



You are required to submit the following documentation with your Business Tax Receipt Application:

- _____ Certificate of Use (Community Planning and Development)
- _____ Business Tax Receipt Application
- _____ Articles of Incorporation (www.Sunbiz.org all business must be registered with the State of Florida)
- _____ Notarized Letter of Authorization from business owner/corporation (If you are not listed on Articles/Corporate Papers)
- _____ Notarized Letter of Intent from property owner
- _____ Owner and representative's Identification
- _____ Fire Inspection (Please call 786-331-4800)
- _____ Health Inspection (Please call 850-487-1395)
- _____ Lease or Bill of Sale/Closing Statement
- _____ State License [If applicable (includes all state and county certifications and registrations)]
 - Department of Business Regulation / Hotel and Restaurant Commission (Please call 850-487-1395)
 - Department of Agriculture & Consumer Services (Please call 850-410-3800)
 - Division of Food Safety (Please call 850-245-5520)
 - Alcoholic Beverage License (Please call 305-470-6783)
- _____ Federal Tax ID # (If not available, your SNN# may be used in its place. This information will be used for identification purposes and will not be shared with the public.)
- _____ Certificate of Insurance (For mobile businesses)
 - Must apply for a Miami-Dade County Business Tax Receipt as well. Please call 305-270-4949