



## CERTIFICATE OF USE / LOCAL BUSINESS TAX LICENSE SUBMITTAL CHECKLIST

The following items are required to submit an application for a Certificate of Use or Business License:

- Cutler Bay Use Request Form:** *Approved* by the Planning and Zoning Division **prior** to application.
- Copy of [Miami-Dade County Approval of Municipal Application for Certificate of Use](#) or Business License placard:** Contact Miami-Dade County's Department of Regulatory and Economic Resources (DERM) at (786) 315-2800 (*not required for home-based businesses*).
- Certificate of Use Application:** Completed form and payment of \$35 fee.
- Federal Tax ID Number or EIN:** This is obtained from the [Internal Revenue Service](#) website or call 1 (800) 829-4933.
- State of Florida Business Registration Documents:** This can be filed Articles of Incorporation, LLC registration, or Fictitious Name. Available through [www.sunbiz.org](http://www.sunbiz.org).
- State/Trade License:** If applicable, based on the type of business being registered.
- Fire Permit Certificate/Fire Inspection Report:** Available through the Miami-Dade Fire Department website ([www.miamidade.gov/fire](http://www.miamidade.gov/fire)), or call (786) 331-4800 (*not required for home-based businesses*).
- Lease Agreement:** Including signatures of the landlord and tenant. Home-Based Businesses must have property owner approval if the applicant is a tenant.
- Parking Plan/Site Plan:** Indicating the location and number of parking spaces provided.
- Home Based Businesses:**
  - o **Floor Plan of Residence** indicating the location and dimensions of the home office.
  - o **[Home Occupation Affidavit](#)**
- Cutler Bay Local Business Tax Receipt Application:** Fee depends on business type, [check the Town's code for tax schedule for businesses](#) or call (305) 234-4262.
- Miami-Dade County Local Business Tax Receipt:** Completed on Miami-Dade County's site or call (305) 270-4949.
- AHCA Licensing Certificate:** For Assisted Living Facilities. Contact (850) 412-4304.
- Certificate of License:** From Agency for Persons with Disabilities for Group Homes. Contact (850) 488-4257.