



CONSUMER PROTECTION DIVISION

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

Motor Vehicle Body Repair and Paint Shop License Application

Application must be completed prior to appointment, or you may be required to schedule another appointment.

Supporting Documents

You must attach the following supporting documentation to your application:

- A copy of your current Motor Vehicle Repair Registration ("MV Registration") issued by the Florida Department of Agriculture and Consumer Services.
- A copy of your City and County Business Tax Receipts (*if not licensed previously*)
- 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 or Division approved certification(s). In addition, all technicians and apprentices 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*)



Note: Certificates of insurance must prove adequate insurance coverage, a minimum limit of \$50,000 each for Garage Liability and Garage Keepers Legal Liability and be in full force and effect. Certificates must provide a minimum of ten (10) days advance notice of cancellation and the Certificate Holder must be listed as:

Broward County
1 North University Drive, Box 302
Plantation, Florida 33324

Permit Fees (Non-Refundable)

Annual Fees

- Shop License Fee**\$350**
- Certified Technician.....**\$75**
- Apprentice.....**\$30**
- Lost Card/License Replacement**\$20**

Late Fees

- Shop License Renewal Late Fee.....**\$30**
- Certified Technician Renewal Late Fee**\$15**
- Apprentice Renewal Late Fee**\$10**

Licenses expire December 31

Payment Methods

- If mailing in or dropping off an application packet, **do not** include your payment. Once your application is processed, an invoice will be emailed to you for paying the appropriate fee. Any payment included with a dropped off or mailed in application will be returned to the applicant.
- Payments for applications submitted during an appointment can be made by cash, check, credit card, or money order.
- Applications emailed to the Division will not be processed and will be discarded.

Return this application with all required documentation, to the address above.

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License Year

AB#

☐ New Application ☐ Renewal Application**Business Information**

Business Name	Doing Business As		
Business Address	City	State	Zip
Mailing Address	City	State	Zip
Business Telephone	Business Fax		
Email (email will be used for all future correspondence)	Contact Person Name		
Contact Person Phone	Driver's License Number and State		

Check All That Apply to Your Shop:☐ Collision, Structural Repair and Paint☐ Structural Repair☐ Cosmetic and Paint**Yes No**

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

☐ ☐ 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 (Fees Non-Refundable)**

Shop License Fee (Expires December 31) # _____ @ \$350 = _____

Certified Technician Fee # _____ @ \$75 = _____

Apprentice Fee # _____ @ \$30 = _____

Lost Card/License Replacement Fee # _____ @ \$20 = _____

Shop License Renewal Late Fee # _____ @ \$30 = _____

Certified Technician Renewal Late Fee # _____ @ \$15 = _____

Apprentice Renewal Late Fee # _____ @ \$10 = _____

Total \$ _____

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. Email will be used for all future correspondence.

Signature

Date

2**Office Use Only**Date Received _____ Receipt No. _____ Amount Paid _____ Processor _____ ☐ Corp Active

Technician Information

Annually, You Must:

- ✓ List all technicians working in the shop
- ✓ If renewing technicians, provide a separate application for each technician
- ✓ Provide a copy of current **ASE** or **AATI** certification for each technician

	BT #	Technician Name	Apprentice	Certified
1			☐	☐
2			☐	☐
3			☐	☐
4			☐	☐
5			☐	☐
6			☐	☐
7			☐	☐
8			☐	☐
9			☐	☐
10			☐	☐
11			☐	☐
12			☐	☐
13			☐	☐
14			☐	☐
15			☐	☐
16			☐	☐
17			☐	☐
18			☐	☐
19			☐	☐
20			☐	☐
21			☐	☐
22			☐	☐
23			☐	☐
24			☐	☐
25			☐	☐
26			☐	☐
27			☐	☐
28			☐	☐
29			☐	☐
30			☐	☐