

# **Step to Opening A Business**

## **Step 1: Zoning Verification Approval.**

- Please clearly and accurately complete the following information and submit it to the Planning, Zoning, and Resiliency Department at [p&z@msvfl.gov](mailto:p&z@msvfl.gov). A Zoning Verification Approval from the Planning, Zoning & Resiliency Department is required prior to applying for a Certificate of Use and Business Tax Receipt with Miami Shores Villages.

## **Step 2: Business Coordinator**

- After completing and receiving a zoning verification approval, the next step is to establish a new business or expand an existing one. Please visit [www.msvfl.gov/BusinessTaxReceipts](http://www.msvfl.gov/BusinessTaxReceipts) to acquire and complete the Local Business Tax Receipt Submittal Checklist and LBTR Application.
- **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: [velazqueza@msvfl.gov](mailto:velazqueza@msvfl.gov) or telephone at (305) 762-4866.

## **STEP 3: 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 4: 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, and Miami-Dade Impact Fees

## **STEP 5: 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 6: 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.
- Applicant to pay business tax fee.

## **STEP 7: BUSINESS TAX RECEIPT ISSUED**

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