



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 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
- ✓ Complete Miami Dade County DERM Municipal CU Application

- ✓ 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
- ✓ One Application per Professional License
- ✓ Tenant/Landlord Affidavit

Certificate of Use Process:

Once you have all the applicable and required documents completed submit Fire Inspection report, submit the Certificate of Use application and Business Tax Application to the Town of Miami Lakes Building Department for processing.