



### **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](http://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](http://www.miamidade.gov).