

STEP ONE:

Choose Your Location. One of the most important decisions in the process of opening your new businesses is choosing the location. It is a good idea to do some research about the zoning rules and regulations for the area you are considering. The Town of Miami Lakes has a wide range of tools to help you with the process. Before you speak with a Zoning Information Specialist, go to the Town Website: www.MiamiLakes/FindZoning/ to learn more about the property you wish to purchase or rent for your business.

Confirm with the Zoning Department that the desired use is allowed in the zoning district where you are looking to locate your business by calling (305) 512-7128 or via email at: zoningdepartment@miamilakes-fl.gov.

STEP TWO:

Request a CERTIFICATE OF USE APPLICATION from the Town's Building Department via email at buildingdepartment@miamilakes-fl.gov or by phone at (305) 821-4015.

**Before submitting the application:

1. Obtain approval from Miami-Dade County's Department of Environmental Resources Management (DERM)

Kendall Office

11805 SW 26th St. • 786-315-2800

Downtown Office

701 NW 1st Ct. • 305-372-6789

Hialeah Office

501 Palm Avenue • 305-883-5820

2. Fax MIAMI DADE COUNTY FIRE REQUEST FOR INSPECTION FORM to (786) 331-4801 or call (786) 331- 4800 to request an inspection

3. Create a Floor Plan indicating specific use of all spaces

STEP THREE:

Once you have obtained DERM and Fire approval, return the CERTIFICATE OF USE APPLICATION to the Building Department for final processing.

STEP FOUR:

Once your CERTIFICATE OF USE has been approved, submit BUSINESS TAX RECEIPT APPLICATION to the Building Department.

The following is a check list of all required documents.

1. Certificate of Incorporation or Articles of Incorporation certified by the State of Florida
2. *Any Business and/or Professional Licenses: www.myfloridalicense.com/dbpr/services.html
3. Certificate of Use

*Please note: Each agency or professional business office is required to have a business tax receipt and each professional working out of such location is required to appear as a Licensee.

Examples: A Real Estate Agency is required to have a tax receipt and each Realtor and each Broker is required to appear as a licensee; A Law firm is required to have a business office tax receipt and each Attorney is required to appear as a licensee; Beauty Salon/Barber Shop.

Complete the application and submit with required documents to the Building Department.

MIAMI LAKES PROCUREMENT REGULATIONS:

The Procurement Department is dedicated to providing quality goods and services to support the Town's mission in a professional and ethical manner while striving to exceed customer expectations. The department is dedicated to ensuring full and open competition and equitable treatment of all potential sources in the procurement process.

Purchases in the amount of:

- \$5,000 or less – requires 1 written quote
- Between \$5,000.00-\$15,000 – requires 3 written quotes
- Greater than \$15,000– competitive sealed process
- Greater than \$25,000- must be approved by Council

Local Business Preference

The Town of Miami Lakes seeks to enhance contracting opportunities for local businesses. The Local Business Preference Program targets and gives preference to qualified local businesses in the procurement of goods and services. The local business preference ensures that all local businesses not only have an opportunity to participate in the procurement process, but gives them a competitive advantage in the selection process.

Qualifying businesses must meet the following criteria:

- Must be established and registered with the Town for at least 6 months
- 10% of workforce must reside in the Town
- Goods or services must be provided by local office (for companies with multiple offices)

For more information about the Local Business Preference Program or the Town's procurement processes, please email procurement@miamilakes-fl.gov or visit the procurement page on the Town's website www.miamilakes-fl.gov.

The Town of Miami Lakes is at the forefront of providing its business owners with information and support to help their businesses “Grow Beautifully”.

This Miami Lakes Business Handbook was created as a way to encourage entrepreneurship and business development. Starting your business can be difficult at times. This guide seeks to help you along the way by providing resources and basic information to get you started in the right direction.

TOWN OF MIAMI LAKES CONTACT INFORMATION

Planning & Zoning.....	(305) 512-7128
Building	(305) 821-4015
Code Compliance.....	(305) 512-7130
Economic Development	(305) 512-7132
Procurement.....	(305) 364-6100
Neighborhood Services	(305) 512-7127

LOCAL BUSINESS RESOURCES

Miami Lakes Chamber of Commerce
7333 Miami Lakes Drive, PMB #222
Miami Lakes FL 33014
(305) 556-2212

Small Business Administration
Miami District Office
100 S. Biscayne Blvd 7th Floor
Miami, FL 33131
(305) 536-5521

Small Business Development Center
8500 SW 8th St., Suite 224
Miami, FL 33144
(305) 261-1638



Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33016
Phone: (305) 364.6100
www.miamilakes-fl.gov



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