City of Miami Beach
Certificate of Use (CU), Annual Fire Inspection Fee & Business Tax Application

This application is NOT your business tax receipt. Do not operate the business until the Certificate of Use and the Business Tax Receipt are issued.
The place of business must be available to all inspectors.

Type of Application:
_ New Business   _ Change of Owner   _ Adding Seats   _ Additional Occupation   _ Change of Location

Application Checklist
_ Federal ID No.   _ Fictitious Name Registration   _ Lease/Deed/Closing Statement
_ Articles of Inc. (if applicable)   _ State License (if applicable)   _ CU and Annual Fire Fee (non-refundable)
_ Bill of Sale   _ Insurance

Does the Application Involve:    _ Change of Use   _ Renovation (Provide Certificate of Occupancy Process Number)
A Change of Use may generate additional building and fire code requirements as applied to new construction.
A valid Certificate of Occupancy is required before an occupational license can be issued.

Is the Business one or more of the following types:
_ Apartment Building   _ Condominium   _ Hotel   _ Restaurant   _ Bakery
_ Ice Cream Parlor   _ Delicatessen   _ Nightclub   _ Dancing/Entertainment   _ Real Estate
_ Hair Salon   _ Home Based Business   _ Health club   _ Promoter   _ Valet
_ Escort Service   _ Janitorial Service   _ Mail Order   _ Pre-Package Food   _ Motor Scooter
_ Retail Alcohol Sales   _ Travel (sales)   _ Mobile Caterer   _ Alcoholic Beverage Establishment

Is the Business one of the following types:
_ Adult Congr Liv Facility   _ Day Care   _ Nursing Home   _ Religious Institution   _ School
_ Parking Lot /Garage   _ Outdoor Entertainment   _ Open Air Entertainment   _ Pawnshop   _ Warehouse
_ Video Game Arcade   _ Gasoline Sales   _ Restaurant   _ Alcoholic Beverage Establishment

Business Name______________________________  Application Date: ________
Location______________________________  Lease ______ Own ______
Type of Business (be very specific)______________________________  Hours of Operation ______
Hours Serving Alcohol ________________

Name of Owner /President______________________________  Date of Birth__________________  DL#__________  St._
Federal ID #______________________  SSN ____________________________
Home Address______________________________  City________  State ______  Zip________
Home Phone --------------------------  Business Phone --------------------------  Cell Phone______________________________
Email Address ________________________________

Send Business Mail to Attention of:  __________________________  Business Phone __________
Address______________________________  City________  State ______  Zip________
Name of Emergency Contact______________________________  Phone________________

Make Check Payable to: CITY OF MIAMI BEACH

New Plan Number: ___________________________  Amount of Fee Due: $45.00 Application Fee
Last City License # for This Address: __________  City of Miami Beach

FORM: OCC-1  Rev. 09/13/16
Is the Business a:

Hotel or Apartment? If yes, how many units? ____ # of washers/dryers (if owned) ____

Restaurant? How many seats inside? ____ How many seats outside? (private property only) ____

If there will be seats outside on public property (sidewalk), then a Sidewalk Cafe Permit is required.

Hours of Alcohol Sales __________________________ (Zoning Review for # of chairs)

Office or Retail Establishment? If yes, approximate sq. ft. ____

If Retail, what is the inventory value? General $____ Food $____ Liquor $____

Hair or Nail Salon? If yes, number of seats ____

Motor Scooter Rentals? If yes, number of scooters ____

A Miami-Dade County Business Tax Receipt is also required. See "Miami Dade County Business Tax for more information."

Contact the Planning Department for a Sign Permit which is required for fill signage.

Any person who, in applying for a business license in the City of Miami Beach, who shall make a false statement and/or fail to disclose and/or misrepresent the information requested shall be subject to penalties authorized by City Code Section 102-375.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW-UP ON THE APPROVAL PROCESS FOR THIS APPLICATION TO FOLLOW-UP PLEASE CONTACT, (305) 673-7420

I HAVE READ THIS APPLICATION AND I DO FREELY AND VOLUNTARILY CONFIRM THAT THE STATEMENTS AND INFORMATION CONTAINED THEREIN ARE TRUE AND CORRECT.

Print Name __________________________  Signature __________________________  Date ____________

Official Use Only: Review by the following Departments may be required:

Planning & Zoning Required? _yes_ no By __________________________ Date __________________________ Comments __________________________

Concurrency Required? _yes_ no By __________________________ Date __________________________ Comments __________________________

Building Required? _yes_ no By __________________________ Date __________________________ Comments __________________________

Fire Required? _yes_ no By __________________________ Date __________________________ Comments __________________________

Parking Required? _yes_ no By __________________________ Date __________________________ Comments __________________________

Risk Management Required? _yes_ no By __________________________ Date __________________________ Comments __________________________

Public Works Required? _yes_ no By __________________________ Date __________________________ Comments __________________________

Finance Required? _yes_ no By __________________________ Date __________________________ Comments __________________________

Code Required? _yes_ no By __________________________ Date __________________________ Comments __________________________

Notes/Comments __________________________ __________________________

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FORM: OCC-1 Rev. 09/13/16
Business Tax Receipt Procedures:

Submit Business Tax Receipt Applications to the Finance Department/Customer Service Center located 1755 Meridian Ave, 1st Floor, Miami Beach, FL 33139. Apply and check status via CSS (Citizen Self Service) at the official City’s website:
https://eservices.miamibeachfl.gov/EnerGovProd/SelfService#/home

On July 31, 2019, the CAP system was decommissioned and users are encouraged to migrate their CAP accounts to the new CSS portal (Citizen Self Service) as soon as possible.

1. In the License description, please include Unit #, if any with the address.

2. For records, contact the Finance Dept. for previous license information or contact the Records Dept. to request copies of plans and other documents. Records Dept. is located on the 2nd Floor of the Building Dept.

3. Finance Department will route the application to the approving departments for review (Planning/Building/Code Enforcement). If a site inspection is required, customer to contact the designated inspector at the Fire Dept.

4. When all reviews and inspections are completed, the results can be viewed online in CSS. If all reviews are approved, the final process and notification will be completed by the Finance Dept.

5. For plans status updates, customers can check the Citizen Self Service (CSS). Click on PLANS, then Search for an existing Plan, and enter the BLPL#. If any review fails and you wish to read the comments, have Finance link your license to your CSS account, so they can become available online. The CAP system was replaced with the new CSS portal (Citizen Self Service) on July 31, 2019. Customers are encouraged to migrate their CAP accounts to the new CSS as soon as possible.

If a review or an inspection fails, each reviewing department staff enters the comments in the system. The applicant may view results using CSS online and/or contact the following staff respectively. When the correction(s) have been addressed, the applicant may contact Customer Service at the Finance Department to initiate a second review workflow and/or to re-schedule another Fire Department site inspection if that had failed.

Please allow 3-5 business days for the review process. After that, if the Customer needs specific information on failed Review(s) or Inspection’s comments, please contact the following staff respectively, as they can only help you within their own trade. If you have any questions related to the Business Tax Receipt process or cannot access your review status (or comments) online, please contact: FINANCE CUSTOMER SERVICE CENTER at 305.673.7420

Fire Department: 305.673.7123
Planning & Zoning Department: 305.673.7550
Code Compliance Department: 305.673.7555
Building Department: 305.673.7610

Revised: September 4, 2019