OUTSIDE AGENCIES

Miami-Dade Fire Department
https://www8.miamidade.gov/fire/fire_preventionrequestForm.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=serl528898020504522

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/intention s2.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
ASHLEY ESQUENAZI-VELAZQUEZ
PHONE: 305-762-4866
EMAIL:
ESQUENAZI-VELAZQUEZA@MSVFL.GOV

PLANNING & ZONING DIRECTOR
EDDY NUÑEZ
PHONE: 305-762-4864
EMAIL: NUNEZE@MSVFL.GOV

BUILDING OFFICIAL
ISMAEL NARANJO
PHONE: 305-762-4859
EMAIL: BO@MSVFL.GOV

CODE COMPLIANCE MANAGER
MICHEL ORTA
PHONE: 305-762-4861
EMAIL: ORTAM@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

Start the process online or in person.

Complete the Preliminary Zoning Verification Form, available in the Business Department section of the Village website, and submit it to the New Business Coordinator.

Online: Download the form from the Village website: Preliminary Zoning Verification Form and email the completed form to velazqueza@msvfl.gov
In person: Visit Village Hall at 10050 NE 2nd Avenue, Miami Shores, FL 33138
Questions? Contact the New Business Coordinator at **305-762-4866**

The New Business Coordinator will guide you through the next steps based on your business type, location, and applicable review requirements.

STEP 2:
PLANNING & ZONING

Once your Preliminary Zoning Verification is approved, complete the Local Business Tax Receipt (LBTR) Application. The Planning and Zoning Department will review it for full approval.
Have a physical location? A multi-department meeting with the Building Department, Code Compliance, and Planning and Zoning will confirm permit, build-out, and sign requirements.
You will then 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 them to:
esquenazi-velazqueza@msvfl.gov

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.