



**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

## APPLICATION FOR BUSINESS TAX RECEIPT

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

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

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

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

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

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

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

**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. \_\_\_\_\_

**\*Alcoholic Beverages:**    **Yes**    **No**      **Hours of Operation:** \_\_\_\_\_

**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.