

# Community Development Department

May 14, 2024



# Staff Contact Information

- **Shannon Ley, Community Development Director**  
954-746-3288; [sley@sunrisefl.gov](mailto:sley@sunrisefl.gov)
- **Meghan Kaufold, Deputy Director of Community Development**  
954-746-3292; [mkaufold@sunrisefl.gov](mailto:mkaufold@sunrisefl.gov)
- **Kim Sibner, Assistant Director/Code Compliance Manager**  
954-572-2350; [ksibner@sunrisefl.gov](mailto:ksibner@sunrisefl.gov)
- **Annie Roman, Business Tax Official**  
954-236-2126; [mroman@sunrisefl.gov](mailto:mroman@sunrisefl.gov)



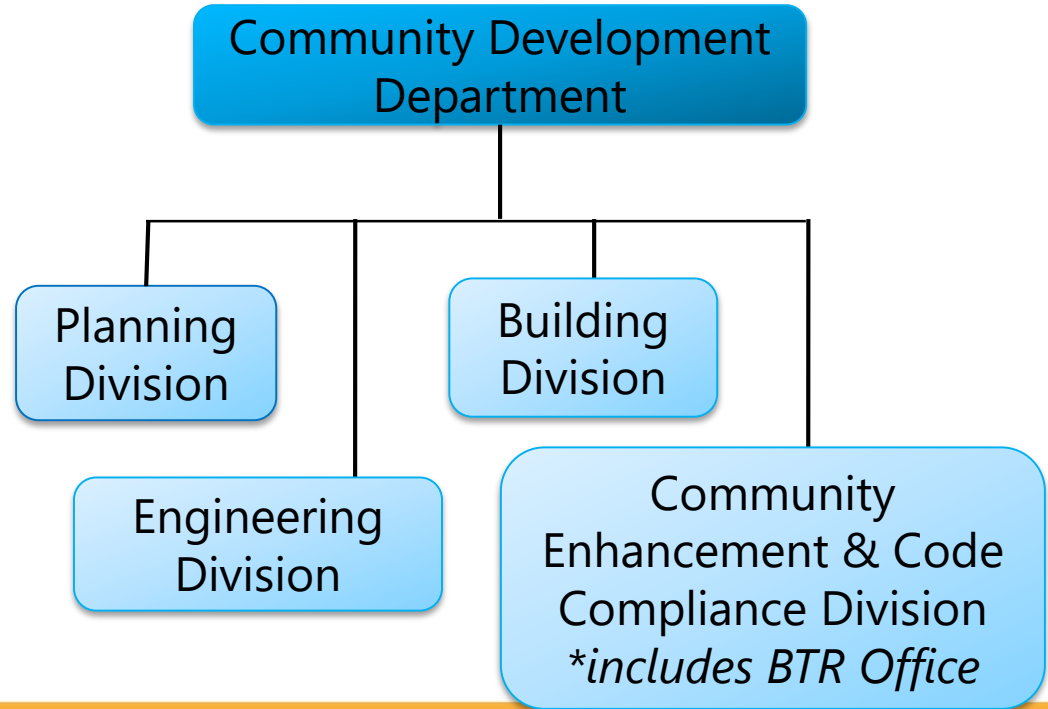
# Outline of Presentation

- Department Overview
- City Regulations & Initials Steps
- Lessons Learned
- Obtaining a Business Tax Receipt
- Community Enhancement & Code Compliance



# Department Overview

- **Who is CDD?**
- What does CDD do?
- Where is CDD located?
- When is CDD involved?
- Why does CDD exist?



# Department Overview

- Who is CDD?
- **What does CDD do?**
- Where is CDD located?
- When is CDD involved?
- Why does CDD exist?



City Code,  
Florida  
Building Code,  
State Laws



Intergovernmental  
Coordination

Special  
Projects/Programs



# Department Overview

- Who is CDD?
- What does CDD do?
- **Where is CDD located?**
- When is CDD involved?
- Why does CDD exist?



## New City Hall

10770 West Oakland Park Blvd.,  
Sunrise, FL 33351

# Department Overview

- Who is CDD?
- What does CDD do?
- Where is CDD located?
- **When is CDD involved?**
- Why does CDD exist?

Development

Alcohol License  
Approval

Building  
Permits

Zoning  
Regulations

Special Events  
Permits

Permits for  
Cutting Trees

Property  
Maintenance

Business  
Licenses

# Department Overview

- Who is CDD?
- What does CDD do?
- Where is CDD located?
- When is CDD involved?
- **Why does CDD exist?**

*To guide the development of the City through effective measures of planning, design review, construction plan approval, code compliance, and housing assistance to preserve and enhance the quality of life for the residents of the City of Sunrise.*

***Health, Safety, & Welfare***





# Department Overview

**We are here to assist and serve our customers  
with Superior Customer Service!**





# City Regulations & Initial Steps

- **DUE DILIGENCE - Come talk to us first!!!!**
- **Who to Speak to in the Community Development Department**
  - Planning/Zoning Division
  - Building Division & Fire Life Safety Division of the Fire Department
  - Engineering Division
  - Business Tax Receipt Office
- **Information Necessary for City Staff to Assist**
  - Scope of business (your business idea) including all services provided
  - Proposed location of business
  - Hours of operation
  - Proposed layout of business with square footage



# City Regulations & Initial Steps

- **Planning/Zoning – City Regulations**

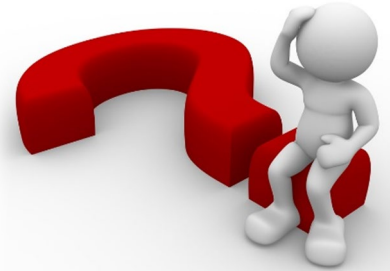
- Is proposed use permitted under City Code?
- Do I need special permission from the City for the proposed use?
- What use is my business considered by the City Code?
- What is the required parking for proposed use?
- Does location have enough parking to satisfy the requirement?

**ASKING  
THE RIGHT  
QUESTIONS**

# City Regulations & Initial Steps

- **Planning/Zoning – City Regulations**

- Is alcohol allowed at this location?
- What are the noise restrictions?
- Can I have an outdoor seating area?
- What type of signage is allowed under City Code?
- Is an event in the parking lot with food trucks allowed?
- Can I sell products outside?
- Can I perform auto repair for customers at my single-family house?



# City Regulations & Initial Steps

- **Building Division – Florida Building Code Regulations**
  - Does a location have a certificate of occupancy for the proposed business use?
  - Are any changes required to a space for a proposed use, such as changes to: walls to meet fire ratings, number of restrooms, accessibility improvements, ingress/egress improvements, installation of a grease trap
  - What was the last approved use and floor plan? Were any modifications made since the last approved floor plan?
  - *\*A use is not defined the same way in the Florida Building Code*



# City Regulations & Initial Steps



- **Building Division – Florida Building Code Regulations**
  - Building permits may be required for proposed work, work previously completed without a permit, or work necessary for space to be occupied by proposed use
  - Building permits required plans prepared by an engineer or architect licensed in Florida & contractor with appropriate license(s) for scope of work
  - Combining & dividing space/bays requires permits to entire area impacted

# City Regulations & Initial Steps

- **Fire Life Safety Division of Fire Department – Fire Florida Prevention Code**
  - Similar questions to those of the Building Division
  - Fire Life Safety is reviewer of Building Permits
  - BTR Fire Inspection is required prior to the issuance of Business Tax Receipt for new business (home based business is exempt)
  - Annual fire inspections



# City Regulations & Initial Steps

- **Engineering Division - Engineering Standards & City Code**
  - Engineering permit for site work: parking lots, sidewalk, landscaping, new water meter connection





***Does anyone notice a theme?***



***Ask Questions***

## Lessons Learned

***Want to start a business, expand a business, have a special event?***



***Come speak to the City first, please!***



# Obtaining a Business Tax Receipt

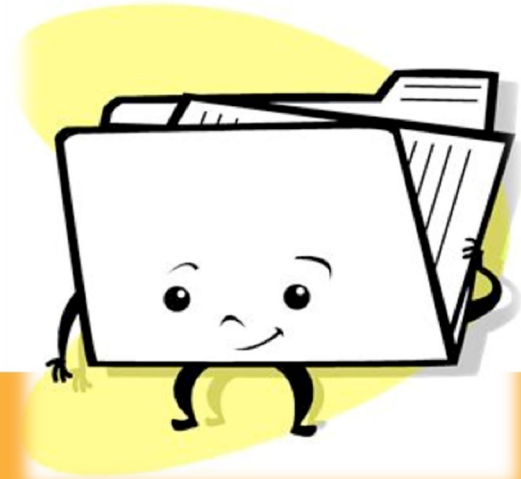
- "Any person and/or company who maintains a permanent business location or branch office within the City of Sunrise for the privilege of engaging in or managing any business, profession or occupation is required to obtain a business tax receipt."
- Business Tax Receipt is former Occupational License
- Governed by City Ordinances & State Law
- Required for Any Business in City
- Renewed Annually by September 30<sup>th</sup>



*Last piece of the puzzle!*

# Obtaining a Business Tax Receipt

- Complete necessary steps with Planning/Zoning, Building, Fire, & Engineering
- Gather Documents for Business Tax Application
  - Business or Professional Licenses from Broward County and State
  - Proof of Corporate and Fictitious Name Filing (Florida's Division of Corporations, Sunbiz.org)
  - BTR Fire Inspection
  - Copy of Lease Agreement
  - Certificate of Occupancy or Certificate of Completion
  - Copy of Owner or Applicant Drivers License
  - Completed BTR Application
  - Federal Identification Number (FEIN or TIN)



# Obtaining a Business Tax Receipt

- Submit BTR application with all supporting documentation
- Applications are processed in order received
- Typically processed in 3 business days for *complete application*
- Applicant will receive email/invoice and instructions for payment
  - A business is taxed for all applicable classifications in City schedule
- Display BTR in a conspicuous location
- Obtain Broward County BTR

**LOCAL BUSINESS TAX RECEIPT**  
**RECEIPT EXPIRES: 9/30/2022**

**BUSINESS NAME:** THE HOME DEPOT #6329  
**LOCATION ADDRESS:** 1253 W SUNRISE BLVD  
SUNRISE, FL 33323  
**ISSUE DATE:** October 01, 2021  
**EXPIRATION DATE:** September 30, 2022

**TAX RECEIPT NUMBER:** BTR-003647-2021  
**BUSINESS CLASS:** 113.A.3 - Retail Merchants (>= 13 employee) Over \$1,000.00 and, 138(A) - Rental - Service v. merchant receipt, 50.5(1) - Coin operated vending machines Less Than \$1.00, 55(L) - Contractor - Commercial building or business, 63 - Delivery service

**TOTAL AMOUNT PAID:** \$11,862.07

**Comments:** --RETAIL STORE W/RENTAL & DELIVERY SERVICE--CONTRACTOR LICENSE IN CONJUNCTION W/RETAIL STORE

**RECEIPT MUST BE CONSPICUOUSLY DISPLAYED TO PUBLIC VIEW AT BUSINESS LOCATION.**  
NOTICE: THIS RECEIPT BECOMES NULL & VOID IF OWNERSHIP, BUSINESS NAME, OR ADDRESS IS CHANGED.  
TAXPAYER MUST APPLY TO BUSINESS TAX DIVISION FOR TRANSFER.

# Obtaining a Business Tax Receipt

- All active businesses receive a renewal notice in July or August
- Renewal payment must be received on/before September 30<sup>th</sup> to avoid penalty fees
  - 10% penalty after October 1<sup>st</sup>
  - 15% penalty after November 1<sup>st</sup>
  - 20% penalty after December 1<sup>st</sup>
  - 25% penalty after January 1<sup>st</sup>
- Contact BTR Office immediately for any changes: contact information, business ownership, business operation or services provides, relocation, closure of business



# Community Enhancement & Code Compliance

- Former Code Enforcement Division
- Rebranding Efforts
- Proactive Strategy with Priority Violations



## Enhancing...

*Your neighborhood. Your investment.*

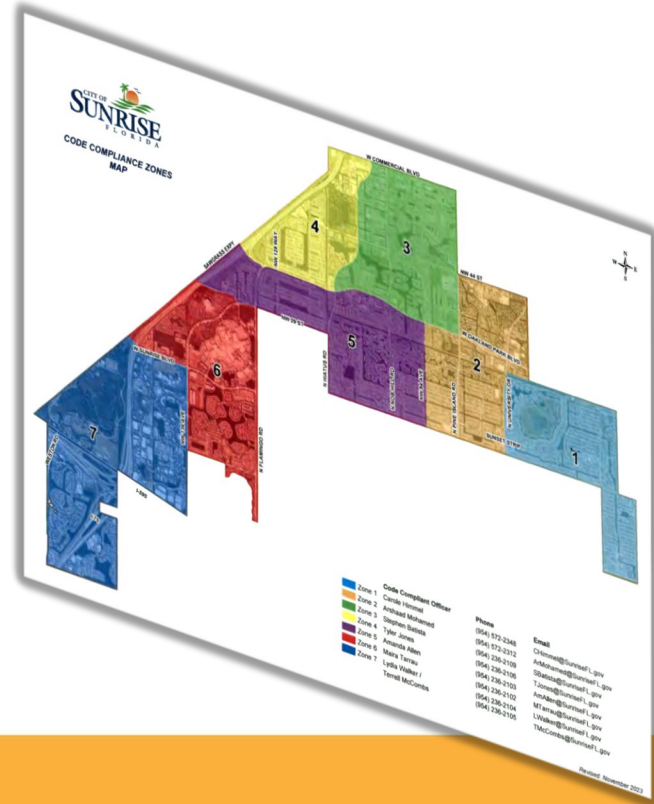
*Your business. Your knowledge.*

*Your experience. Your happiness.*



# Community Enhancement & Code Compliance

- **Mission Statement:** *“The City of Sunrise’s Community Enhancement and Code Compliance Division strives to deliver health, safety, and preservation of value by engaging the residents and businesses.”*
- **Vision Statement:** *“The City of Sunrise’s Code Compliance Division is dedicated to promoting the City’s standards through education, outreach and voluntary compliance to residents and businesses.”*





# Community Enhancement & Code Compliance

- Compliance with ***standards of property***
- Differs from Police (***actions of persons***)
- Enhance the community and preserve property values
- Emphasis on voluntary compliance through education
- Special Magistrate Hearing when compliance not achieved
- Authority under Sunrise City Code of Ordinances
- Governed by Florida Statutes Chapter 162



*"Enhancing Quality of Life"*

# Community Enhancement & Code Compliance

Educational Campaign

Courtesy Inspection

Issue Notice of Violation

1<sup>st</sup> Special Magistrate Hearing

2<sup>nd</sup> Special Magistrate Hearing

Fine & Property Lien Begin

- *Complaint, on view, or proactive*

- *Certified mail or posted, allow time for compliance & schedule hearing*

- *Found in violation & typically 30 days to comply*

- *Typically 10 to 90 days before daily fine imposed*

- *Typically 6 months until this point; & daily fine stops upon compliance*

# Community Enhancement & Code Compliance



Community Development  
Community Enhancement and Code Compliance Division

## COURTESY NOTICE Commercial Property

Dear Owner/Resident,

In an effort to preserve property values, preserve community standards, and educate the public about City Code requirements, a courtesy notice has been issued for your property to provide information about the violation and means to correct it. No formal enforcement action has yet begun. Please correct the following condition(s). Your cooperation in preserving our neighborhoods is greatly appreciated.

Address: \_\_\_\_\_

- Garbage:** Remove all garbage and debris, including dumpster enclosure area.
- Grass:** Mow overgrown grass/weeds (must not exceed 6") and edge sidewalks.
- Inoperative Vehicles:** All vehicles must be fully operational with current license tag.
- Vehicle Repair:** Auto repair is not permitted on property.
- Exterior Walls:** Maintain all exterior walls by cleaning and/or painting where necessary.
- Graffiti:** Remove or paint over graffiti immediately.
- Ground Covering:** Add St. Augustine sod in all areas of missing or dead grass.



Resolving this courtesy notice does not exempt you from further code violations. If the violation(s) listed and corrected, the Code Compliance Officer may issue formal compliance action for the violation(s) if you have any further questions, please contact us at 954-387-3000 or visit our website at [www.sunrise-fl.gov](http://www.sunrise-fl.gov).  
Code Compliance Office Contact Name: \_\_\_\_\_  
City of Sunrise, 10000 Sunrise Blvd., Suite 100, Sunrise, FL 33322-2044 | P: 954-387-3000

# Community Enhancement & Code Compliance

- Landscape
- Parking lot maintenance
- Building exterior
- Roof – maintenance or pressure wash
- Lighting
- Onsite walkways



# Community Enhancement & Code Compliance

- Outdoor storage & display of merchandise
- Fence/Wall
- Trash onsite not in container
- Dumpster Enclosure



# Community Enhancement & Code Compliance

- Fountains – maintenance
- Signs
- Business Tax Receipt(s)
- Graffiti
- Shopping Carts
- Commercial Vehicles



# Community Enhancement & Code Compliance

*Violation or Garden Creativity??*



# Community Development Department Contacts

- **Planning & Zoning Division**  
954-746-3286 or [askzoning@sunrisefl.gov](mailto:askzoning@sunrisefl.gov)
- **Engineering Division**  
954-746-3270
- **Building Division**  
954-572-2354
- **Fire Life Safety Division of the Fire Department**  
954-746-3470
- **Business Tax Office**  
954-572-2352 or [BTRdocuments@sunrisefl.gov](mailto:BTRdocuments@sunrisefl.gov)
- **Community Enhancement & Code Compliance**  
954-572-2344 or [Code@sunrisefl.gov](mailto:Code@sunrisefl.gov)

