

How to Apply For a Zoning Use Certificate

The Zoning Use Certificate & the Business Tax Receipt take 10 business days (Monday - Thursday) to process.

Should you have any questions, please call (954) 786-4668.

Please follow the directions listed below:



- 1) Go to the City of Pompano Beach Website:

www.pompanobeachfl.gov/government/e-services

- 2) Scroll down to Apply for a new Business Tax Receipt (Zoning Use Certificate). Click on the green box.



- 3) On the next page, Leaving the City of Pompano Beach Website, click on the green box.



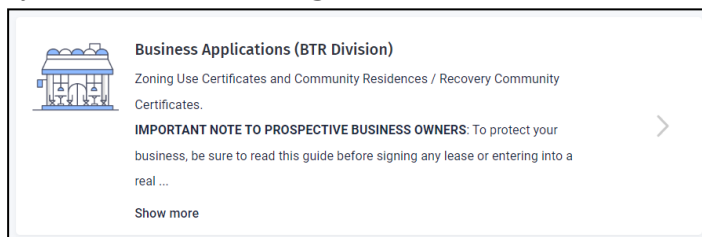
- 4) You are now on the City of Pompano Beach Online Portal.

If you already have an account, sign in.

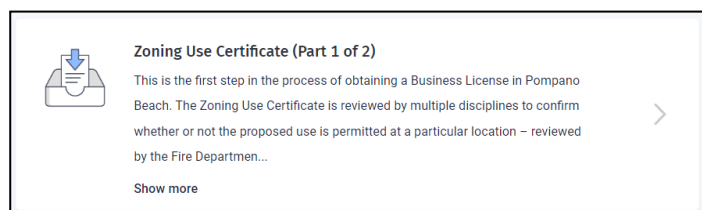
*****Please do not continue as guest; you will not be able to submit as a Guest User. Staff will not be able to see your submission.***

Once you have created your account, you will need to sign in.

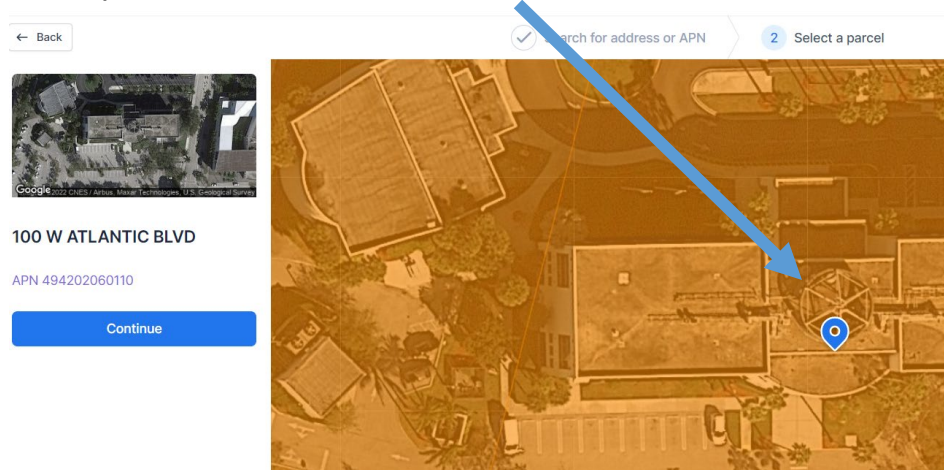
- 5) Once signed in, click on the Business Applications (BTR Division) box.



- 6) Click on the Zoning Use Certificate (Part 1 of 2)



- 7) Insert your business address and click on your parcel to begin.
You can search by the address or the BPCA Parcel Number (APN).
Choose the parcel that shows the blue indicator.



- 8) Complete the next page by answering Yes or No for each question.
- 9) To obtain a Business Tax Receipt, your review has to be a COMPREHENSIVE REVIEW (Question # 21).

A COMPREHENSIVE REVIEW of a Zoning Use Certificate must be approved prior to the submittal of a Business Tax Receipt (BTR) application. Each prospective business must receive a Fire Inspection, prior to the approval of a Zoning Use Certificate; however, should you wish to only receive comments from the Zoning Division a Planner will review your proposal & property to assess if the business is permitted at this location.

- 10) Complete all required Forms and Applications.
- 11) Complete the Signature Form. All applications or affidavits that require a signature, must be signed by a corporate officer that is registered with the Florida Division of Corporations (Sunbiz). You may also submit a letter of authorization from a corporate officer.
- 12) Pay the Zoning Use Certificate Fee.
There is an application fee of \$40.00 for the Zoning Use Certificate.
- 13) Once completed, press the submit button.

Once your Zoning Use Certificate has been approved, then you will login back into the online portal to apply for the Business Tax Receipt(s).