MIAMI BEACH

Planning Department
1700 Convention Center Drive, 2nd Floor
Miami Beach, Florida 33139, www.miamibeachfl.gov
305.673.7550

REQUIRED BY PLANNING FOR REVIEW OF: **CERTIFICATE OF USE (CU)**			
CU APPLICATIONS ARE PROCESSED VIA THE CUSTOMER SELF SERVICE PORTAL (CSS) AT www.miamibeachfl.gov Please read this document in its entirety as it identifies minimum submittal requirements to apply for a Certificate of Use.			
ITEM #	**THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THE INITIAL APPLICATION SUBMITTAL. NON-COMPLIANCE MAY RESULT IN A FAILED REVIEW AND DELAYS IN ISSUING THE CU.**		
	Use "Provided" boxes to indicate documents / information being uploaded-submitted. This checklist must be signed and is required to be uploaded along with all applicable required documents / information.		
	A Certificate of Use (CU) provides confirmation that the intended use, at the stated location, is consistent with the Land Development Regulations at the time of approval. Obtaining a CU does not authorize the operation of a business. A City of Miami Beach Business Tax Receipt (BTR) issued by the Finance Department must be obtained prior to operating any business. ADDITIONALLY, a Miami Dade County Certificate of Use is also required. Please refer to the Miami Dade County resource guide for direction on how to apply. MDC-Resource Guide		
	REQUIRED DOCUMENTS	Required	Provided
1	Letter of Intent outlining all proposed uses, goods and services being offered and hours of operations.	X	
2	DRB, HPB, BOA, PB recorded order, including any Conditional Use Approvals or Variances (if applicable).	X	
3	Master Building Permit Number for proposed location (if applicable).	X	
4	Completed City of Miami Beach Commercial Use Affidavit for proposed location, (if applicable).	X	
5	Fully dimensioned floor plans showing all seating, dinning and lobby areas. Seats must be numbered sequentially.	X	
6	Copy of current Certificate of Occupancy as issued by the City of Miami Beach Building Department. Copies of Building CO may be requested via the **CSS Portal** and selecting "Apply", "Building - Records Requests".	X	
7	Copy of prior BTR (Certificate of Use - Fire Fee- Business Tax Receipt Certificate), issued by the City of Miami Beach, showing "Issue" and "Expiration" date. Please contact Finance Customer Service Center at (305) 673-7420 or at Mbhelp@miamibeachfl.gov for assistance.	X	
8	A Fire Occupancy Load Certificate issued within the last 6 months is required for uses that include restaurants with an occupancy of 125 persons, seating of 49 or greater, or an application that includes Entertainment.	X	
	NOTE:		
	Please note that submittal review may result in the request of additional information / documentation. A prompt response to such requests is important to ensure a speedy approval process. If the review is approved, you will be notified via email to request a Fire Inspection. If the application passes the Fire Inspection the CU is automatically issued and emailed to all contacts listed on the application. If there is no activity for a period of ninety (90) days after the initial review, or if inspections are not requested after the reviews are completed, the application for CU will be deemed abandoned.		
	Written narrative with responses are required for resubmittals. Narrative must identify the comment # and Corrected document number, i.e. Comment #1 - Corrected A-5. Corrections or resubmittals must be clouded.		
	A separate CU is required for each unit being operated as a Short Term Rental.		
	A new Certificate of Use is not required if the use, location, size, goods, or services offered do not change. A new CU is required if any of the aforementioned elements change or if the BTR has been in expired status for more than 183 days. Any change to, or expiration of, a BTR for Marijuana or Cannabis dispensary requires a new CU.		
	Submitted by:	X	
	This form must be completed, signed and submitted via CSS with the required documents for the Certificate of Use application.	X	