



Business Tax Receipt (BTR) Application Checklist

The following documentations must be submitted **PRIOR** to the issuance of a Business Tax Receipt (BTR):

- Certificate of Use issued by Community Planning and Development
 - Must be issued **PRIOR** to applying for your BTR (applicable only if business is located within North Miami)
- BTR application completed
- Articles of Incorporation / Fictitious Name Registration
 - Done through www.Sunbiz.org, all businesses must be registered with the State of Florida
- 501c3 for businesses seeking non-profit status with the City of North Miami
- If applicable, State Licenses this includes all registrations, state and county certifications (agency listings provided below)
 - Department of Business and Professional Regulation
Hotel and Restaurant Commission (Please call 850-487-1395)
 - Department of Agriculture and Consumer Services Division of Licensing
(Please call 850-410-3800)
 - Department of Agriculture and Consumer Services Division of Food Safety
(Please call 850-245-5520)
 - Florida Division of Alcohol and Tobacco
(Please call 305-470-6783)
- Proof of Insurance policy or certificate
- Check or Money order payable to the **City of North Miami**

You must also apply for a Miami-Dade County Local Business Tax Receipt by calling Miami-Dade County at 305-270-4949 or visit their website at www.miamidade.gov.