



Environmental Protection and Growth Management Department
ENVIRONMENTAL AND CONSUMER PROTECTION DIVISION
1 North University Drive, Box #302 • Plantation, Florida 33324 • 954-765-4400 • broward.org/consumer

Auto Repair Shop License Application Information and Instructions

Supporting Documents

You must attach the following supporting documentation to your application:

- A copy of your current Broward County Business Tax Receipt (AKA “Occupational License”)
- A copy of your current City Business Tax Receipt (AKA “Occupational License” – if applicable)
- 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 or AATI certificate copies – in addition, all technicians, trainees 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 must prove adequate insurance coverage and be in full force and effect. The certificates must list the **Broward County Environmental and Consumer Protection Division as a certificate holder** and must provide at least **10 days advance notice of cancellation.**

Permit Fees

Annual Fees

- Shop License Fee **\$275**
- Certified Technician..... **\$50**
- Technician Trainee..... **\$20**
- Lube & Tire Specialist **\$20**
- Lost Card/License Replacement **\$10**

Late Fees

- Shop License Renewal Late Fee..... **\$25**
- Certified Technician Renewal Late Fee **\$10**
- Technician Trainee Renewal Late Fee **\$5**
- Lube & Tire Specialist Renewal Late Fee..... **\$5**

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

Payment Methods

- **Cash:** In person only
- **Check:** Make checks payable to: *Broward County Board of County Commissioners*
- **Credit Card:** Complete an authorization form

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



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Auto Repair Shop License Application

New Application Renewal Application License Year

Business Information			
Business Name	Business Account AR#		
Business Address	City	State	Zip
Mailing Address	City	State	Zip
Business Phone	Business Fax		
Contact Person Name	Email		
Contact Person Phone	Contact Person Driver License #		

Check All That Apply to Your Shop:

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

Yes No

<input type="checkbox"/>	<input type="checkbox"/>	Does the facility have all equipment required by Broward County's Motor Vehicle Repair Ordinance?
<input type="checkbox"/>	<input type="checkbox"/>	Is the equipment required in the ordinance operational?
<input type="checkbox"/>	<input type="checkbox"/>	Do all technicians and trainees have a current Broward County Consumer Protection ID Card and/or decal?
<input type="checkbox"/>	<input type="checkbox"/>	Does the facility have current copies of required documents? (i.e. City/County Occupational Licenses, Hazardous Waste License and Hazardous Waste Manifest)

Permit Information			
Shop License Fee	# _____ @	\$275 = _____	
Certified Technician Fee	# _____ @	\$50 = _____	Total \$ _____
Technician Trainee Fee	# _____ @	\$20 = _____	
Lube & Tire Specialist Fee	# _____ @	\$20 = _____	
Lost Card/License Replacement Fee	# _____ @	\$10 = _____	
Shop License Renewal Late Fee	# _____ @	\$25 = _____	
Certified Technical Renewal Late Fee	# _____ @	\$10 = _____	
Technician Trainee Renewal Late Fee	# _____ @	\$5 = _____	
Lube & Tire Specialist Renewal Late Fee	# _____ @	\$5 = _____	

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.

Signature _____
Date

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** or **AATI** certification for each technician

	AT #	Technician Name	L&T Spec	Trainee	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"/>