

APPLICATION REQUIREMENTS – Certificate of Use**PRCU**

Occupying a commercial tenant space without alterations (Process can take up to +/- 10 business days)

Submittal Requirements

The submittal items below must have documents submitted for review.

- **Site Plan:** A site plan depicting the building location and parking layout.
- **Existing Floor Plans:** Floor plan depicting the layout of the commercial location labeled as “existing and proposed”. The floor plan must identify all areas of the commercial location as well as ingress, egress and fire exits. [Example](#)
- **Fire Certificate – Notice of Fire Compliance:** From the fire department, if already obtained
- **Zoning Certificate:** A copy of your approved Non-Residential Zoning Certificate

Procedure to Obtain Business Tax Receipt

All documents must be acquired before submitting for a Business Tax Receipt.

1. **Obtain Non-Residential Zoning Certificate:** A [Non-Residential Zoning Certificate](#) is obtained through the Zoning Front Desk via the [GMCD Public Portal](#).
2. **Apply for PRCU:** The planning and building departments will review for acceptance.
3. **Schedule Inspection for PRCU:** An inspection will be scheduled to confirm all information provided is accurate.
4. **Obtain Certificate of Occupancy:** After approval of the Certificate of Use, a Certificate of Occupancy will be issued.
5. **Final Step: Obtain Business Tax Receipt:** Submit Certificate of Occupancy (PRCU or PRCS), Fire Certificate, and any other required documentation to Business Tax Office.

Information Required for Permit Application

The following questions will be asked on the portal when applying for a permit.

Select: Building, Remodel & Accessory Permits**Application Type**

Choose the application type: **Certificate of Use**

Please describe the work being done: *(enter scope of work)*

Waiver of review time limits:

Will you be altering the space with new walls, electrical, ventilation, plumbing, etc.? *(If yes, you must apply for a PRCS, Commercial Alteration permit)*

Is this for a residential care facility? *(If yes, you must apply for a PRFH or PRCS)*

What is the proposed use?

What is the square footage of the space?

What was the previous use?

What is/are the business/tenant types next to this space?

Permit Type

Certificate of Use

Location

Address Location

****Please ensure to generate your permit application summary page once you have successfully submitted your application for your records.****

Collier County

Helpful Guides

- [Register on the portal](#)
- [Adding an address to a permit: Address Picker](#)
- [Adding a Contractor and Qualifier to Contacts](#)
- [Applying for a Building Application](#)