

New Plan Number: _____

Amount of Fee Due: **\$45.00 Application Fee**

Last City License # for This Address: _____

Make Check Payable to: **CITY OF MIAMI BEACH**

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
 Beach Front Concession Machine Distributor

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 _____

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:

Department	Required? _:yes _no	By _____	Date _____	Comments _____
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 _____

Business Tax Receipt Procedures:

Submit Business Tax Receipt Applications to the Finance Department/Customer Service Center located at 1755 Meridian Ave, 1st Floor, Miami Beach, FL 33139 or **Apply** online. Check status of the application via **CSS (Citizen Self Service)** at: <https://eservices.miamibeachfl.gov/EnerGovProd/SelfService#/home>

1. In the License description, please include **Unit #**, if any, with the address.
2. For previous license information contact the Finance Department. The Records Department, upon request at buildingrecords@miamibeachfl.gov can provide copies of plans and other documents. The Records Department is located on the 2nd Floor of City Hall.
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.**
6. **A change of use from an Apt-Condo Unit to a Short-Term Rental (Non-Transient to Transient) requires compliance with the requirements listed in the following page.**

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 or online at <https://www.miamibeachfl.gov/city-hall/customer-service-center/>**

Fire Department: 305.673.7123

Planning & Zoning Department: 305.673.7550

Code Compliance Department: 305.673.7555

Building Department: 305.673.7610

Apt-Condo Unit to Short Term Rental

Change of Use: Non-Transient to Transient requirements:

No Alteration proposed:

Copies of an existing architectural floor plan if the unit and of the entire floor is sufficient in lieu of a complete signed and sealed drawings mentioned below. They must show the following:

- Entrance door to the unit(s) shall be accessible (minimum 36" wide).
- Existence of an Elevator or Ramp to provide accessible entry to the unit(s), with exception: If Waiver is granted from the Dep of State at FloridaBuilding.org for being Historic.

Alteration proposed:

As per the Florida ADA Accessibility Code, Min 20% of the cost of the proposed alteration plus all alterations within the past 3 years, will be applied to the unit(s) for complying with items below, in the order listed: (i) an accessible entrance; (ii) an accessible route thru doors to the altered area; (iii) at least one accessible restroom w/ grab bars, (iv) ADA Kitchen, (v) Communication Features, (vi) Parking:

- **Parking**
There must be at least one accessible ADA parking space and an accessible route to the Unit(s), if parking is provided.
- **Vertical Accessibility**
Existence of an Elevator or an accessible Ramp leading to the Unit(s), with exception: If Waiver is granted from the Dep of State at FloridaBuilding.org for being Historic.
- **Entrance and Interior Doors**
Unit(s) shall be accessible (minimum 36" wide) and ADA maneuvering clearances shall be provided.
- **Mobility Features for Minimum One Bathroom**
A min of one accessible bathroom with all accessible ADA fixtures and a wheelchair turning space of 5' radius must be provided inside or just outside the bathroom.
- **Communication Features**
ADA approved audible and visual signal devices for Fire Alarms and Communications like door bell, telephone, shall be provided.
- **Kitchens**
Isles must provide a 40" clearance between faces of cabinets or appliances for pass-thru. a 5' Wheelchair turning radius or T Turn must be provided for dead end isles*. Toe & Knee clearance and a height of 34" max is required for forward approach to the sink, if it adjoins a range, otherwise a height up to 36" is allowed for parallel approach.
- **Grab Bars**
Grab bars at a top height of 33"-36" must be provided to Toilets. See FBCACC for height requirements for grab bars inside Showers/Tubs*.

*See FBC Accessibility Code for details or further guidance. Help from a Design Professional is advised.

A separate Permit and a CO is required for each condo with individual folio. The BTR will be reviewed when the Permit is finalized and a Certificate of Occupancy (CO) issued.

Note - For a Change of Use of the Unit(s) from R2 (Non-Transient Apt/Condo) to R1 (transient/hotel), a permit applied for by a General Contractor, a Certificate of Occupancy (CO) and DERM approval are required. Provide (2 sets) of architectural, electrical, plumbing, mechanical and life safety drawings (showing min 1 hr. fire wall separation bet tenants) floor plan layouts for review of compliance with the Existing Building Code. Unit(s) must have Fire Sprinklers & Accessible Means of Egress to Public Sidewalk.