



**NORTH BAY VILLAGE**  
EST. 1945

# North Bay Village

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141  
Tel: (305) 756-7171 Fax: (305) 756-7722 Website: [www.northbayvillage-fl.gov](http://www.northbayvillage-fl.gov)

## **APPLYING FOR A BUSINESS TAX RECEIPT**

(Formerly called occupational license)

We are delighted that you have chosen to open or launch your business in North Bay Village. Anyone who wishes to operate a business within North Bay Village is required to obtain a municipal business tax receipt (BTR) before they can legally open for business. In some cases, if a business performs several functions, it may be necessary to acquire more than one local business tax receipt. Failure to obtain a local business tax receipt will result in penalties and fines.

## **WHO NEEDS A BUSINESS TAX RECEIPT?**

- Any person, firm, association, or corporation maintaining a business location or branch office within North Bay Village for the privilege of engaging in or managing a business, profession, or occupation. The Village Code of Ordinances specifies which type of businesses are permitted to operate in the Village.
- Any person who utilizes a residential unit to conduct a home business, profession, or occupation. A license is required for each separate classification at the same business location.
- Any person operating a vacation rental business.

## **PROCEDURES REQUIRED BEFORE OBTAINING A BUSINESS TAX RECEIPT**

Before a North Bay Village BTR can be issued, a business must meet all conditions required by city, county, state, or federal agency regulations, which apply to that business or occupation. Many businesses may be subject to zoning, environmental health, building and development codes, or other regulatory requirements.

The following procedures are required before obtaining a Business Tax Receipt from North Bay Village:

1. Contact our office at 305-756-7171, to be certain that the proposed business/occupation you wish to operate is allowed at the address intended.
2. If applicable, any changes to the interior or exterior of a business establishment (painting, signs, canopies, etc.) require that you apply for the necessary permits from the Building Department prior to beginning the work. The Building Department can also assist you with this process.
3. Based on the type of business/occupation additional documents may be requested. Failure to comply with Local Business Tax Receipt will result in Fines, Penalties.

Once the above conditions are met, you can fill out an application for a Business Tax Receipt from North Bay Village online at: [www.northbayvillage-fl.gov](http://www.northbayvillage-fl.gov) or visit our office at: Village Hall, 1666 Kennedy Causeway – Suite 101. This form should be filled out and signed by the owner of the business/occupation. The local business tax fee varies by classification.

Once the application has been approved your Local Business Tax Receipt will be mailed to you. This process normally takes from approximately two weeks. The Local Business Tax Receipt must be displayed conspicuously at your place of business and in such a manner as to be open to the view of the public and subject to inspection by all duly authorized officers of the Village.

## RENEWALS

Local Business Tax Receipts must be renewed each fiscal year beginning October 1st, and are valid until September 30th of the following year. A penalty fee is charged for late renewals, and fines and penalties are issued to businesses that do not obtain a receipt.

### LICENSE FEE SCHEDULE (example).

1) Merchants/Retail

\$125.00

2) Restaurants/Drugstores

- The first 20 seats shall pay a minimum fee \$125.00
- For each additional seat over ten through 800 \$5.00

3) Alcoholic Beverages Vendor Certificates Fees (Regulatory)

- Establishment selling beer and wine, for consumption off premises (no food) \$150.00
- Establishment selling beer, wine, and or liquor for consumption on premises \$750.00
- Establishment selling beer and wine for consumption on premises \$150.00

4) Property Management/Vacation Rental

\$125.00

5) Administrative Offices

\$125.00

*For additional fees please see our Master Fee Schedule at [www.northbayvillage-fl.gov/village-clerk/](http://www.northbayvillage-fl.gov/village-clerk/)*

*Note: Your Check should be made payable to North Bay Village. Your Local Business Tax Receipt is not valid until payment is received. For additional information, please contact our Office at (305) 756-7171.*



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## APPLICATION FOR BUSINESS TAX RECEIPT

**\*Type of Application:**    **New**    **Change**    **Renewal (BTR#):** \_\_\_\_\_

License Year: October 1, \_\_\_\_\_ to September 30, \_\_\_\_\_

**\*Business Name** \_\_\_\_\_

**\*D.B.A** \_\_\_\_\_

**\*Business NBV Location:** \_\_\_\_\_

**\*Owner's Name:** \_\_\_\_\_

**\*Federal EIN:** \_\_\_\_\_ **\*Florida Sales and Use Tax Number:** \_\_\_\_\_

**\*Nature of Business** (type of business, type of merchandise carried, nature of services rendered):  
\_\_\_\_\_  
\_\_\_\_\_

**Business Opening date:** \_\_\_\_\_

**\*Location Type:**    Office    Store    Restaurant    House    Apt.    Other \_\_\_\_\_

**\*Maximum No:** Employees (include owner): \_\_\_\_\_ Restaurant Seats: \_\_\_\_\_ Barber/Salon Shop Chairs: \_\_\_\_\_ Equipment/Machines: \_\_\_\_\_ Rooms/Apts. \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_

**\*Alcoholic Beverages:**    **Yes**    **No**                      **Not-for-profit (501C3)?**    **Yes**    **No**

**Manager's Name** (If different): \_\_\_\_\_

**Mailing Address** (If different): \_\_\_\_\_

**\*Business Phone:** \_\_\_\_\_ **Business Fax:** \_\_\_\_\_

**\*Email Address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Applicant's Name** (if different - print): \_\_\_\_\_

**Applicant's Phone Number:** \_\_\_\_\_

**\*Signature** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

OFFICE USE ONLY	
<b>Local Business Tax Receipt No:</b>	<b>Process Date:</b>
<b>Business Type:</b>	
<b>Building Department:</b>	<b>Date:</b>
<b>Code Enforcement:</b>	<b>Date:</b>

**NORTH BAY VILLAGE  
BUSINESS TAX RECEIPT DOCUMENT CHECKLIST**

The following documents are required to obtain a Business Tax Receipt from North Bay Village:

- North Bay Village Local Business Tax Receipt Application.
  - o \$25 Administrative Fee (Non-refundable fee)
  - o License fee (to be determined after processing) based on business type.
- Proof of ownership of the property or copy of lease.
- Proof of Miami-Dade DERM approval of Municipal Certificate of Use.  
<https://www.miamidade.gov/Apps/RER/EPSPortal>
- Copy of Corporation/Limited Liability Company/ Partnership Documents:  
[www.sunbiz.org](http://www.sunbiz.org)
- Federal Employer Identification Number or Social Security Number:  
[www.irs.gov](http://www.irs.gov) | EIN
- Copy of Fictitious Name Registration. If your business name on your local business tax receipt is other than the legal name of the owner person or entity, it must be registered as a fictitious name or Division of Corporations. For registration instructions, certified copies and fees visit: [www.sunbiz.org](http://www.sunbiz.org) or call: 1 (850) 245-6058.
- Copy of Miami Dade County Local Business Tax Receipt. (Formerly known as Occupational License).
  - o Online: [https://miamidade.county-taxes.com/public/search/business\\_tax](https://miamidade.county-taxes.com/public/search/business_tax).
  - o In person: Miami-Dade County Tax Collector,  
200 NW 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor, Miami, FL 33128.
  - o For more information: (305) 270-4949.
- Copy of Miami-Dade Fire Rescue Dept. Annual Operating Permit:
  - o [https://www8.miamidade.gov/fire/fire\\_prevention\\_request\\_form.asp](https://www8.miamidade.gov/fire/fire_prevention_request_form.asp)
  - o (786) 331-4800
- Copy of State of Florida Professional Business License: 1 (850) 487-1395  
[www.MyFloridaLicense.com/DBPR](http://www.MyFloridaLicense.com/DBPR)
- Copy of Grease Discharge annual Operating Permit:  
<https://www.miamidade.gov/permits/library/grease-discharge.pdf>
- Copy of State of Florida Alcoholic Beverages & Tobacco License:  
[www.MyFloridaLicense.com/DBPR](http://www.MyFloridaLicense.com/DBPR)
- Copy of State of Florida Hotel & Restaurant License:  
[www.MyFloridaLicense.com/DBPR](http://www.MyFloridaLicense.com/DBPR)
- Copy of Annual Food permit: 1 (850) 245-5520  
<https://foodpermit.fdacs.gov/>

Should you have any questions regarding the business tax application or the requirements you need to obtain a business tax receipt from North Bay Village, please contact our office at (305) 756-7171.

**NORTH BAY VILLAGE  
AFFIDAVIT OF HOME BASED BUSINESS TAX RECEIPT**

I, \_\_\_\_\_

Residing at \_\_\_\_\_, North Bay Village, Florida, do hereby swear or affirm that I have read the conditions. Upon which the Village will issue a Business Tax Receipt to conduct the following type of business at the above address, which is my residence:

**Type of Business:** \_\_\_\_\_

I fully understand and hereby agree to comply with each of the following as each related to the operation of my home occupation:

1. Business Tax required. It shall be a violation of this code for any person to conduct a home based business without obtaining a Business Tax Receipt therefore issued by the Village. \_\_\_\_\_
  
2. Standards. Prior to issuance of a business tax receipt and as continuing operational standards, the above described home occupations shall comply with the following:
  - a) No person shall be employed in a home occupation who is not a permanent domiciliary resident of the dwelling unit in which the home occupation exists. \_\_\_\_\_
  
  - b) The floor area within a dwelling unit devoted to a home occupation shall not exceed 25% of the gross floor area of the dwelling unit excluding porches, garages, carports and other areas which are not considered living areas. \_\_\_\_\_
  
  - c) The activities of a home based occupation described above shall occur entirely within the dwelling unit excluding accessory structures such as garages, carports and sheds. \_\_\_\_\_
  
  - d) There shall be no external evidence of the existence of a home occupation within a dwelling unit. Signs, displays on the premises, off-street parking areas or on driveways normally required for residential use are prohibited. Stationary, business cards and media advertisements shall be permitted provided that the residential address is not advertised. Such occupation shall not result in an increase in parking required. \_\_\_\_\_

- e) No goods or services of any kind shall be sold or transferred to a customer, consumer or client on the premises of a home based occupation described above, excluding facsimile machine, telephone and/or postal transactions. No inventory shall be stored on premises in more than 32 cubic feet. I fully understand that for the purposes of this subparagraph "inventory" is defined as merchandise, stock in trade or goods of any nature, the purposes for which are to be sold, assigned and physically transferred or delivered to customers, clients and/or patrons of said business on the premises. \_\_\_\_\_
  - f) Home based occupation described above shall not create noise, vibration, glare, fumes, odors, dust, smoke, electro-magnetic disturbances or waste and trash other than normal household trash and normal recyclables. No equipment or processes shall be used which create visual or audible interference in any radio or television receiver located nearby. No explosives or chemicals or chemical equipment shall be used except those chemicals that are used for domestic or household purposes. \_\_\_\_\_
  - g) Vehicular and pedestrian traffic shall not be generated by a home based occupation described above in a greater volume or a different vehicle type than that of the traffic typical in a residential neighborhood in the Village. \_\_\_\_\_
  - h) Deliveries of any kind required by and made to the premises of a home based occupation described above shall not exceed one business delivery per day. \_\_\_\_\_
3. I acknowledge that a departure from any or all of the above may result in a suspension or termination of the business tax receipt; \_\_\_\_\_
  4. I acknowledge that the Village shall have the right to reasonable inspect the premises upon which the home based occupation is conducted to insure compliance with the foregoing standards and conditions, and to investigate complaints, if any, from neighbors. \_\_\_\_\_
  5. I understand that failure by the home based occupation described above to comply with the standards of this section and with the conditions imposed by the department shall be deemed in violation of North Bay Village Code of Ordinances. \_\_\_\_\_

I the undersigned, after first being duly sworn, hereby attest that I will strictly comply with all the provisions regulating home based occupations as set forth above and in the North Bay Village Code of Ordinance No. 94-01.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State of Florida  
County of Miami-Dade

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is \_\_\_ personally known or \_\_\_ produced identification (type of identification produced \_\_\_\_\_). Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

*Notary Seal*

\_\_\_\_\_  
Typed or Printed Name of Notary

# MUNICIPAL APPLICATION FOR CERTIFICATE OF USE/OCCUPATIONAL LICENSE

<p><i>*Section 1 &amp; 2 must be completed prior to submittal for review accompanied with the municipal application along with the payment of the initial review fee. Submittal of application may result in further reviews and additional fees incurred.</i></p>	DATE
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**SECTION 1 – BUSINESS INFORMATION (to be completed by Applicant)**

SITE/BUSINESS ADDRESS	UNIT/SUITE#	PROPERTY TAX FOLIO NUMBER	
BUSINESS OWNER NAME	BUSINESS NAME OR DBA		
MAILING ADDRESS	CITY	STATE	ZIP
CORPORATE OFFICER/PARTNER/AUTHORIZED REPRESENTATIVE (NAME & TITLE)	TELEPHONE NUMBER	E-MAIL	
SQUARE FOOTAGE OF UNIT(S):	PROPOSED USE/TYPE OF BUSINESS		
<i>Please note that a lease agreement may be requested to verify square footage.)</i>	<i>Please note that some business types may require a DERM Operating Permit. To determine if your business requires an operating permit(s), please see page 2 of this application.</i>		

Signature of applicant confirms the above information is true and correct. I understand the conditions under which my Certificate of Use (CU) is being approved and accept that no changes or refunds can be made once issued.

PRINT NAME	SIGNATURE
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**SECTION 2 – MUNICIPAL INFORMATION (to be completed by Municipal Official or Staff)**

MUNICIPAL CERTIFICATE OF USE APPLICATION NUMBER	PREVIOUS USE/TYPE OF BUSINESS AT THIS LOCATION	DATE OF LAST APPROVAL
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Was a building permit required to establish/expand the current proposed use?     YES     NO    *If Yes, provide the following:*

MUNICIPAL BUILDING PERMIT NUMBER	MIAMI-DADE COUNTY MUNICIPAL BUILDING APPROVAL NUMBER
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MUNICIPAL OFFICIAL PRINT NAME	TITLE
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SIGNATURE	TELEPHONE NUMBER
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**Please note that if your business type is not listed below it may not exempt you from the requirement of obtaining an operating permit.** To obtain a copy of the specific operating permit application, please visit our website at <http://www.miamidade.gov/permits/> or to verify if you require an operating permit contact us at (786) 315-2800.

TYPE OF BUSINESS / SPECIFIC USE	REQUIRED OPERATING PERMIT(S)
Agricultural Packing Houses	AW
Air Conditioning Repair	AP (if coating or painting) and IW5
Aircraft Dismantling, Maintenance, Repair	AP and IW or IW5 or IWP
Animal Grooming/Kennels	IW5
Animal Hospital/Clinic	IW5
Asphalt Plants	AP <b>and</b> IW <b>or</b> IW5
Automotive Repair	IW5
Boat Manufacturing	AP <b>and</b> IW5
Boat Repair, Maintenance	AP <b>and</b> IW5 <b>and</b> MOP
Body Shops with Painting	AP <b>and</b> IW5
Carpentry Shop	AP and IW5
Chemical Manufacturing	AP <b>and</b> IW <b>or</b> IW5 <b>or</b> IWP
Chemical or Medical laboratory	AP <b>and</b> IW5
Concrete Batch Plants	AP <b>and</b> IW5
Crematories (Human or Animal)	AP
Doctors and Dentist with X-ray Developing	IW5 <b>and</b> One-Time Compliance Report for Dental Dischargers (40 CFR 441.50)
Dry Cleaners	AP (if using perchloroethylene "PERC") <b>and</b> IW5
Food Processing Facilities	AP <b>and</b> GDO <b>or</b> IWP
Funeral Homes with Embalming	AP (if cremations conducted on-site) and IW5
General – businesses that use, handle, store or generate hazardous materials or hazardous waste	IW5
General – businesses inside wellfield protection areas and served by septic tank systems	IW6
General – businesses requiring handling, purchase or sale refrigerants containing ozone-depleting compounds	APCF
General – businesses that use a potable water supply well	PWO
General Construction Contractor	IW5
Industrial Facilities	AP <b>and</b> IW <b>or</b> IW5 <b>or</b> IWP
Industrial/Commercial Laundry	IW <b>or</b> IW5 <b>or</b> IWP
Junkyards	AP <b>and</b> IW5
Machine Shop	AP <b>and</b> IW5
Marinas	AP <b>and</b> MOP
Metal Finisher	AP <b>and</b> IWP
Pharmaceutical Manufacturing	AP <b>and</b> IWP
Photographic Film Processing	IW5
Plastics Manufacturing	AP <b>and</b> IW <b>or</b> IW5 <b>or</b> IWP
Powder Coating	AP <b>and</b> IW5 <b>or</b> IWP
Precious Metals Handling	AP <b>and</b> IW5
Print Shop	AP <b>and</b> IW5
Resource Recovery/Scrap Metal Facilities	AP <b>and</b> SW
Restaurants/Food Service Establishments	GDO
Rock Mining Operations	AP (if crushing activities on-site) <b>and</b> IW5
Silk Screening	AP <b>and</b> IW5
Stone Cutting	IW5
Tire Sales and Related Services	IW5
Transmission Repair Shop	IW5
Transporters of Liquid Wastes and Hazardous Materials	LW

**Operating Permit Abbreviation Key:**

AP – Air Operating Permit  
 APCF – Stratospheric Ozone Protection  
 AW – Agricultural Waste

GDO – Grease Discharge  
 IW5 – Industrial Facility  
 IW6 – Wellfield Protection

IW – Industrial Facility  
 IWP- Industrial Waste Pretreatment  
 LW – Liquid Waste Transporters

MOP – Marine Facility  
 PWO – Potable Water Supply  
 SW – Solid Waste