



Environmental Protection and Growth Management Department
ENVIRONMENTAL AND CONSUMER PROTECTION DIVISION
1 North University Drive, Box #302 • Plantation, Florida 33324 • 954-765-1700 • 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 | Expires | September 30 |
| • Certified Technician..... | \$75 | Expires | April 30 |
| • Technician Trainee..... | \$30 | Expires | March 31 |
| • Lube & Tire Specialist | \$30 | Expires | May 31 |
| • Lost Card/License Replacement | \$10 | | |

Late Fees

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

Shop 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

Does the facility have all equipment required by Broward County's Motor Vehicle Repair Ordinance?

Is the equipment required in the ordinance operational?

Do all technicians and trainees have a current Broward County Consumer Protection ID Card and/or decal?

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	# _____ @ \$75 = _____	Total \$ _____
Technician Trainee Fee	# _____ @ \$30 = _____	
Lube & Tire Specialist Fee	# _____ @ \$30 = _____	
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

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

	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"/>