



Resilient Environment Department

**CONSUMER PROTECTION DIVISION**

1 North University Drive, Box #302 • Plantation, Florida 33324 • 954-765-1700 • broward.org/consumer

## Motor Vehicle Repair Shop License Application Information and Instructions

### Supporting Documents

You must attach the following supporting documentation to your application:

- A copy of your current Motor Vehicle Repair Registration ("MV Registration") issued by the Florida Department of Agriculture and Consumer Services.
- A copy of your City and County Business Tax Receipts *(if not licensed previously)*
- A copy of your current Broward County Hazardous Material License or other documentation
- A copy of your Garage Liability and Garage Keeper's Legal Liability certificates of insurance
- A copy of your most recent Hazardous Waste Manifest Receipt *(within 6 months)*
- At least one Certified Technician Application with ASE, AATI, or Division approved certificate copies – in addition, all technicians, apprentices, and lube and tire employees must be registered
- A copy of your Corporate/Fictitious Name documents – **must show "active" status**  
*(if your status has changed since your initial application, please provide the appropriate documentation)*



**Note:** Certificates of Insurance must prove adequate insurance coverage, a minimum limit of \$50,000 each for Garage Liability and Garage Keepers Legal Liability and be in full force and effect. Certificates must provide a minimum of ten (10) days advance notice of cancellation and the Certificate Holder must be listed as:

Broward County  
1 North University Drive, Box 302  
Plantation, Florida 33324

### Permit Fees (Non-Refundable)

#### Annual Fees

- |                                       |              |               |              |
|---------------------------------------|--------------|---------------|--------------|
| • Shop License Fee .....              | <b>\$350</b> | Expires ..... | September 30 |
| • Certified Technician.....           | <b>\$75</b>  | Expires ..... | April 30     |
| • Apprentice.....                     | <b>\$30</b>  | Expires ..... | March 31     |
| • Lube & Tire Specialist .....        | <b>\$30</b>  | Expires ..... | May 31       |
| • Lost Card/License Replacement ..... | <b>\$20</b>  |               |              |

#### Late Fees

- |  |             |
|--|-------------|
| • Shop License Renewal Late Fee.....           | <b>\$30</b> |
| • Certified Technician Renewal Late Fee .....  | <b>\$15</b> |
| • Apprentice Renewal Late Fee .....            | <b>\$10</b> |
| • Lube & Tire Specialist Renewal Late Fee..... | <b>\$10</b> |

**Shop Licenses expire September 30; Late fees are assessed after September 30**

### Payment Methods

- Application packets and fees may be submitted by mail, in the form of a check or money order sent to Broward County Consumer Protection Division, 1 North University Drive, Mailbox 302, Plantation, FL 33324.
- Application fees submitted in-person may be paid by cash, check, credit card or money order.

**Return this application with all necessary documentation and payment to the address above.**



Resilient Environment Department

**CONSUMER PROTECTION DIVISION**

1 North University Drive, Box #302 • Plantation, Florida 33324 • 954-765-1700 • broward.org/consumer

**Motor Vehicle Repair Shop License Application**

*Application must be completed prior to Appointment.*

License Year

AR#

☐ New Application    ☐ Renewal Application

**Business Information**

Business Name	Doing Business As		
Business Address	City	State	Zip
Mailing Address	City	State	Zip
Business Phone	Business Fax		
Contact Person Name	Email (email will be used for all future correspondence)		
Contact Person Phone	Driver's License Number and State		

**Check All That Apply to Your Shop:**

<input type="checkbox"/> <b>A1</b> Engine Repair	<input type="checkbox"/> <b>A4</b> Suspension and Steering	<input type="checkbox"/> <b>A7</b> Heating and Air Conditioning
<input type="checkbox"/> <b>A2</b> Automatic Transmission/Transaxle	<input type="checkbox"/> <b>A5</b> Brakes	<input type="checkbox"/> <b>A8</b> Engine Performance
<input type="checkbox"/> <b>A3</b> Manual Drive Train and Axles	<input type="checkbox"/> <b>A6</b> Electrical Systems	<input type="checkbox"/> Motorcycle Repair

**Yes    No**

☐ ☐ Does the facility have all equipment required by Broward County's Motor Vehicle Repair Ordinance? (if applicable)

☐ ☐ Is the equipment required in the ordinance operational? (if applicable)

☐ ☐ Do all technicians and apprentices have a current Broward County Consumer Protection ID Card and/or decal? (if applicable)

☐ ☐ Does the facility have current copies of required documents? (i.e. City/County Business Tax Receipt, Hazardous Waste License and Hazardous Waste Manifest)

**Permit Information (Fees Non-Refundable)**

Shop License Fee (Expires September 30)	# _____ @ \$350 = _____	Total    \$ _____
Certified Technician Fee	# _____ @ \$75 = _____	
Apprentice Fee	# _____ @ \$30 = _____	
Lube & Tire Specialist Fee	# _____ @ \$30 = _____	
Lost Card/License Replacement Fee	# _____ @ \$20 = _____	
Shop License Renewal Late Fee	# _____ @ \$30 = _____	
Certified Technician Renewal Late Fee	# _____ @ \$15 = _____	
Apprentice Renewal Late Fee	# _____ @ \$10 = _____	
Lube & Tire Specialist Renewal Late Fee	# _____ @ \$10 = _____	

I certify, under penalty of law that the information provided on this application is true and correct and I acknowledge that I am aware that all information I provide with my application, except credit card numbers, is a matter of public record and is not considered confidential. Email will be used for all future correspondence.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only

Date Received \_\_\_\_\_ Receipt No. \_\_\_\_\_ Amount Paid \_\_\_\_\_ Processor \_\_\_\_\_ ☐ Corp Active

## Technician Information

### Annually, You Must:

- ✓ List all technicians working in the shop
- ✓ Provide a separate application for each technician listed
- ✓ Provide a copy of current ASE, AATI, or Division approved certification for each certified technician

	AT #	Technician Name	L&T Spec	Apprentice	Certified
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>