

MIAMI BUSINESS SOLUTIONS

STEPS TO OPEN
YOUR NEW
BUSINESS
IN THE CITY OF MIAMI



WELCOME TO MIAMIBIZ <http://portal.miamigov.com/miamibiz>

STARTING A BUSINESS IN THE CITY OF MIAMI

We are delighted that you have chosen the City of Miami to open or launch your business. The information provided will outline important steps you may need to take before engaging with the city's permitting process in order to obtain your local permits and licenses.

This new site will allow applicants to complete the owner and business information required to obtain a Certificate of Use (CU) in order to do business in the City of Miami. The system will generate the business application form needed to apply for the Accessory Use, Certificate of Use, Business Tax Receipt (BTR) and other types of legal documents at the end of the process. MiamiBiz not only allows applicants to apply online, but also streamlines the application process as information is only entered once, saving you time!

MiamiBiz also provides access to update the owner's profile information.

This site will also allow the City of Miami to have a record of your application and your application will be available when you proceed into the NET or Office of Zoning to complete the application process and pay the fees associated with the applicable business license.

IMPORTANT: You **MUST** have a valid email address to log in to MiamiBiz <http://portal.miamigov.com/miamibiz>. If you do not have one, you will have to physically go to a nearby City office <http://portal.miamigov.com/miamibiz/Account/Directory> listed here and apply in person.

If you have a valid email address and want to start the process to apply for Accessory Use, Certificate of Use, or Business Tax Receipt now, just register online at MiamiBiz <http://portal.miamigov.com/miamibiz>.

STEP 1: CHOOSING YOUR LOCATION

One of the most important decisions in the process of opening your new businesses is choosing the location. It is a good idea to do some research about the zoning rules and regulations for the area you are considering. The City of Miami has a wide range of tools to help you with the process. Before speaking with a Zoning Information Specialist you can follow these steps to learn more about the property you wish to purchase or rent for your business.

Visit <http://maps.miamigis.com/miamizoningsite/> and you can search for the property using 3 categories.

- 1- By Property Address
- 2- By Folio Number
- 3- By Owner Name

The map will then locate your address and provide information on the following:

- 1- Miami 21 - Zoning Transect
- 2- Property

- 3- Sales and Taxes
- 4- Exemptions
- 5- City Info
- 6- Additional Information

Using the chart entitled Miami 21, you will find the zoning designation for the property. The chart provides general guidelines to determine if the type of business you wish to open is permitted at that location. There are four designations used in the chart:

- 1- "R" Allowed by Right
- 2- "W" Allowed by Warrant: Administrative Process
- 3- "E" Allowed by Exception: Public Hearing- granted by PZAB (Planning, Zoning & Appeals Board)
- 4- Boxes with no designation signify proposed's Use prohibited.

You can also learn if there have been or currently are any code enforcement violations on your property by contacting the Code Enforcement Department. Visit www.miamigov.com

STEP 2: APPLY FOR A CERTIFICATE OF USE

The City of Miami requires a Certificate of Use and a Business Tax Receipt to open a business. All Construction Permit work that may be required, must be completed and approved before applying for a CU and BTR.

The Certificate of Use, approved by the Department of Planning and Zoning, ensures that your new business is properly zoned. When you apply for the Certificate of Use a fire and supplemental waste fee are assessed.

Requirements to Apply:

- The property needs to be located within the City of Miami. Here are just a few ways to verify if your property is within the City of Miami.
- You can call 311 and ask them if your address is located within the City of Miami.
- If the folio number of your property begins with 01 it will most likely be within the City of Miami.
- Visit www.miamigov.com business e-services to search.

Information Necessary to Apply:

- Business Name
- Address of Business, including suite or space number and zip code
- Mailing Address (if different)
- Business Telephone Number
- Emergency Telephone Number
- Business Owner or Agent
- If the space is for office use: Sq. Ft
- If the space is for apartments: Number of Units
- If the space is for a restaurant: Number of Seats

Process of Application

Once you have provided the zoning department with the above information they will verify the following:

- Determine whether your business is properly zoned

- Determine whether it will be necessary to apply for other permits
- Will there be a change of Occupancy?
- Will there be any changes to the interior or exterior?
- Provide the information for all necessary inspections
- Determine whether any other special permits or licenses are required
- After you meet with a Zoning Information Specialist you will need to arrange inspections with all appropriate departments. Your Zoning Information Specialist will provide guidance on this process.
- Once you have passed all the necessary inspections you will need to return the inspection card to the Zoning Department; in order, to obtain a Certificate of Use number, a temporary license. Your actual license will be mailed.

To apply visit the City of Miami Administration Building, located at 444 S.W. 2nd Avenue, Zoning Department, 4th Floor, Corridor C. or any City NET Offices.

To find the NET office nearest you can call 311 or visit <http://portal.miamigov.com/miamibiz/Account/Directory>



STEP 3: APPLY FOR A BUSINESS TAX RECEIPT

The City of Miami also requires anyone who plans on engaging in a business, profession, or occupation (including any street vendors) to apply for a Business Tax Receipt.

Requirements to Apply:

- Valid Certificate of Use approved by the Department of Planning and Zoning
- Certain businesses may require a background check or special application forms
- Any State Licenses or Permits required for your business must be presented.
- Corporations or a business applying under a fictitious name must be properly registered with the State of Florida.

Necessary Documents:

- A Florida Driver's License or similar identification
- Federal Employee Number (EIN) and/or copy of the Social Security Card of the business/ individual
- Sales Tax number if applicable
- The information for 3 emergency contacts
- All documents pertaining to the requirements to apply (State Licenses, Certificate of Use etc)

Home Based Businesses

- Will need to provide an Accessory of Use Certificate from the Department of Planning and Zoning

State Licensed Professions

- A Business Tax Receipt will be required for each with a state License, except Pharmacists.

Where to Apply

- At the City of Miami Administration Building, located at 444 S.W. 2nd Avenue, Finance Department, 6th Floor, north side of floor for Business Tax Receipt.

You may also go to any of the City NET Offices. To find the NET office nearest you can call 311 or visit <http://portal.miamigov.com/miamibiz/Account/Directory>

Renewing Your Business Tax Receipt

- All Business Tax Receipts expire on September 30th. All paperwork needs to be mailed at least 60 days prior to expiration. All businesses who do not renew on time will be subject to a 10% delinquency penalty for the month of October and 5% for each subsequent month, provided the delinquency does not exceed 25% of the Business Tax Receipt fee.
- Business Tax Receipts are printed once a week and mailed within 3 days after printing.

NOTE: Although the City provides the latest information/requirements on a constant basis, changes may occur from time-to-time, thus, please contact the City to verify current information.

All information regarding Certificate of Use and Business Tax Receipt may be obtained in the City Code: Chapter 31 for Business Tax Receipt and Chapter 4 for Certificate of Use.



MIAMI 21 CHART

	T3 SUB-URBAN			T4 URBAN GENERAL			T5 URBAN CENTER			T6 URBAN CORE			C CIVIC			D DISTRICTS		
	R	L	O	R	L	O	R	L	O	R	L	O	CS	CI	CI-HD	D1	D2	D3
DENSITY (UNITS PER ACRE)	9	9	18	36	36	36	65	65	65	150*	150*	150*	N/A	AZ**	150*	36	N/A	N/A
RESIDENTIAL																		
SINGLE FAMILY RESIDENCE	R	R	R	R	R	R	R	R	R	R	R	R						
COMMUNITY RESIDENCE	R	R	R	R	R	R	R	R	R	R	R	R			R			
ANCILLARY UNIT		R		R	R	R												
TWO FAMILY RESIDENCE			R	R	R	R	R	R	R	R	R	R						
MULTI FAMILY HOUSING				R	R	R	R	R	R	R	R	R			R			
DORMITORY					E	E		R	R		R	R		E	R			
HOME OFFICE	R	R	R	R	R	R	R	R	R	R	R	R			R			
LIVE - WORK					R	R		R	R		R	R			R			
WORK - LIVE															R	R		
LODGING																		
BED & BREAKFAST				W	R	R	E	R	R	E	R	R			R	R		
INN						R		R	R	E	R	R			R	R		
HOTEL								R	R		R	R			R			
OFFICE																		
OFFICE					R	R		R	R		R	R		E	R	R	R	W
COMMERCIAL																		
AUTO-RELATED COMMERCIAL ESTAB.									W		W	W				R	R	
ENTERTAINMENT ESTABLISHMENT						R		W	R		R	R				R	R	
ENTERTAINMENT ESTAB. - ADULT																	R	
FOOD SERVICE ESTABLISHMENT					R	R		R	R	W	R	R	W	E	R	R	R	W
ALCOHOL BEVERAGE SERVICE ESTAB.					E	E		E	E		E	E			E	E	E	E
GENERAL COMMERCIAL					R	R		R	R	W	R	R	E	E	R	R	R	W
MARINE RELATED COMMERCIAL ESTAB.								W	W		W	W	E			R	R	R
OPEN AIR RETAIL								W	W		W	W	W	E	R	R	R	W
PLACE OF ASSEMBLY								R	R	E	R	R		E	E	R	R	W
RECREATIONAL ESTABLISHMENT								R	R		R	R		E	R	R	R	W

CIVIC																		
COMMUNITY FACILITY					W	W		W	W		W	W	W	E	W	R	R	
RECREATIONAL FACILITY	E	E	E	E	R	R	E	R	R	E	R	R	W	E	W	R	R	
RELIGIOUS FACILITY	E	E	E	E	R	R	E	R	R	E	R	R	W	E	R	R	R	W
REGIONAL ACTIVITY COMPLEX												E		E	E			
CIVIL SUPPORT																		
COMMUNITY SUPPORT FACILITY					W	W		W	W		W	W		E	E	R	R	W
INFRASTRUCTURE AND UTILITIES	W	W	W	W	W	W	W	W	W	W	W	W	W	E	W	W	R	W
MAJOR FACILITY														E	R	E	E	E
MARINA				E	W	W	E	W	W	E	W	W	R	E		R	R	R
PUBLIC PARKING					W	W	E	W	W	E	W	W		E	R	R	R	W
RESCUE MISSION														E	R	E	W	W
TRANSIT FACILITIES					W	W	E	W	W	E	W	W		E	R	R	R	W
EDUCATIONAL																		
CHILDCARE				E	W	W	E	W	W	W	W	W	E	E	R	E		
COLLEGE / UNIVERSITY								W	W		W	W		E	R	E		
ELEMENTARY SCHOOL	E	E	E	E	E	E	E	W	W	E	W	W		E	R	E		
LEARNING CENTER					E	E		R	R		R	R	E	E	R	E		
MIDDLE / HIGH SCHOOL	E	E	E	E	E	E	E	W	W	E	W	W		E	R	E		
PRE-SCHOOL	E	E	E	E	E	E	E	R	R	E	R	R		E	R	E		
RESEARCH FACILITY					R	R		R	R		R	R		E	R	R	R	W
SPECIAL TRAINING / VOCATIONAL						E		W	W		W	W		E	R	R	R	W
INDUSTRIAL																		
AUTO-RELATED INDUSTRIAL ESTBL.																R	R	W
MANUFACTURING AND PROCESSING																R	R	W
MARINE RELATED INDUSTRIAL ESTBL.																R	R	R
PRODUCTS AND SERVICES																R	R	W
STORAGE/ DISTRIBUTION FACILITY																R	R	W

R Allowed By Right

W Allowed By Warrant: Administrative Process - CRC (Coordinated Review Committee)

E Allowed By Exception: Public Hearing - granted by PZAB (Planning, Zoning & Appeals Board)

Boxes with no designation signify Use prohibited.

Uses may be further modified by Supplemental Regulations, State Regulations, or other provisions of this Code. See City Code Chapter 4 for regulations related to Alcohol Beverage Service Estab.

* Additional densities in some T6 zones are illustrated in Diagram 9.

** AZ: Density of lowest Abutting Zone



IMPORTANT REFERENCE WEBSITES:

City of Miami Planning and Zoning Department
<http://www.miamigov.com/planning/>

City of Miami Building Department
<http://www.miamigov.com/Building/>

City of Miami - Zoning GIS Website Application
<http://maps.miamigis.com/miamizoningsite/>

Miami Dade Fire Department
<http://www.miamidade.gov/fire/>

DERM - Department of Environmental Resources
<http://www.miamidade.gov/economy/>

Florida Department of Business & Professional Regulation
<http://www.myfloridalicense.com/dbpr/>

City of Miami Code Compliance Department
<http://www.miamigov.com/Codeenforcement/pages/>

MiamiBiz One Stop Site for Business Applications
<http://portal.miamigov.com/miamibiz>

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