

TOWN OF PEMBROKE PARK

3150 SW 52 AVENUE • PEMBROKE PARK, FLORIDA 33023 • (954) 966-4600 EXT. 214 • (954) 966-5186 FAX

Who needs a Non-Commercial Use License?

Any person occupying a rented space for any reason other than storage (i.e. working on automobiles, assembling products, crafts or other personal items.) within the Town of Pembroke Park must obtain a Non-Commercial Use License.

****If your location has been unoccupied for thirty (30) days, you must verify zoning by contacting the Town's Planner before signing a lease or purchasing property.**

STEPS TO OBTAIN A NON-COMMERCIAL USE LICENSE

Step 1

The applicant must complete and return the Non-Commercial Use License Application Form to Town Hall - Business Tax/ Billing Division office. Upon submission of that form the inspection fees must be paid (FEES ARE NON-REFUNDABLE).

Step 2

Any building or fire violations found will delay the process and must be corrected and re-inspected prior to the preparation of the License. Also zoning must review and approve location for use prior to the certificate being issued.

For Your Inspection: ***Building Department*** – will look for building violations, for example incomplete walls or structures inside the building, electrical wiring and installation of power equipment. ***Fire Department*** – requires 1 – 10 lbs. ABC fire extinguisher per 2500 sq. ft. with a valid service tag clearly visible and readily available.

Step 3

When the application is approved by building, fire and zoning departments the certificate will be prepared within 2 to 3 business days.

Step 4

When the Non-Commercial Use License process is completed the applicant is notified. The applicant has thirty days after notification to pay for the Non-Commercial Use License.

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APPLICATION FOR NON-COMMERCIAL USE LICENSE

PLEASE FILL IN ALL BLANKS.

\$250.00 INSPECTION FEE MUST BE PAID WHEN THE FORM IS RETURNED. CHECK OR MONEY ORDER ONLY

Name _____ Phone # (_____) _____

Local Address _____ Bldg _____ Unit/Bay _____ Zip Code _____

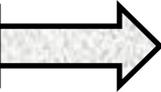
Mailing Address _____ City/State/Zip _____

Telephone Numbers: (_____) _____ (_____) _____

Explain what your hobby is _____

Email _____

**Please answer
and complete!!**



Are you the owner of the property? _____
If **yes**, fill in the box below. If **no**, have the owner/agent fill in the box below.

PROPERTY OWNER INFORMATION

MUST COMPLETE THIS SECTION

(PRINT OR TYPE INFORMATION)

Folio # _____

Owner _____ Phone # (_____) _____

Address/City/State/Zip _____

Agent _____ Phone # (_____) _____

I hereby certify that all of the above information is true and correct. I know that any false information on this form may cause in the Non-Commercial Use License not to be issued.

Signature _____ Date _____

**Office
Use
Only**

Building Dept. Fee \$50.00 Paid on _____ Received by _____
Fire Dept. Fee \$200.00 Paid on _____ Received by _____

**Inspection Fees
Non-refundable**

OFFICE USE ONLY

This form was received in the Business Tax / Billing Division by (Name) _____ (Date) _____

NCU FEE: \$ _____ ACCOUNT NUMBER _____ SQ FT _____

NCU DESCRIPTION _____ RESTRICTION _____

ADMINISTRATIVE APPROVAL

DATE _____

BUILDING DEPT. INSPECTION _____ APPROVED _____ DENIED (REASON: _____)

FIRE DEPT. INSPECTION _____ APPROVED _____ DENIED (REASON: _____)

ZONING DEPT. INSPECTION _____ APPROVED _____ DENIED (REASON: _____)

BLDG. DEPT. SIGNATURE _____ DATE _____

FIRE DEPT. SIGNATURE _____ DATE _____

ZONING DEPT. SIGNATURE _____ DATE _____