



Environmental Protection and Growth Management Department  
**ENVIRONMENTAL LICENSING AND BUILDING PERMITTING DIVISION**  
1 North University Drive, Box #302 • Plantation, Florida 33324 • 954-765-4400 • broward.org/permittingandlicensing

## Auto Body and Paint 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 applicable*)
- A copy of your Federal Employer Identification Number and State Sales Tax Number (*new applicants only*)



**Note:** certificates of insurance must prove adequate insurance coverage and be in full force and effect. The certificates must list the **Broward County Environmental Licensing and Building Permitting Division as a certificate holder** and must provide at least **10 days advance notice of cancellation**.

### Permit Fees

#### Annual Fees

- Shop License Fee ..... **\$325**
- Certified Technician..... **\$50**
- Technician Trainee..... **\$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**

**Licenses expire December 31**

### 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 Body and Paint Shop License Application

New Application     Renewal Application

**License Year**

### Business Information

Business Name	Business Account <b>AB#</b>		
Business Address	City	State	Zip
Mailing Address	City	State	Zip
Business Telephone	Business Fax		
Email	Contact Person Name		
Contact Person Phone	Contact Person Driver License #		

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

Collision, Structural Repair and Paint     
  Structural Repair     
  Cosmetic and Paint

**Yes    No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the facility have all equipment required by Broward County's Motor Vehicle Body Repair and Motor Vehicle Painting Shops and Technician 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	# _____	@	\$325 =	_____		
Certified Technician Fee	# _____	@	\$50 =	_____		
Technician Trainee Fee	# _____	@	\$20 =	_____		
Lost Card/License Replacement Fee	# _____	@	\$10 =	_____		
Shop License Renewal Late Fee	# _____	@	\$25 =	_____		
Certified Technician Renewal Late Fee	# _____	@	\$10 =	_____		
Technician Trainee Renewal Late Fee	# _____	@	\$5 =	_____		
					<b>Total</b>	<b>\$ _____</b>

**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

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

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