

OUTSIDE AGENCIES

Miami-Dade Fire Department

[www.https://www8.miamidade.gov/fire/fire_prevention_request_form.asp](https://www8.miamidade.gov/fire/fire_prevention_request_form.asp)

Phone: 786-331-4800

Department of Regulatory and Economic Resources (DERM)

Phone: 305-372-6789

<https://www.miamidade.gov/environment/>

Miami-Dade Water and Sewer Department

https://www.miamidade.gov/global/service.page?mduid_service=ser1528898020504522

Miami-Dade Impact Fees

<https://www.miamidade.gov/zoning/impact-fees.asp>

Miami-Dade Health Department (HRS/DOH)

<http://miamidade.floridahealth.gov/>

Department of Business and Professional Regulation

- Division of Hotels and Restaurants

<https://www.myfloridalicense.com/intentions2.asp?chboard=true&boardid=200>

- Division of Alcoholic Beverages and Tobacco

<https://www.myfloridalicense.com/intentions2.asp?chboard=true&boardid=400&sid>

- Customer Contact Center

2601 Blair Stone Road

Tallahassee, FL 32399-1027

Phone: 850-487-1395

www.myfloridalicense.com

CONTACT US :

NEW BUSINESS COORDINATOR

VIVIENNE "BO" YAO

PHONE: 305-762-3111

EMAIL: NEWBUSINESS@MSVFL.GOV

PLANNING & ZONING

DIRECTOR CLAUDIA HASBUN

PHONE: 305-762-4864

EMAIL: HASBUNC@MSVFL.GOV

BUILDING OFFICIAL

ISMAEL NARANJO

PHONE: 305-762-4859

EMAIL: BO@MSVFL.GOV

NEIGHBORHOOD SERVICES

PHONE: 305-762-4861

EMAIL: REMONDL@MSVFL.GOV

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Miami Shores Village
Office Government



GUIDE TO OPENING A BUSINESS IN MIAMI SHORES VILLAGE



SIX STEPS TO OPENING A BUSINESS

STEP 1: BUSINESS COORDINATOR

Your first stop to establish a new business or expand an existing one is to contact the New Business Coordinator at Village Hall.

In person: Go to the Village Hall located at 10050 NE 2nd Avenue, Miami Shores, FL 33138 and ask for the New Business Help Desk in the lobby. The business coordinator will guide you through the whole process.
Via email: newbusiness@msvfl.gov
Via telephone: Call 305-762-3111.

STEP 2 : PLANNING & ZONING

Your application for local business tax receipt (BTR) will be reviewed by the Planning and Zoning Department.

If approved you will be directed to the appropriate outside agencies.

STEP 3 : OUTSIDE AGENCIES

All commercial business (New or Existing) require review and approval from Miami-Dade County agencies such as:

- Miami-Dade Fire Department
- Miami-Dade Department of Environmental Resources (DERM)
- Miami-Dade Water and Sewer Department
- Miami-Dade Health Department
- Miami-Dade Impact Fees

When approvals are issued, please email to the new business coordinator

STEP 4 : BUILDING DEPARTMENT

An inspection of the unit and or building is required.

If your project meets the requirements for use and occupancy as established under the Florida Building Code, the building official will approve the LBTR application.

If the project DOES NOT comply, then the Building Official will provide requirements for corrections.

STEP 5 : PRICING AND CLASSIFICATION

Once approved by the building official the application will then be reviewed to determine the classification and pricing for the Business Tax Receipt.

STEP 6 : BUSINESS TAX RECEIPT ISSUED

The business coordinator will remain your central point of contact throughout the Business Tax Receipt process.

