Business Passport

Community Planning and Development

North Miami, Florida

Your One Stop Guide to Navigating New Enterprises in North Miami
“If you don’t know exactly where you’re going, how will you know when you get there?”

-Steve Maraboli
Introduction:
Navigating through any city to open a new business can be exciting and challenging. This *Business Passport* serves as the City of North Miami’s road map to helpful resources for maneuvering through the City’s business market. Whether you are a seasoned pro or a new business owner, the City of North Miami welcomes you and wishes you much success on your journey.
Welcome
To the City of North Miami

North Miami is one of South Florida’s best kept secrets. Conveniently located between Miami and Ft. Lauderdale, North Miami provides easy access to the beaches, Miami International Airport, PortMiami and a wide array of tourist attractions. As the sixth largest City in Miami-Dade County, North Miami is home to over 65,000 residents and is one of Florida’s most diverse communities.

North Miami is committed to building a strong educational and cultural arts community. The City takes pride in its beautiful parks, and its strides toward becoming a healthier and greener community. A tour through North Miami reveals that the City boasts the largest concentration of mid-century modern buildings in South Florida.
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This guide is made possible by the City of North Miami Community Planning and Development Department to assist our City’s current and future businesses.

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North Miami, Florida 33161 USA
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Starting a Business in North Miami

The City of North Miami continuously dedicates resources to the growth of new enterprises. As a result, more than 85% of North Miami’s businesses have less than 10 employees, giving the city one of the highest concentrations of small businesses in Miami-Dade County.

Starting a business is exciting. But let’s face it, the process can be complicated. To guide you through this journey, visit the City’s different ports (departments) for a checklist of items to pack in your bag.
Let’s start your journey!

Before you set off, can you answer “yes” to the following questions?

1. Have you chosen a location that is correctly zoned for your business type?
2. Have you obtained a Certificate of Use?
3. Do you have the need for any Building Permits?
4. Have you obtained a Business Tax Receipt?

If not, turn the page of this Business Passport and enjoy your journey to North Miami business ownership.
Traveling to a new destination without a map can be frustrating and cumbersome. The same applies to finding the perfect location to start a business without a reliable real estate market guide. The City of North Miami, through the CoStar and LoopNet, real estate technology companies, provides a comprehensive residential and commercial real estate inventory. The databases contain information on essential information such as local rent, vacancies, planned and new construction. If you own a home business, you can skip this section and jump to the Certificate of Use section on page 12.
Finding a Location for Your Business

Each listing on the Property Search tool is accompanied by detailed property descriptions, such as the real estate broker’s report on the site, zoning details, building size, building features and amenities and contact information. Contact the North Miami Community Planning and Development Department to ensure the property you choose is correctly zoned for the type of business you plan to open before signing a lease.

Using CoStar is easy! Begin your search today by visiting NorthMiamiFL.gov and accessing the feature under the Business tab.

The Property Search feature allows you to search a variety of commercial sites available for sale and lease. It also allows you to sort these sites by property type, price range, square footage (SF) and keyword. The following property type options are available:

• Agricultural
• Health Care
• Hotel & Motel
• Industrial
• Office
• Residential Income
• Retail
• Senior Housing
• Land
• Multi-Family
• Special Purpose
• Sports & Entertainment

Each listing on the Property Search tool is accompanied by detailed property descriptions, such as the real estate broker’s report on the site, zoning details, building size, building features and amenities and contact information. Contact the North Miami Community Planning and Development Department to ensure the property you choose is correctly zoned for the type of business you plan to open before signing a lease.

For questions regarding the Property Search feature, contact the Community Planning and Development Department at 305-895-9825.
1. Certificate of Use (C.U. or Z.C.U.)

A Certificate of Use, also known as a Zoning Certificate of Use, is proof that a business is allowed in the zoning district where it plans to open. A Certificate of Use is required for each individual business located within City of North Miami boundaries. It verifies that a structure is suitable for its intended purpose. A Certificate of Use is also needed when an industrial or commercial building is erected, altered or enlarged. A Certificate of Use is also required when existing commercial or industrial buildings go through a change of occupancy, name or business type.
Certificate of Use Checklist

Think you have everything? To be sure, use this handy checklist as a guide.

- Every business must register with the State of Florida. Visit www.Sunbiz.org for more information and provide proof of registration.
- Comply with Zoning by contacting Community Planning and Development Department at 305-895-9825.
- Ensure you have no liens on the property by contacting the Finance Department, Liens Division at 305-895-9880.
- Ensure you have no open building permits by contacting Building Department at 305-895-9820.
- Ensure you have no open violations by contacting the Code Compliance Division at 305-895-9832.
- For Fire Inspection from Miami-Dade County please call 786-331-4800.
- Obtain a copy of the property lease. If the property lease is not yet available, obtain a notarized letter from the property owner approving your intent to lease and containing the property owner’s signature.
- Ensure that the Certificate of Use Application contains the landlord’s notarized signature.
- During application submittal, provide a $100 (USD) non-refundable check or money order, payable to the “City of North Miami”.
- Write a letter of intent, detailing the business and signed by the business owner. Include specific information such as the purpose, square footage of the property, number of units, seats, stations, sinks, etc.
Where to Apply

It can be hard to find the forms you need. The City of North Miami makes it easy!

Community Planning and Development Department

12400 NE 8 Avenue, North Miami, FL 33161
305-895-9825
Office Hours: Monday - Friday / 8:00 AM - 5:00 PM
NorthMiamiFL.gov/CPD
2. Building Permits and Inspections

The City of North Miami’s Building Department makes the permitting process flexible, feasible and accessible. Depending on the type of business you intend to open in the City, you may need to apply for additional permits and/or inspections. For your convenience, applications for building permits are available online at NorthMiamiFL.gov/Building. Once your application is submitted, track the status of your permit using “Building Permit On-Line”. 
You will need to apply for a permit if you are erecting a new building or making improvements or alterations to the existing space which may include:

- Building
- Electrical
- Mechanical
- Plumbing

Register online to utilize the City of North Miami On-Line Permitting Services.
Where to Apply

It can be hard to find the forms you need. The City of North Miami and Miami-Dade County make it easy!

Building Department
12340 NE 8 Avenue, North Miami, Florida 33161
305-895-9820
Office Hours: Monday – Friday / 7:30 AM – 3:00 PM
NorthMiamiFL.gov/Building
3. Business Tax Receipt (BTR)

Once you obtain the Certificate of Use, you are ready to apply for a Business Tax Receipt. As a prospective business owner, a business tax receipt from the City of North Miami and Miami-Dade County is required for engaging in any business within the City. If your business requires fire and/or health inspections, it must be reviewed by the City’s Community Planning and Development Department. All North Miami BTR fees are due annually by September 30th.
Business Tax Receipt Checklist

Think you have everything? To be sure, use this handy checklist as a guide.

- Apply for a Miami-Dade County Business Tax Receipt by calling 305-270-4949.
- Obtain and present your North Miami Certificate of Use to the North Miami City Clerk’s Office.
- At the time of application submittal, complete and return your BTR Application with a non-refundable money-order or check payable to “City of North Miami” to the City Clerk’s Office. (Fees Vary)
- Every business must register with the State of Florida. Visit www.Sunbiz.org for more information and provide proof of registration.

- Obtain State and/or County License if applicable
  - Department of Business Regulation/Hotel & 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)
  - Department of Environmental Resource Management (DERM) (please call 305-372-6754)

- If you are a home business, provide a Home Industry Letter of Intent.
- If you have a non-profit corporation, provide the 501 (c)(3) form.

Travel Tip
If you move or close your business, please notify the City Clerk’s Office. If you do not, you will continue to be billed for the BTR next calendar year.
Where to Apply

It can be hard to find the forms you need. The City of North Miami and Miami-Dade County make it easy!

North Miami City Hall, Office of the City Clerk
776 NE 125 Street, North Miami, Florida 33161
305-893-6511
Office Hours: Monday – Friday / 8:00 AM – 5:00 PM
NorthMiamiFL.gov
Utilities

WATER, ELECTRICITY and SANITATION! Are three things no business can do without! Connect your business now by using the following resources: The North Miami Public Works Department, which manages water and sewer lines throughout the City. The North Miami Finance Department, which oversees billing for City utilities. The utility bill for businesses includes charges for water, sewer, storm water, and a service fee from Miami-Dade County. Utility bill payments can be made by mail, phone, in person, or online at NorthMiamiFL.gov/Finance. You must obtain the Certificate of Use prior to opening an account.
Water and Sewer

Although commonly referred to as the “water bill”, your utility bill includes charges for water, sewer, storm water, as well as a Miami-Dade County service fee. If you are starting a new water account and/or turning your water on for the first time, you must apply in person with your government issued identification and pay the required deposit at the customer service window inside City Hall. You must obtain the Certificate of Use prior to opening an account. For sewer backup issues, please contact the Public Works Utility Operations Center prior to engaging the services of a plumber.

Backflow Prevention Devices

Backflow prevention devices must be installed on all commercial and multi-family residential structures and systems where drinking water might become contaminated. A backflow prevention device permit is required prior to the installation of a backflow preventer. This permit can be obtained in person from the Public Works Utility Operations Center. You must bring a valid Plumber’s license, valid proof of insurance and a $35.00 permit fee (in check or money order, no cash).

Sanitation and Recycling  www.wasteprousa.com

Sanitation Services for residents and businesses located in the City are provided by Waste Pro of Florida, Inc. Business owners must apply for service through Waste Pro of Florida, Inc.

NOTE: Commercial sanitation services by Waste Pro of Florida are subject to change.

Electricity  www.fpl.com

Florida Power and Light (FP&L) meets the electricity needs of North Miami’s residents. In order to get electricity in a commercial or residential building apply for service through FP&L.

Sunshine One-Call  www.sunshine811.com

Notify Sunshine One-Call before digging on property, where electric, water, telephone or natural gas lines are buried. Sunshine One-Call is a service that notifies utility companies and gives them time to locate their buried utilities. Knowing where these lines are located can protect against injury and liabilities.
North Miami Community Redevelopment Agency (NMCRA) is an independent government agency tasked with eliminating slum and blight in a designated area. The NMCRA does this by using increases in taxable values, for a limited period of time within deteriorating areas. The goal is to transform such areas into places that once again contribute to the overall health of the community. This transformation occurs through the various grants and incentive initiatives listed below:

- Commercial Rehabilitation and Beautification Grants
- Public Private Partnership Developments
- Infrastructure Improvements
- Neighborhood Improvement Programs
- Affordable, Workforce, Market Rate, Luxury and Mixed Income Housing
- Affordable/Workforce Housing Development & Renovation
- Transportation and Transit Developments

*NOTE: Every project must be approved by the NMCRA and is subject to funding availability.*
CAFÉ CRÈME

The NMCRA successfully marketed downtown vision to French restaurant, Café Crème. Formerly known as Buena Vista Bistro & Deli, Café Crème opened a new location in North Miami in October 2016. Supported by the NMCRA Grants, this project provided jobs for the community. As a result, North Miami has experienced a spike in businesses inquiring about relocating to our City.

MARY’S LB
Recipient of a Commercial Rehabilitation Grant
Time to Open

Join the Greater North Miami Chamber of Commerce

Greater North Miami Chamber of Commerce membership can help introduce your business to the community and kick-start relationships integral to its success. As one of the oldest chambers in South Florida, the Greater North Miami Chamber of Commerce has a long standing reputation of helping members build stronger businesses, connect with prospective clients, offering new professional resources and assisting members to become active community influencers.

Founded in 1947, the Chamber now has a membership of over 400 active area businesses. By promoting community involvement through public events e.g.; ribbon cuttings, networkers, food festivals, sporting events and more, it has an established direct connection to local residents. These connections, through Chamber membership are integral to promoting local businesses, helping to establish essential partnerships and providing business grant opportunities. The Chamber also provides member-to-member discounts, networking opportunities and access to exclusive member-only events.
Benefits of Greater North Miami Chamber of Commerce Membership!

- Business Referral Service
- Ribbon Cuttings
- Chamber Newsletter Marketing
- Website Marketing
- Email Blasts
- Membership Directory
- Certificates of Origin
- Notary Service
- Membership Plaque
- Business/Home Expo
- Committee Involvement
- Business Card Exchanges
- No Loitering or Trespassing Signs Program
- Annual Recognition and Installation Banquet
- Close Cooperation with Local Government Officials

The Greater North Miami Chamber of Commerce offers four membership levels:

1. Trustee Membership
2. Business Membership
3. Individual Membership (For self-employed, individuals, representatives of large companies, and people that want to fully take advantage of the networking opportunities provided by the Chamber)
4. Non-profit Membership (For 501(c)(3) organizations who wish to increase awareness and support for their organization in the local community)

Ready to Join? Fill out an application or give the Greater North Miami Chamber of Commerce a call today! Visit www.northmiamichamber.com or call 305-891-7811.
Business Development & Technical Assistance

Find the help you need to fund your business in our development-friendly environment with technical assistance and low interest rate loans. New beginnings bring new challenges. Prepare for them using a variety of training, development and financing resources.

For more information on financial resources, contact the Economic Development Division of the North Miami Community Planning & Development Department at 305-895-9825.
Need business direction in Miami-Dade County? The Miami-Dade County Small Business Development Division is responsible for helping business owners gain the necessary skills, resources, financing and workforce needed to succeed. The Small Business Development Division can help make your business a certified small business in the county and provide access to contracting opportunities and grant awards.
Use Size Up to identify new customers or compare yourself to other businesses. Size Up is a free, new tool on SBA’s website to help you manage and grow your business by mapping your customers, competitors and suppliers, while also locating the best places to advertise. SBA provides practical information and list resources that will help you start and build your business. You may develop a viable business plan, obtain financing on competitive terms or develop a marketing strategy for your product or service in the national and international market place.
Wondering where to begin? Partners for Self-Employment, Inc. provides financial literacy training, opportunities to borrow and to save. Their objective is to promote financial well-being of South Florida’s low to moderate income individuals and families. Services include the Direct Loan Program, Matched Savings Fund, Peer Lending and Training.
From attracting **Fortune 500 multi-nationals corporations** to assisting small local businesses, Beacon Council offers economic and business development services that support a strong and sustainable future for Miami-Dade County. They provide **customized assistance** to companies that are looking to **expand or relocate** in Miami-Dade County.

The Beacon Council markets Miami-Dade County **locally, nationally and globally** to raise the region’s profile as a highly desirable business destination. To welcome international leaders to Miami-Dade County, the Beacon Council hosts receptions, seminars and networking events for delegations from key international locations.

**The Beacon Council**
80 SW 8 Street, Miami, FL 33130
Office: 305-579-1300
Fax: 305-375-0271
www.beaconcouncil.com

Source: About the Beacon Council

**Become a member-investor of the Beacon Council to benefit your company and your entire community.**
Public-Private Partnerships (P3s) are powerful tools for economic growth. While it is not the government’s role to completely run an economy, sometimes private sector entities require assistance in filling gaps in the marketplace. The gap between what the public needs and what a private entity can provide leads to the creation of a P3. For example, a public entity could partner with a private entity in developing a commercial project. The public entity could potentially provide financing, development and infrastructure assistance to the private company to ensure that projects are completed in a way that best serves the public good.

The City of North Miami recognizes the need to promote business development through P3s. The City has access to economic incentives, which can enhance the prosperity of local businesses and promote new development.

A P3 IS AS EASY AS 1, 2, 3.

1. **Check NorthMiamiFL.gov** for Invitations For Bid (IFB), Request For Proposal (RFP) and Request for Qualifications (RFQ) or call 305-895-9886 for the City of North Miami’s Purchasing Department.

2. **Submit IFB/RFP/RFQ within the specified deadline** in person or by mail to North Miami City Hall Office of the City Clerk 776 NE 125 Street North Miami, Florida 33161

3. **Stay Connected**
   To respond to solicitations your business must meet the minimum requirements outlined in the solicitation and submit the appropriate documentation as proof.
The City identified potential sites within the Downtown District that may serve as viable opportunities for P3s.
The City of North Miami is the ideal location for your business odyssey and provides attractive local and state tax incentives. The future growth and prosperity of North Miami’s economy are tied to securing new job opportunities in the community. Incentives are a pertinent resource to consider as you continue your journey in North Miami.

Additional incentives and resources are available at miamidade.gov.
Location Incentives:

Airports
The City of North Miami is located between two major airports. They include Miami International and Ft. Lauderdale-Hollywood International airports. There are also numerous publicly-available general aviation airports and heliports scattered within a 30 minute radius of the City.

Railways
Florida East Coast Railway, established in 1895, meets the freight and personal transport needs of North Miami’s businesses and residents. There is a freight yard and a Tri-Rail station less than 15 minutes from North Miami.
Public Transport
The NoMi Express is North Miami’s free bus service. Its routes span the entirety of the City, connecting essential local services such as universities, libraries and supermarkets. When used with the Miami Metrobus and Metrorail Services, City residents and businesses benefit from a vast transportation network that encompasses the totality of Miami-Dade County.

Ports
PortMiami is located in Biscayne Bay, just 20 minutes from the City of North Miami, via I-95 South. Hailed as “the Cruise Capital of the World” and “the Cargo Gateway of the Americas,” PortMiami and Port Everglades are two of the largest ports in the United States. They function as both cargo and cruise ports and contain new terminals for cruise passengers alongside high-tech cranes and cargo storage facilities. They also have the capacity to work with the largest cruise ships and container ships in the world.

Hop on our NoMi Express, North Miami’s free bus service. Download your map & schedule online at NorthMiamiFL.gov/NoMiBus
Financial Opportunity Incentives:

Density Bonus
The City of North Miami recognizes sustainability as a key component of economic development. Property developers within the Downtown Redevelopment Area who incorporate energy efficient measures, mixed use alternative transportation, and contributions of certain architectural amenities may obtain density or height bonuses of up to 90 dwelling units per acre and height limits of up to 150 feet to enhance the value of their development project.

New Markets Tax Credit
This federal tax credit is designed to generate private-sector capital investment in areas needing revitalization. The program permits individual and corporate taxpayers to receive credit against their federal income taxes for making qualified equity investments in projects that finance community development, stimulate economic growth and create jobs.

Source: New Markets Tax Credit Coalition – How the New Markets Tax Credit Works
State of Florida Tax Credits
The State of Florida offers a number of sales and use tax exemptions for State targeted industries. These exemptions cover a variety of uses, equipment and labor for qualifying projects.
Source: Florida Department of Revenue – Sales Tax Advantages for Businesses

Grant Opportunities
The City of North Miami offers grant funding to qualified small businesses on a first-come-first-served basis. Applications are available through the Community Planning and Development Department.

Brownfield
The State of Florida offers incentives to businesses located in Brownfield sites, which are underutilized industrial or commercial sites due to actual or perceived environmental contamination. The Brownfield Redevelopment Bonus Refund is available to encourage Brownfield redevelopment and job creation. Approved applicants receive tax refunds of up to $2,500 for each job created.
Source: Florida Department of Environmental Protection – Programs – Brownfield Redevelopment Program

For a complete list of incentives in the City of North Miami, visit the Economic Development Division webpage at NorthMiamiFL.gov/CPD, or call 305-895-9825.
Target Industry Incentives:

High Impact Performance Incentive Grant (HIPI)
The High Impact Performance Incentive is a negotiated grant used to attract and grow major high impact facilities in Florida. Grants are provided to pre-approved applicants in certain high-impact sectors designated by the Governor’s Office of Tourism, Trade and Economic Development (OTTED). Once recommended by Enterprise Florida, Inc. and approved by OTTED, the high impact business is awarded 50% of the eligible grant upon commencement of operations and the balance of the awarded grant once full employment and capital investment goals are met.

Source: Opportunity Florida – Economic Development – Incentives – High Impact Performance Incentive Grant

Capital Investment Tax Credit (CITC)
The Capital Investment Tax Credit is used to attract and grow capital-intensive industries in Florida. It is an annual credit, provided for up to 20 years, against the corporate income tax. Projects in designated high-impact facilities must also create a minimum of 100 jobs and invest at least $25 million in eligible capital costs. Eligible capital costs include all expenses incurred in the acquisition, construction, installation, and equipping of a project from the beginning of construction to the commencement of operations. The level of investment and the project’s Florida corporate income tax liability for the 20 years following commencement of operations determines the amount of the annual credit.

Source: Opportunity Florida – Economic Development – Incentives – Capital Investment Tax Credit

Qualified Target Industry Tax Refund (QTI)
The Qualified Target Industry program provides an incentive for target industries to locate new facilities in Florida or to expand existing facilities in Florida. The program provides tax refunds of $3,000 per new job created. This is increased to $6,000 per job if the company locates in an Enterprise Zone. Higher award amounts are available to companies paying very high wages. To qualify for the QTI program, a company must create at least 10 new jobs (or a 10 percent increase for expanding Florida companies), pay an average of at least 115 percent of area wages, have a significant positive impact on the community and have local support.

Source: Opportunity Florida – Economic Development – Incentives – Qualified Target Industry Tax Refund
Filming in North Miami

North Miami has continuously been a popular place for location-shoots in South Florida. Every year, dozens of film, video, and photography projects take place in public spaces around the City. Film has always been a powerful vehicle for culture, education, leisure, and propaganda. These mediums even fuel economic well-being. A few well-known film projects produced within our municipality are HBO’s hit series, *Ballers*, *Burn Notice*, *Graceland*, several Nickelodeon television shows, along with Adidas and Gatorade commercials. Film shoots take place in different areas throughout the city. Additional locations can be suggested upon request.
Film Permit Process

Interested companies and individuals looking to film in the City of North should contact the Economic Development Division in the Community Planning and Development Department to learn about pre-production and production application processes, regulations and benefits.

Where to Apply

Community Planning and Development Department
12400 NE 8 Avenue, North Miami, FL 33161
305-895-9825
Office Hours: Monday – Friday / 8:00 AM-5:00 PM
NorthMiamiFL.gov/Filming
North Miami Welcomes You!

North Miami is an affordable alternative for both home buyers and commercial investors.