



Certificate of Use Informational and User Guide

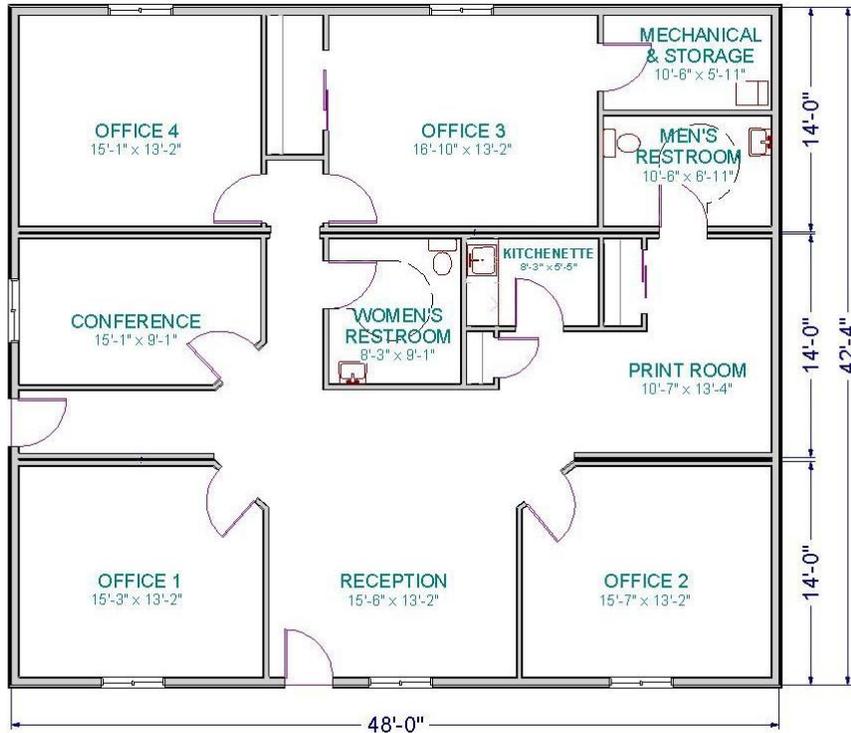
This guide explains what a Certificate of Use and the submittal requirement, as well as providing basic instructions on how to create an account, submit a Certificate of Use and follow the application status in the Pines Development Hub. If you have questions at any time in the process, contact the Zoning staff at 954-392-2110

Contents

Certificate of Use Overview	3
How to Register and Create an Account	5
How to Apply for a Certificate of Use	6
How to View Comments and Resubmit Documents	14

Certificate of Use Overview

- **Zoning Certificate of Use:** In accordance with city code section 155.301(t), all business must obtain a certificate of use prior to occupying or engaging in business within the City.
 - *Home based business are exempt from the Certificate of Use requirement.*
 - *Business and uses listed as exempt in Chapter 205 of the Florida Statutes shall not require a Certificate of Use*
- **Purpose:** The Certificate of Use ensures that new business occupancies and uses, and changes of existing business occupancies and uses, comply with the city's LDC, code of ordinances, and other applicable codes and regulations.
- A Certificate of Use is required for the following:
 - New Business
 - Any change in use of the space
 - Change in owner
 - Transfer of business location within the City
 - Change in business name
 - Additional use or service is added to the business
- The electronic submittal must include the following:
 - \$25 fee paid at the time of submission.
 - A floor plan at minimum indicating the following
 - Dimensions of the space
 - Rooms sizes and uses
 - Location of fixtures and furniture

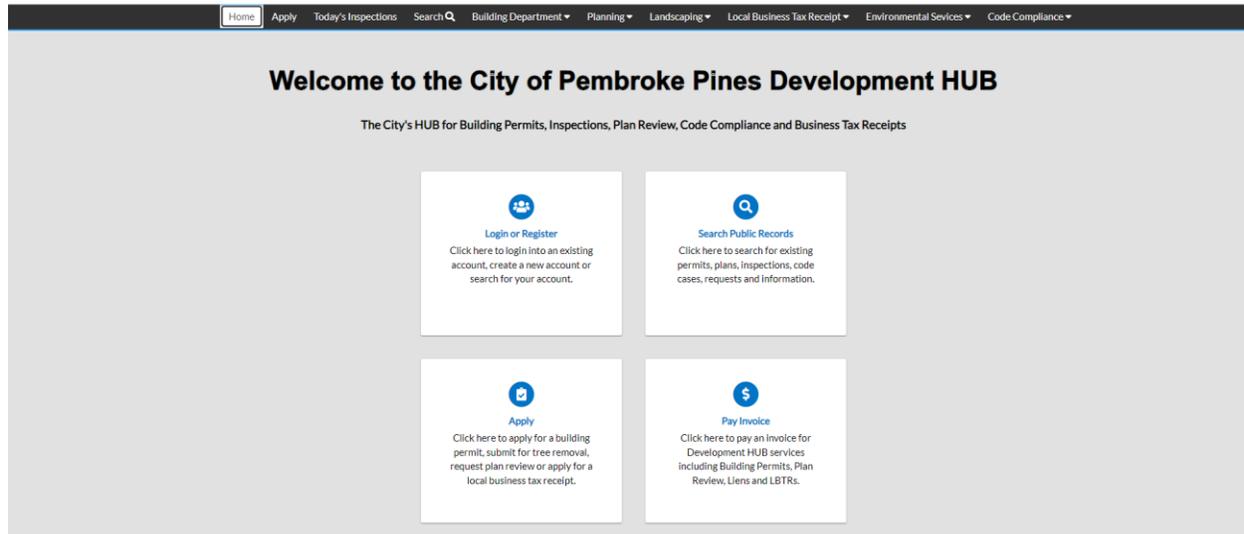


- Certificate of Use approval expires in 60 days, after which you must re-apply and pay a new fee.
- The issuance of a Certificate of Use does not grant authority to operate within the approved space. A local business tax receipt (LBTR) is required prior to operating the business. A copy of your Certificate of Use is required for LBTR submittal. Questions regarding the LBTR office should be direct to the LBTR office at 954-450-1062. Additional fees may be required for the LBTR process.
- Certificate of Use applications that require a building permit, which may include a change of use or commercial alterations will not be issued until completion of the required permitting.
- Certificate of Use Process Outline
 - Register an account.
 - Apply online and pay the application fee
 - Staff Review
 - If approved, issuance of the Certificate of Use.
 - Submit Certificate of Use to the LBTR office with the other required documentation.

How to Register and Create an Account

City of Pembroke Pines, Florida

[Login or Register](#)



Website: <https://pembrokepinesfl-energovweb.tylerhost.net/apps/selfservice#/home>

1. Above is the home screen. Click the “**Login or Register**” Icon or click the down arrow next to “**Guest**” in the upper right hand corner and select “**Register**”.
2. Select “**Register Here**”

Step 1 of 3: Enter a valid email address and select “**Next**”. An email will be sent to the email address. Follow the steps in the email to continue the registration process.

Step 2 of 3: Once the email address is confirmed, the Development Hub registration page will open up. Confirm the email address is correct on this screen and select “**Register**”.

Step 3 of 3: Enter in all the required user and contact information. Once complete, select “**Submit**”.

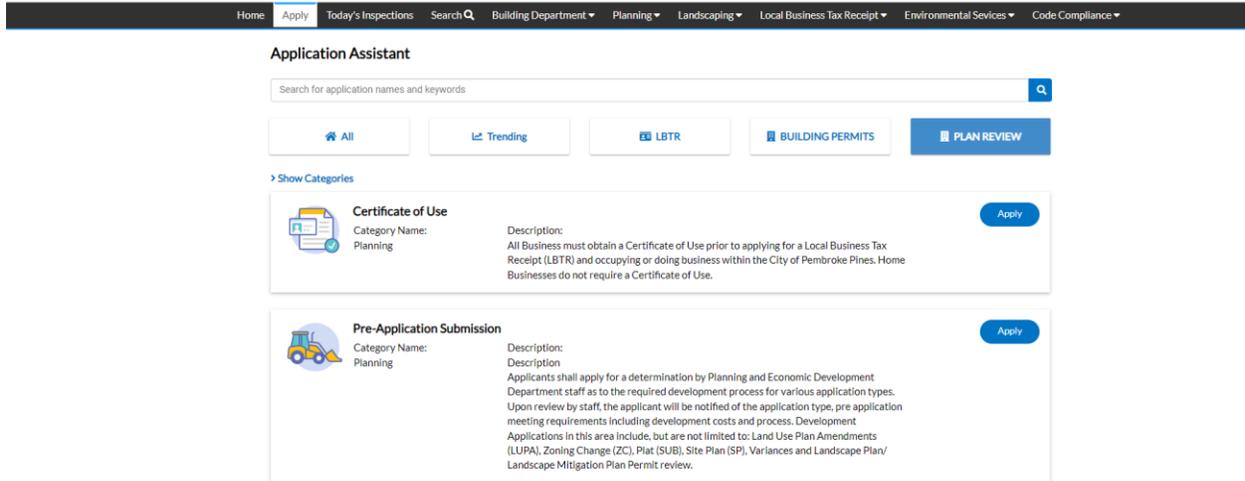
Registration is now complete! Follow the next steps to submit a Plan.

How to Apply for a Certificate of Use

On the home screen, click “Apply” to open up the drop down menu. Select the Plan Review and then Certificate of Use.

City of Pembroke Pines, Florida

[Login or Register](#)



Step 1 – Location:



LOCATIONS

Enter all folio numbers as established by the Broward County Property Appraiser or addresses that are applicable to this application by searching our database. If you are having difficulty locating a property within our database, please contact 954-392-2100 for assistance.

The 'LOCATIONS' form displays a property card with the following information:

- Type:** Location
- Address:** 601 CITY CENTER WAY, PEMBROKE PINES, FL 33025
- Main Address:**
- Parcel Number:** 514118240010
- Main Parcel:**
- Remove:**

To the right of the card is a blue box with a search input field containing 'Location', an 'Add Location' button, and a large white plus sign.

[Create Template](#)

[Save Draft](#)

[Next](#)

1. Click on the blue location box to add a property
2. When the address or parcel number is found via search, select the “**Add**” button.
3. Use either the folio or address associated with the project site. If you are unable to locate the site within the database, please contact staff at 954-392-2100.
4. Select “**Next**” when complete or “**Save Draft**” to finish at another time.

Step 2 – Plan Type:

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Apply for Plan - Certificate of Use *REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

PLAN DETAILS

* Plan Type

Description

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

1. Ensure Certificate of Use is selected. If unsure, please call the Planning and Economic Development Department at 954-392-2100 to confirm.
2. Include a brief description of your business in the box provided.
3. Select “**Next**” when complete or “**Save Draft**” to finish at another time

Step 3 – Contacts:



CONTACTS

Search to add contacts that are associated with this application which may include property owner, agent, etc. If a contact is not found in your search, click enter manually to add the contact.

The screenshot shows two panels. The left panel is titled 'Applicant' and features a person icon, the name 'Cole Williams (You)', and the address '601 City Center Way, Pembroke Pines, FL, 33025'. The right panel is blue and contains a 'Select Type' dropdown menu, the text 'Add Contact', and a large white plus sign icon.

Back

Create Template

Save Draft

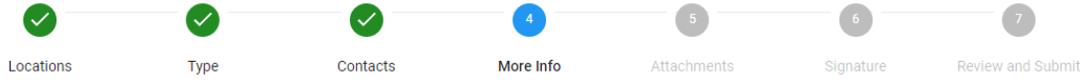
Next

1. The person logged in and applying in Development Hub will always be the “Applicant”. More than one plan applicant can be added to a Plan.
2. **Always search contacts first** to reduce duplication in the system. If the contact information is in the system, select the “Add” icon.
3. After searching with no results, add the contact manually by selecting “Enter Manually” and enter in all the required fields. Select “Submit” when complete.
4. Enter in all contact types that are applicable.
5. Select “Next” when complete or “Save Draft” to finish at another time.

Step 4 – More Info:

Apply for Plan - Certificate of Use

*REQUIRED



MORE INFO

General

[| Top](#) | [Main Menu](#)

What is the Nature of the Primary Business

*Mailing Address

Mailing Address is required.

*Mailing City

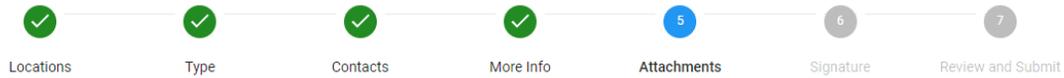
Mailing City is required.

1. Complete all the required fields.
2. If you are unsure about any of the information request, contact staff at 954-392-2110.
3. The questions differ depending on the Plan Type selected and will not always look like the above image.
4. Select “**Next**” when complete or “**Save Draft**” to finish at another time.

Step 5 – Attachments:

Apply for Plan - Certificate of Use

*REQUIRED



Attachments

Floor Plan

Add Attachment

+

Supported:
.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

Back

Create Template

Save Draft

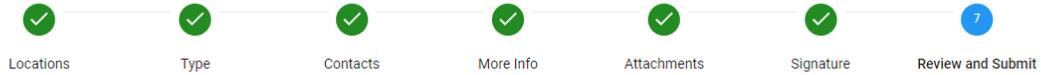
Next

1. Upload all required documentation for the application. The application cannot be submitted unless all documentation that is required has a document uploaded.
2. Be sure to name the document appropriately so staff can easily locate it in the system.
4. Additional documentation can be uploaded by selecting the appropriate document type in the drop down menu and selecting “**Add Attachment**” on the last blue icon on the page.
5. Incomplete submittals will require additional submittals.
6. Staff may request additional documents depending upon the scope of work
7. Select “**Next**” when complete or “**Save Draft**” to finish at another time.

Step 6 – Review and Submit:

Apply for Plan - Certificate of Use

*REQUIRED



Submit

Locations

Location	601 CITY CENTER PEMBROKE PINES, FL 33025
Parcel Number	514118240010

Basic Info

Type	Certificate of Use
Description	
Applied Date	12/07/2022

Contacts

1. Review all the content on this page. Once submitted, the Development Hub account applicant cannot go back and change.
2. Select the **“Back”** button if submission needs to be modified, select **“Next”** when complete or **“Save Draft”** to finish at another time.

Step 7 – Paying the Fee:

Plan Number: CU2022-0000

Add to Cart

Plan Details | Tab Elements | Main Menu

Type:	Certificate of Use	Status:	Submitted - Online	Project Name:	
Applied Date:	12/07/2022	Expiration Date:			
District:	1	Completion Date:			
Description:					

Summary Locations Fees Attachments Contacts Sub-Records More Info

Fee Summary | Remaining Fees | Paid Fees | Next Tab | Plan Details | Main Menu

Fee Summary

Total Fees:	\$25.00	Paid Fees:	\$0.00	Unpaid Fees:	\$25.00	Add to Cart
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Remaining Fees

Sort Fee

Fee	Invoice	Computed	Amount Due
Certificate of Use	INV-00026703	\$25.00	\$25.00

Results per page 10 1 - 1 of 1 << < 1 > >>

Shopping Cart

Total \$25.00

Check Out

Invoice: INV-00026703	Description: CU2022-0000	<p>\$25.00</p> <p>Remove</p> <p>Top Main Menu</p>
Due Date: 06/05/2023		

Case Number	Project	Case Address	Amount Due
CU2022-0000		601 CITY CENTER WAY PEMBROKE PINES FL 33025	\$25.00

Total \$25.00

Check Out



Pembroke Pines, FL

Order Number: 21818

Wednesday, December 7, 2022

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00026703	CU2022-0000	1	\$25.00	\$25.00
			Item Total:	\$25.00
			Order Total: <small>(excluding Convenience Fee)</small>	\$25.00

Payment Details

*all fields are required

Pay with Credit Card (Convenience Fee: \$0.73)

Pay with E-Check (Convenience Fee: \$1.49)

[Cancel](#)

1. After submitting your application you must pay the fee. Staff will not review your application until the fee has been paid.
2. Select **“Add to Cart”** to add the invoiced fee.
3. Once added select **“Check Out”** on the next page.
4. You can check out and pay the fee on the next page.

How to View Comments and Resubmit Documents

1. Log on to the Development Hub and select the Dashboard
2. Click on the certificate of use which will fall under My Plans.

The dashboard features a navigation bar with the following items: Dashboard (selected), Home, Apply, Today's Inspections, Search, Building Department, Planning, Landscaping, Local Business Tax Receipt, Environmental Services, and Code Compliance.

My Inspections

Requested	Scheduled	Closed
0	10	5
	Tree Removal... 10	(FIRE) - PRE-L... 5

[View My Inspections](#)

My Invoices

Current 1	\$1,002.00	Add To Cart
Past Due 2	\$86.78	Add To Cart
Total 3	\$1,088.78	Add To Cart

[View My Invoices](#)

My Permits

Attention	Pending	Active	Draft	Recent
2	16	0	0	9
Commercial New B... 2	Commercial New B... 7 Commercial Windo... 3 Other 6			Commercial New B... 3 Commercial Windo... 2 Other 4

[View My Permits](#)

My Plans

Attention	Pending	Active	Draft	Recent
8	58	0	0	15
Site Plan Planning a... 3 Tree Removal - Ho... 2 Other 3	Tree Removal - Ho... 16 Variance (Homeo... 7 Other 35			Tree Removal - Ho... 8 Site Plan Planning a... 4 Other 3

[View My Plans](#)

My Work

MY INVOICES MY PERMITS **MY PLANS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS LBTR

Plan Number	Project	Address	Plan Type	Status	Attention Reason
TR2022-0027		18280 NW 19 ST Pembroke ...	Tree Removal - Homeowner	Recent, Pending	
SP2022-0023	Skyrise Plaza		Site Plan Planning and Zonin...	Recent, Pending	
MSC2021-0002		16546 SW 1ST Pembroke P...	Administrative Review Boar...	Attention	On Hold Unpaid Fees
DO2022-0008	New Target	11401 PINES BLVD Pembro...	Development Order	Recent, Pending	
SP2022-0022	New Target	11401 PINES BLVD Pembro...	Site Plan Planning and Zonin...	Recent, Pending	
TR2022-0025		16561 NW 16 ST PEMBRO...	Tree Removal - Homeowner	Recent, Pending	
TR2022-0026		1235 NW 92.AVE Pembroke...	Tree Removal - Homeowner	Recent, Pending	
TR2022-0024		16561 NW 16 ST Pembroke ...	Tree Removal - Homeowner	Attention, Recent	On Hold Unpaid Fees
TR2021-0014		10045 SW 16 ST Pembroke ...	Tree Removal - Non Residen...	Pending	
TR2022-0020		18280 NW 19 ST Pembroke ...	Tree Removal - Homeowner	Recent, Pending	
SP2022-0021		10601 NW 1 ST Pembroke ...	Site Plan Amendment City C...	Recent, Pending	

Showing 61 records. Limited to the last 2000 records

3. Comments can be found under the reviews tab. If you are having difficulty reviewing the comments you can contact the reviewer at 954-392-2110 for assistance.

Plan Number: SP2022-0020

Plan Details | Tab Elements | Main Menu

Type: Site Plan Planning and Zoning Board **Status:** In Review **Project Name:**

Applied Date: 02/07/2022 **Expiration Date:** 02/07/2023

District: 1 **Completion Date:**

Description:

Summary Locations Fees **Reviews** Inspections Attachments Contacts Sub-Records More Info

DRC Review - Site Plan / Comp Plan

Submittal Status: Requires Re-submit Received Date: 02/06/2022 Due Date: 02/13/2022 Completed Date:

Planning • On Hold • Williams Cole • Completed : 02/07/2022

Due Date: 02/13/2022 Completed Date: 02/07/2022

Correction (1)

Correction Type	Planning Comment	Category
		Planning - DRC

Respond Update Responses

4. To resubmit, upload the new attachments by scrolling down and clicking on the “Add Attachment” blue box or select the resubmit button in the specific file type tile. Once all attachments have been uploaded click “Submit”. **It is important to upload your resubmittal**

all at once and NOT in pieces as staff will only review resubmittals when all requested documents are uploaded.

Plan Number: SP2022-0020

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Site Plan Planning and Zoning Board	Status:	In Review	Project Name:	
Applied Date:	02/07/2022	Expiration Date:	02/07/2023		
District:	1	Completion Date:			
Description:					

- Summary
- Locations
- Fees
- Reviews 1
- Inspections
- Attachments**
- Contacts
- Sub-Records
- More Info

[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Attachments

Sort File Name

 <p>Architectural Plan</p> <p>Test-Architectural Plan_v1.pdf</p> <p>Version: 1</p> <p>Status: Corrections Added</p>	 <p>Attachment</p> <p>Planning DRC Comments SP2022-0020.docx</p> <p>Uploaded: 02/07/2022</p>	 <p>Circulation Plan</p> <p>Test-Circulation Plan_v1.pdf</p> <p>Version: 1</p> <p>Status: Corrections Added</p>	 <p>Civil - Water/Sewer</p> <p>Test_v1.pdf</p> <p>Version: 1</p> <p>Status: Corrections Added</p>
 <p>Survey Preliminary</p> <p>Test2.pdf</p> <p>Size: 83.51 KB</p> <p>Remove</p>	 1 <p>Architectural Plan</p> <p>Test-Architectural Plan_v1.pdf</p> <p>Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit</p>	 1 <p>Civil - Water/Sewer</p> <p>Test_v1.pdf</p> <p>Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit</p>	 1 <p>Landscape Plan</p> <p>Test-Landscape Plan_v1.pdf</p> <p>Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit</p>
 1 <p>Photometric Plan</p> <p>Test-Photometric Plan_v1.pdf</p> <p>Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit</p>	 1 <p>Site Plan</p> <p>Test-Site Plan_v1.pdf</p> <p>Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit</p>	 1 <p>Transmittal Form</p> <p>Transmittal Form-Test-2022-02-07_v1.pdf</p> <p>Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit</p>	 <p>Attachment</p> <p>Planning DRC Comments SP2022-0020.docx</p> <p>Uploaded: 02/07/2022</p>
 <p>Circulation Plan</p> <p>Test-Circulation Plan_v1.pdf</p> <p>Uploaded: 02/07/2022</p> <p>Notes: Circulation Plan</p> <p>History</p>	 <p>Unified Development Application</p> <p>Test-Unified Development Application_v1.pdf</p> <p>Uploaded: 02/07/2022</p> <p>Notes: Unified Development Application</p> <p>History</p>	<div style="background-color: #007bff; color: white; padding: 10px;"> <p>Select Type ▼</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Add Attachment</p> <p style="text-align: center; font-size: 2em; color: white;">+</p> <p style="font-size: 0.8em; color: white;">Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,xlsx, txt, dwg, zip, csv, rtf, dxf, dwt...</p> </div>	

[Submit](#)