

Resilient Environment Department

CONSUMER PROTECTION DIVISION

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

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)
- A minimum of one (1) Certified Technician Application with copies of their ASE and/or AATI certification(s). In addition, all technicians, including trainees must be registered with the Division.
- 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)
- A copy of your current Motor Vehicle Repair Registration ("MV Registration") issued by the Florida Department of Agriculture and Consumer Services.



Note: certificates of insurance 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	\$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	
•	Technician Trainee Renewal Late Fee	\$5

Licenses expire December 31

Payment Methods

- Application packets and fees may be submitted by mail, in the form of a check 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 check or credit card.

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

Auto Body and Paint S	Shop Licens	e Appl	ication	License Ye	ar 🗆		
☐ New Application ☐ Renewa		AB#					
	I Application				L		
Business Information							
Business Name		Do	oing Business As				
Business Address		Ci	ty		State	Zip	
Mailing Address		Ci	ty		State	Zip	
Business Telephone		Ви	Business Fax				
Email		Co	Contact Person Name				
Contact Person Phone		Dr	Driver's License Number and State				
	Check All Th	hat Apply	to Your Shop:				
☐ Collision, Structural Repair and Pain		uctural Repair					
Yes No		D		In Dock Dockinson	-1 1 1 - 4	Webste Deinting	
Does the facility have all equi	pment required by E	Broward Co	ounty's Motor Venic	ee Body Repair and	IOIOIVI L	venicle Painting	
☐ ☐ Is the equipment required in t	he ordinance opera	tional?					
☐ ☐ Do all technicians and trainee							
Does the facility have current License and Hazardous Wast		documents	? (i.e. City/County (Occupational Licen	ses, Ha	azardous Waste	
Permit Information (Fees No	on-Refundat	ole)					
Shop License Fee (Expires December 31)	# @	\$325 =	25 =				
Certified Technician Fee	# @	\$50 =		Total \$			
Technician Trainee Fee	# @	\$20 =		Total	Ψ _		
Lost Card/License Replacement Fee	# @	\$10 =					
Shop License Renewal Late Fee	# @	\$25 =					
Certified Technician Renewal Late Fee	# @	\$10 =					
Technician Trainee Renewal Late Fee	# @	\$5 =					
I certify, under penalty of law that the that I am aware that all information I precord and is not considered confiden	rovide with my						
Signature			Da	ate			
Office Use Only						2	

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				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16	T-			
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				