



CHANGES TO COMMERCIAL ACCOUNTS INCLUDE REVIEW BY PUBLIC WORKS

Attention! – We want your new business to have a successful start! – Before moving forward, find out these important facts from the Public Works Department:

Will Flow-Based Fees be Due?

Flow-Based Utility fees *may* be due based on proposed - *versus* - previous use(s) of the property.

Is Backflow Prevention required? Is it functioning properly?

The water service line *may* require backflow preventer installation, testing or repair/replacement.

Is a Grease Trap required? Is it functioning properly?

The sewer service or plumbing *may* require grease trap installation, testing or repair/replacement.

Is a Dumpster or Dumpster Enclosure required?

The City Solid Waste Division *may* require a dumpster or dumpster enclosure in order to properly serve the business needs.



STARTING A NEW BUSINESS ?

CHANGING OR EXPANDING THE “USE” OF THE BUILDING (OR UNIT) FROM PREVIOUS OPERATION ?

RELOCATING YOUR BUSINESS TO A NEW LOCATION ?

IF YES TO ANY OF THE ABOVE QUESTIONS, VISIT PUBLIC WORKS TO VERIFY THE PROPERTY MEETS CERTAIN REQUIREMENTS FOR THE PROPOSED BUSINESS!

**CITY OF ST. AUGUSTINE
PUBLIC WORKS DEPT.**

75 King Street
(Lightner Building)
Lobby ‘B’ Elevator
4th Floor

904.825.1040

UtilConnect@citystaug.com

PUBLIC WORKS - COMMERCIAL UTILITY ACCOUNT REVIEW

Business Street Address:	Unit #:	Parcel #:
<u>Previous</u> Business Name:		
<u>Previous</u> Business Use/Description:		
<u>Proposed</u> Business Name:		
<u>Proposed</u> Business Use/Description:		
<i>By my signature below I certify that the information stated above is true and correct to the best of my knowledge. I understand that should changes to the project scope or business be planned at any time, I must notify City Public Works before changes are made.</i>		
Business Owner (name):		
Business Owner Signature:	Date:	
Email:	Phone:	

This review is based solely on information provided by the customer/business owner or their agent. Any changes made at any time to the project scope or business may trigger additional requirements.

FOR CITY USE ONLY:

Public Works Reviewer (name):	Title:
Reviewer Signature:	Date:
Email:	Phone:
Reviewer Comments:	

FLOW-BASED FEES DUE? <small>(Prior to Building Permit & Business License)</small>	Yes <i>Submit Request form (A17)</i>	No	To Be Determined <i>Submit Request form (A17)</i>
BACKFLOW PREVENTER or TESTING REQUIRED? <small>(Prior to Business License)</small>	Yes – Install New Device – Contact: EnviroComp@citystaug.com 904.825.1055 Yes – Existing Testing Required	No	To Be Determined <i>Submit Cross-Connection form</i>
GREASE TRAP or INSPECTION REQUIRED? <small>(Prior to Business License)</small>	Yes – Install New Device – Contact: EnviroComp@citystaug.com 904.825.1055 Yes – Existing Inspection Required	No	To Be Determined <i>Submit Facility Survey form</i>
DUMPSTER or DUMPSTER ENCLOSURE REQUIRED? <small>(Prior to Business License)</small>	Yes Provide Site Plan & Details to Public Works for Review & Approval	No	TBD – Contact: SolidWaste@citystaug.com 904.825.1049

Reviewer is responsible for copying: Planning & Building / Customer Service / Environmental Compliance / Solid Waste