



CERTIFICATE OF USE

Procedure to Obtain a Certificate of Use in a Commercial Location

STEP ONE – Before applying for a CERTIFICATE OF USE, contact the Town’s Planning and Zoning Department and inquire if the desired use is allowed in the designated zoning district. Contact the Zoning Department at: (305) 364-6100.

STEP TWO – Submit application for review to Town of Miami Lakes

1. Contact “**MIAMI DADE COUNTY FIRE RESCUE REQUEST FOR CERTIFICATE OF USE INSPECTION**” for New Businesses/Certificate of Use **(786) 331- 4800**
2. Fill out “**CERTIFICATE OF USE APPLICATION (CU)**” (*page 3*) and “**MUNICIPAL APPLICATION FOR CERTIFICATE OF USE**” (*page 4*).
**Only for medical related uses, CERTIFICATE OF USE CHECKLIST, Medical Office or Clinics, Medical or Dental Laboratories, and Pain Management Clinics (page 2).*

STEP THREE – Once you have obtained Fire Inspection Approval:

1. Bring the original **CERTIFICATE OF USE APPLICATION, MDC CU** Application, fully executed **LEASE AGREEMENT** with a signed and notarized letter from landlord identifying the **USE AND SQUAREFOOTAGE**, a **FLOOR PLAN**, **FIRE** inspection report, **ARTICLES OF INC**, and the completed Town of Miami Lakes **BUSINESS TAX** receipt (BTR) application to the Town of Miami Lakes for final processing. (*Certificate of Use will be sent electronically to Miami Dade County (MDC) DERM*)
2. **Pay** for Certificate of Use (CU) – Town of Miami Lakes
 - You can pay by check, credit card or online, checks payable to: **TOWN OF MIAMI LAKES**
 - **FEES:** The fees for obtaining a Certificate of Use for a business are as follows: \$0.034 per square foot of occupied area (minimum \$108.30 and maximum \$718.20). Additionally, an inspection fee of \$36.48 will be charged.
 - Applicant will receive an email from MDC DERM with a link to pay fees. (*Must be paid within 72 Hrs.*)

STEP FOUR – Once Application returns “Approved” from MDC DERM and all Fees are paid by the Applicant, Town of Miami Lakes will call to schedule a Zoning Inspection

1. Zoning Official will inspect property.
2. Once CU is approved you will receive an email for the payment of the **BTR**. Once *paid, your CU and BTR will be issued and emailed to you*, or it can be picked up in our offices 6601 Main Street, Miami Lakes, FL 33014.

****All items and applications must be filled out and submitted at the same time.**

****All licensed individuals working within the town of Miami Lakes are required to obtain their own personal BTR separate from the business BTR, no exceptions.**

**** Approximately 10 - 14 business day process.**