



Resilient Environment Department
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 **Broward County as a certificate holder** and must provide at least **10 days advance notice of cancellation**.

Permit Fees (Non-Refundable)

Annual Fees

- | | | | |
|---------------------------------------|--------------|---------------|--------------|
| • Shop License Fee | \$275 | Expires | September 30 |
| • Certified Technician..... | \$50 | Expires | April 30 |
| • Technician Trainee..... | \$20 | Expires | March 31 |
| • Lube & Tire Specialist | \$20 | 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

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

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 | Driver's License Number and State | | |

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? (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the equipment required in the ordinance operational? (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Do all technicians and trainees have a current Broward County Consumer Protection ID Card and/or decal? (if applicable) |
| <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 (Fees Non-Refundable)

| | | |
|---|-------------------------|----------------------|
| Shop License Fee (Expires September 30) | # _____ @ \$275 = _____ | |
| Certified Technician Fee Technician | # _____ @ \$50 = _____ | Total \$ _____ |
| 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

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"/> |
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| 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"/> |