



Certificate of Use and Local Business Tax Receipt Application

All businesses wishing to operate in the City of Miami Beach must first obtain a Certificate of Use (CU). To apply for a CU, please follow these instructions:

1. Planning Department requirement:

- a. A checklist of required documents may be obtained on the city's website at www.miamibeachfl.gov/city-hall/planning/planning-document-checklist/
- b. Go to www.mbselfservice.com

2. Fire Inspection requirement:

- a. Once the CU application is approved by the Miami Beach Planning Department, an applicant may request the Fire Inspection via Civic Access at www.mbselfservice.com.
- b. Once the Fire Inspection is approved, the CU will be automatically issued, and an applicant will be able to apply for their Local Business Tax Receipt (BTR).

To apply for a BTR please follow these instructions:

1. Visit our Civic Access portal at www.mbselfservice.com

2. Required documentation:

- Valid Certificate of Use (CU)
- Lease
- Miami-Dade Department of Regulatory and Economic Resources - Municipal Certificate of Use
- Federal Identification Number (FEIN)
- Articles of Incorporation
- Fictitious Name (if applicable)
- State License (if applicable)
- Additional documentation may be required based on business type.

For more information on obtaining a County Municipal Certificate of Use, please visit www.miamidade.gov/Apps/RER/EPSPortal/PlanReview/CUApplications/Landing.

If the above requirements are met, upon verification, your BTR will be issued.

The City of Miami Beach Customer Service Center is here to help you!
For customer service questions, please call 305.673.7420
Monday through Friday from 8:30 a.m. to 6 p.m. or
email mbhelp@miamibeachfl.gov



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