



OFFICE OF THE TOWN CLERK Local Business Tax License Division

If you have a County issued Local Business Tax License and Certificate of Use, please provide copies. In addition, please provide the following required documents listed below for the issuance of a Local Business Tax License in the Town of Cutler Bay:

1. Certificate of Use
 - o For questions regarding the Certificate of Use, please call the Planning and Zoning Department at (305)234-4262.

2. Local Business Tax License Application
 - o The Local Business Tax License application is available online at www.cutlerbay-fl.gov.
 - o Please ensure the application is completed and notarized.

3. Proof of State of Florida registration

Examples:

 - o Articles of Incorporation
 - o Limited Liability Corporation
 - o Fictitious name

4. Federal Identification Number
 - o Also known as Taxpayer Identification Number or Employee Identification Number (EIN).

5. Lease Agreement, if applicable.

6. Home Office Instructions
 - o If Home Office is being applied for (i.e. business is located in a residentially zoned area, such as a house), floor plan showing dimensions.
 - o Home Occupation Affidavit must be completed.

For additional questions regarding the issuance of Local Business Tax Licenses, please contact the Clerk's Office at (305) 234-4262.