



CERTIFICATE OF USE (CU) APPLICATION

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12400 NE 8 Avenue North Miami, FL 33161
305-893-6511, Ext. 19011
www.northmiamifl.gov

Section 1: Submittal Checklist & Fees

Sec. 3-215(A)(1)- No building, other than a single-family residence or duplex, shall be used or enlarged, or any new use made or enlarged of any land, body of water, or structure, without first obtaining a Certificate of Use (CU) from the Community Planning and Development Department. Notwithstanding the foregoing, home occupational and community residential uses to be conducted within a single-family residence or duplex shall obtain a CU.

**Completed Applications
Accepted ONLY
Monday through Friday
From 8am to 1pm**

Certificate of Use Submittal Checklist:

- A completed Certificate of Use Application form.
- A copy of Business Owner's Government issued I.D.
- A typed Letter of Intent describing the business in detail. Letter to include business hours, all services to be provided and if applicable, number of restaurant seating, salon stations, or number of units in commercial and multi-family properties are to be provided.
- A copy of Articles of Incorporation. Please visit www.sunbiz.org to register the business and/or register a Fictitious Name (D/B/A Name)
- A copy of the signed lease agreement between property owner and applicant. If a signed lease has not been executed, provide a notarized letter from the property owner approving the intent to lease and/or approving the business to operate at said location.
 - If applicant is a Commercial/Multi-Family Property Owner – Provide a copy of the Bill of Sale/Closing Statement or Warranty Deed
- A copy of the Miami-Dade County Fire Rescue approved Fire Inspection Report and/or Annual Operating Permit for business. To request an inspection please call **786.331.4800** or visit www8.miamidade.gov/fire/fire_prevention_request_form.asp (Separate fees apply)
- Miami-Dade County DERM Review approval for proposed use on Section 3a of this application packet. Please visit a DERM office to receive approval for proposed use. Please call **305.372.6789** or e-mail derm@miamidade.gov (Separate fees apply)
- Payment of CU Fee. Cashier's Check or Money Order made out to the City of North Miami. Debit/Credit Card payment accepted with valid identification.

Additional Departments and Local & State Agencies:

- City of North Miami Business Tax Receipt (**BTR**) must be applied for after the completion of the CU process. The BTR must be obtained before the commencement of the approved business/use indicated on CU. (Please visit the BTR Office located at 811 NE 125 Street North Miami, FL 33161)
- Miami-Dade County Local Business Tax Receipt (**LBT**) must be applied for and obtained prior to the commencement of the business/use indicated on Certificate of Use (Please visit <https://miamidade.county-taxes.com/btexpress> or call (305) 270-4949)
- If applicable, obtain all required State licenses in order to operate business and/or provide services stated on the Certificate of Use.
 - FL Division of Alcohol & Tobacco Licenses (305) 470-6783
 - Department of Agriculture & Consumer Services Division of Licensing (850) 410-3800
 - Department of Agriculture & Consumer Services Division of Food Safety (850) 245-5520
 - Department of Business and Professional Regulation Hotel & Restaurant Commission (850) 487-1395

**CERTIFICATE OF USE FEE
\$117**

Section 2: Miami-Dade County DERM Review Procedures



CERTIFICATE OF USE/OCCUPATIONAL LICENSE/BUSINESS TAX FORM RECEIPT DERM GUIDELINE

Welcome to the DERM Environmental Plan Review and Development Approvals Division. One of our main responsibilities is to review Certificates of Use and Occupational License or Business Tax Form Receipt applications to ensure that Federal, State, and County (Chapter 24 and Chapter 11c of the Miami-Dade County Code) environmental protection laws are complied with. Our mission is 'To balance today's needs through responsible governance, education, and conservation, to protect our environment for tomorrow'.

The following steps will guide you through the DERM Certificate of Use and Occupational License and/or review process.

1. **Step One:** The applicant shall provide the following items to DERM for review and approval:
 - a. An original and completed application from the Municipality with the following information:
 - i. Business Name
 - ii. Business Address
 - iii. Proposed Use (specify square footage)
 - iv. Property Folio
 - b. Documentation from the Municipality specifying the previously approved use on the property. (Example: A previous license or other official Municipal record.)
2. **Step Two:** Based on the information provided, DERM may issue either a Sewer Capacity Certification Letter or a "No Allocation Required" statement in the review report.
 - a. If the proposed use results in an increase in sewage flow, the Sewer Capacity Certification Application is issued by DERM unless the Utility Company serving the property required section 2 to be signed by an authorized representative of the utility.
3. **Step Three:** If a Letter is issued by DERM, that Letter is taken to the Miami-Dade County Water and Sewer Department (MDWASD) to obtain either a Water and Sewer Verification Form or an Ordinance Form and may also require a water and sewer verification form from the municipal utility.
 - a. If public water and/or public sewer services are not available to the subject property, further review shall be required. Any additional required paperwork will be discussed at the time of DERM review.
4. **Step Four:** The applicant shall return to DERM with the water and sewer verification forms and obtain DERM final approval.
5. **Step Five:** Return to the Municipality with the overall approval stamp.



Section 2: Certificate of Use Application Form

Instructions: Please print or type all information. The application must be filled out accurately and notarized.

CHECK ALL THAT APPLY: Establishment of New Business (New Certificate of Use) "Change" in Business and/or Owner Only

- Retail/Services Office Restaurant/Bars Nail Salon Spa Beauty Salon/Barbershop Dry Cleaning/Laundromat Vehicle Sales/Repair
- Hotel/Multi-family Rentals/Commercial Leasing Properties Schools/Daycares ALF-Group Home Religious Institution Storage/Warehouse
- Fine Arts Studio/Fitness Center Medical Office/Facility Other _____

Previous Use: _____

Business Square Footage: _____

APPLICANT:

Business Name (If applicable also include D/B/A Name): _____

Business Folio #: 06- _____ Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Alt Phone: _____ Email: _____

Mailing Address (if different from business location): _____

City: _____ State: _____ Zip: _____

Business Owner/Applicant Printed Name*: _____

Business Owner/Applicant Signature*: _____ Date: _____

*If the person submitting and/or applying for Certificate of Use is not listed on the Articles of Corporation a notarized Letter of Authorization from the Business Owner is Required.

PROPERTY OWNER'S INFORMATION:

State of _____

County of _____

Sworn and Subscribed to me by Owner this _____ day

of _____ 20____.

Personally Known _____ Produce ID _____

Type of ID Produced: _____

Property Owner as shown on MDC Property Appraiser

Mailing Address

Property Owner / Landlord Name (Printed)

Property Owner / Landlord Signature

Signature of Notary Public

MY COMMISSION EXPIRES:

TO BE COMPLETED BY CITY STAFF

ZONING DISTRICT: _____ ACTIVITY NUMBER: _____ ZONING APPROVAL: _____ DATE: _____

"The undersigned has carefully reviewed this application, and all information contained herein has been freely and voluntarily provided. All facts, figures, statements contained in this application are true, correct and complete to the best of my knowledge and belief. The applicant acknowledges and understands that the issuance of a Certificate of Use is contingent upon a zoning compliance inspection and review, as well as approval of the use and assessment of any impact fees that may be levied by the City of North Miami and Miami Dade County's Department of WASD and DERM. The applicant also acknowledges that a Certificate of Use issued by the City is required prior to the issuance of a Business Tax Receipt by the City of North Miami and Local Business Tax by Miami-Dade County all of which are required prior to the operation of any business within the City and/or County limits."



Section 3a: Certificate of Use Application - Miami-Dade County DERM Review

MDC DERM REVIEW OFFICE
Overtown Transit Village North Location
701 NW 1st Court, 2nd Floor
Miami, FL 33136
(305)372-6789 - derm@miamidade.gov

CITY OF NORTH MIAMI
CP&D - ZONING APPROVAL
REQUIRED ON THIS PORTION OF
APPLICATION PRIOR TO
MDC DERM REVIEW

Business Name: _____

Business Location: _____

Folio Number: 06 - _____

Business Sq. Footage: _____

Proposed Use: _____

Previous Use: _____

If requested* by DERM and/or WASD please visit these City Departments:

***Water & Sewer Verification Form**
Public Works Department - Utility Operations
1815 NE 150 St, North Miami, FL 33181

***Previous Water Statement**
Finance Department - Utility & Billing
811 NE 125 St, North Miami, FL 33161

MDC DERM REVIEW APPROVAL STAMP

MDC DERM Process Number: _____

Certificate of Use (CU) Application Process



2 PICK UP MY CERTIFICATE OF USE APPLICATION

Visit the Community Planning & Development Department, Zoning Division or online @ northmiamifl.gov/cpd



1 CHECK MY ZONING

Is my proposed use permitted on this property?
 Visit northmiami.gridics.com



3 FIRE RESCUE

Obtain my Fire Inspection Report and/or Annual Operating Permit for my business. To request an inspection please call 786.331.4800 or visit www.miamidade.gov/fire



4 D.E.R.M.

Approval is required by the Department of Environmental Resources Management for my proposed use to comply with the Federal, State and County environmental protection laws.



6 INSPECTION

Zoning compliance inspection will be completed by the City of North Miami, Building Department within 10-14 days.



5 SUBMIT MY CERTIFICATE OF USE APPLICATION

Please see checklist of additional documents required. Completed applications are accepted ONLY at the Community Planning & Development Department, Zoning Division Monday - Friday | 8am - 1pm



7 BUSINESS TAX RECEIPT

Upon my CU application being approved, a City of North Miami BTR, and Miami-Dade Local BTR must be applied for after CU inspection approval.



Separate fees may apply
 CU Fee - \$87

CU's & BTR's must be renewed annually

305.883.8518 ext. 9901 | M-F | 8am - 5pm
 12401 NE 8th Avenue, North Miami, FL 33161

305.272.0781 | perm@miamidade.gov
 M-F | 8am - 4pm
 201 NW 1st Court, 2nd Floor, Miami, FL 33136

NoMi BTR Office
 811 NE 125th Street
 North Miami, FL 33161



Miami-Dade LBT
www.miamidade.county-taxes.com/btexpress
 (305) 270-4949