USE 2019 - 2020 TOWN OF PEMBROKE PARK 3150 S.W. 52nd Avenue Pembroke Park Florida 33023	Type of Business/Limitations DIST/WHOLESALE-CLOTHING AND ACCESSORIES
	Local Location: 3150 SW 52 Ave Name Of Business/Mailing Address: Town of Pembroke Park 3150 SW 52 Ave Pembroke Park, FL 33023	

- 2. Sec. 21-19 - Prohibited Signs** (Flag poles, banners, illuminated signs, sandwich signs, political signs, roof signs, signs posted on vehicles, etc.) Business Owners must remove prohibited signs from business location. In addition, Business Owners must obtain permits for any signs installed at any business location within the Town. As for windows signs, only 25% of the windows in total can be covered. **Failure to remove prohibited signs may result in Code Enforcement Citations.**



- 3. Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities.** – Most permits require a Florida license contractor, before doing any repairs or construction work (installations, electrical, mechanical, repairs, demolitions additions, etc.), please contact the **Building Department** at **(954)-966-4600, ext. 211 or 227** or visit Town Hall to obtain proper permits. **Failure to obtain building permits may result in Code Enforcement Citations.**



- 4. Sec. 5-103. - Exterior maintenance of structures and premises.** – Business Owners must maintain their business location in pristine conditions. This includes trimming all landscaping, removing dead vegetation, removing trash/debris, painting exterior if needed with **approved paint colors**, repairing damages with permits, and more. Let's keep our Town looking nice and clean. **Failure to comply may result in Code Enforcement Citations.**



5. **Sec. 28-346. - Portable storage units.** – Business Owners must obtain permits for a portable unit or container. If permit is granted, the Town allows only **one portable** storage unit per site. The maximum size is 8 ft wide, 16 ft long and 9 ft tall. Portable units are only to be used temporarily. **Failure to obtain proper permits from the Building Dept. may result in Code Enforcement Citations.**



6. **Sec. 13-2. - Storage of abandoned property in the open prohibited.** – Business Owners must remove any and all abandon property from premises. This includes, but not be limited to, a motor vehicle, recreational vehicle, trailer, boat, boat trailer, aircraft or special-purpose vehicle, which is parked or stored without having all wheels mounted or which is in a condition of substantial disrepair, or which is parked or stored without having all tires inflated or which does not have affixed a current motor vehicle license tag or vessel registration sticker. **Failure to remove abandon property from premise may result in Code Enforcement Citations.**



7. **Sec. 11-41. - Property owner’s responsibilities.**
All business owners or tenants located within the Town boundaries are hereby required and shall use the solid waste collection and disposal services of the waste collector “Waste Management”. If you do not currently have a “Waste Management” disposal service, please contact Waste Management at 954-974-7500. **Failure to use Waste Management disposal services may result in Code Enforcement Citations.**



To further review the Town's Code of Ordinance, please visit the following link below:

https://library.municode.com/fl/pembroke_park/codes/code_of_ordinances

We are asking all Business Owners to correct any or all violations that are addressed above within 30 days from the date of this letter. After 30 days, the Code Enforcement Department will inspect Town wide businesses and issue citations as necessary.

In addition, if you see something, say something! The Code Enforcement Department is available Monday through Friday, from 8AM – 5PM, should you have any questions or concerns, please do not hesitate to contact us at the number below. Thank you for your time in reviewing this Courtesy Notice, we appreciate your cooperation and efforts to this matter.

Sincerely,

Code Enforcement Department
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
Office: 954-966-4600, ext. 215 or 213