



**Town of Miami Lakes**  
**Procedure to Obtain Certificate of Use and Business Tax Receipt**

Prior to leasing or purchasing a location for your business, contact the Town's Planning and Zoning Department and inquire if the desired use is allowed in the designated zoning district. Contact the department at (305) 364-6100 or 305-827-4015.

Obtain Certificate of Use and Business Tax Receipt application, via Town of Miami Lakes website [www.miamilakes-fl.gov](http://www.miamilakes-fl.gov) or at our office 6601 Main St, Suite 101, Miami Lakes, Fl. 33014

*Certificate of Use and Business Tax Receipt application should be submitted together*

**Certificate of Use and Business Tax Receipt Required for Submittal:**

Certificate of Use for Commercial Properties:

- ✓ Certificate of Use Application
- ✓ Floor Plan – Sketch, may be drawn by hand
- ✓ Fire Department Inspection – Submit request phone 786-331-4800
- ✓ DERM Approval (Stamp) : 3 locations

11805 SW 26<sup>TH</sup> street  
(786) 315-2800  
(Kendall Office)

701 NW 1<sup>st</sup> Court  
(Overtown Transit Village North)  
(305) 372-6789  
(Downtown Office)

501 Palm Avenue  
(305) 883-5820  
Hialeah Office

- ✓ If business is a Medical Office, Clinics, Medical or Dental Laboratories and Pain Clinics, the Certificate of Use Checklist must be completed. Form is located on page 3 of the Certificate of Use application packet.

Certificate of Use Home Offices:

- ✓ Certificate of Use Application for Home Office
- ✓ Declaration of Use – Recorded at Town of Miami Lakes Building Department
- ✓ No inspection required



Business Tax Receipt (BTR):

- ✓ Business Tax Receipt Application
- ✓ Articles of Incorporation
- ✓ Any Business and/or Professional License
- ✓ Tenant/Landlord Affidavit

**Certificate of Use Process:**

Once you have obtained the DERM approval and Fire Inspection report, along with the additional applicable documents, submit the Certificate of Use application and Business Tax Application to the Town of Miami Lakes Building Department for processing.

Permit Clerk:

- ✓ Intake application and verifies for completeness, name, phone, address, email, etc.
- ✓ Charges the Certificate of Use fee
- ✓ Submits the application to Zoning for review
- ✓ Zoning contacts applicant to schedule an inspection (same day or following business day)
- ✓ After approval application is returned to Permit Clerks
- ✓ Certificate of Use and Business Tax Receipt is created and emailed to applicant, upon payment of BTR, either via website or in person.