



## North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: [www.nbvillage.com](http://www.nbvillage.com)

### Business Tax Receipt

The local Business Tax was formerly known as an Occupational License. Fees are determined by the type of business or profession, and must be filed annually, prior to October 1<sup>st</sup>. In order to expedite the process of your Business Tax Receipt please submit the following documentation where applicable. ALL applications must be received by September 30<sup>th</sup> and are renewed annually.

What you will need:

- Local Business Tax Receipt Application
  - \$4 Application Fee
    - **License fee to be determined after processing**
- Florida Employer Identification Number or Social Security Number
- Copy of Miami Dade County Local Business Tax Receipt  
*Miami-Dade County Business Tax*  
200 NW 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor  
Miami, FL 33128  
305-270-4949  
[www.miamidade.gov/taxcollector](http://www.miamidade.gov/taxcollector)
- Copy of Corporation/Limited Liability Company/ Partnership Documents  
[www.sunbiz.org](http://www.sunbiz.org)
- Copy of Fictitious Name Registration  
1-850-245-6058
- Copy of Miami-Dade Fire Rescue Dept. Annual Operating Permit  
786-331-4800
- Copy of State of Florida Professional Business License  
1-850-487-1395
- Copy of Grease Discharge annual Operating Permit  
[www.miamidade.gov/derm](http://www.miamidade.gov/derm)
- Copy of State of Florida Alcoholic Beverages & Tobacco License  
[www.myfloridalicense.com](http://www.myfloridalicense.com)
- Copy of State of Florida Hotel & Restaurant License  
[www.myfloridalicense.com](http://www.myfloridalicense.com)
- Copy of Annual Food permit  
1-850-245-5520
- Proof of ownership of property or copy of lease.

Who needs to file:

Any person, firm Association, or corporation maintaining a business location or branch office within the Village limits for the privilege of engaging in or managing a business, profession, or occupation within the Village. Any person who utilizes a residential unit to conduct a home business, profession, or occupation. An Application and a Business Tax Receipt are required for each separate classification at the same location. Applications will not be accepted if **INCOMPLETE**. **Failure to comply with Local Business Tax Receipt will result in Fines, Penalties, and Revocation of Licenses.**



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**NORTH BAY VILLAGE LOCAL BUSINESS TAX APPLICATION**

<p>New:___ Renewal:___ Name Change ___</p> <p>North Bay Village Local Business Tax Section</p> <p>To apply in person: 1666 Kennedy Causeway, Suite 300</p> <p>To mail: 1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141</p> <p>Phone: (305) 756-7171, Fax: (305) 756-7722</p>	<p align="center"><b>OFFICE USE ONLY</b></p> <p>Date Submitted: _____ Local Business Tax Receipt #: _____</p> <p>Section Code: _____ _____ County State License _____</p> <p>Corporation / Fictitious Name _____ LLC _____</p> <p>Clerk: _____</p> <p>Approved By: _____ Building &amp; Zoning Department Date: _____ Fire Department Approval: _____ Code Enforcement: _____</p>
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**1. BUSINESS INFORMATION: (See instructions at the bottom page)**

- a. Business Name: \_\_\_\_\_
  - b. Business Address: \_\_\_\_\_
  - c. Office \_\_\_\_\_ Store \_\_\_\_\_ Restaurant \_\_\_\_\_ Home / Apt. \_\_\_\_\_ Other \_\_\_\_\_
  - d. Mailing Address: \_\_\_\_\_
  - e. Corporation / Owner's Name: \_\_\_\_\_
  - f. President's Name: \_\_\_\_\_
  - g. Federal Employer ID: \_\_\_\_\_
  - h. Commencement Date: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_
- Emergency Contact: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**2. TYPE OF BUSINESS:** \_\_\_\_\_

(Describe in detail)

Maximum Number of:	Equipment/	Rooms: _____	Restaurants:	Alcoholic Beverage:
Employees: _____	Machines: _____	Apts: _____	Seats: _____	Yes _____
			Chairs: _____	No _____

\_\_\_\_\_  
**Print Applicant's Name**

\_\_\_\_\_  
**Applicant's Title**

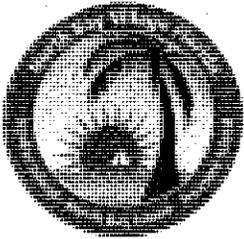
\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Driver's License Number and State**

1. Applicants not using full legal name must present fictitious name and /or Corporate Documents.
2. If the business is located within a City, a City Business Tax Receipt is required.
3. Fill in if different from business address.
4. A Copy of the certificate of registration of the corporation must be submitted.
5. Copy of Social Security Card or Federal (Employer) Identification Card.
6. If your business is regulated by a State or County Agency, you must present copy of your current license or certificate.

**All information provided by the taxpayer will become part of the public records except the SSN, which is Protected by the confidentiality law of the State of Florida.**

Revised 12/2013



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**AFFIDAVIT**

**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) A 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; and

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.

4. 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.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name of Applicant

\_\_\_\_\_  
Title

State of Florida

County of Miami-Dade

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

ID Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

or personally known \_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Florida

Seal

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



Carlos Alvarez, Mayor

miamidade.gov

- ADA Coordination
- Agenda Coordination
- Air in Public Places
- Asset and Management Services
- Aviation
- Building
- Building Code Compliance
- Business Development
- Capital Improvements
- County's Independent Transportation Trust
- Commission on Ethics and Public Trust
- Communications
- Community Action Agency
- Community & Economic Development
- Community Relations
- Consumer Services
- Corrections & Rehabilitation
- Countywide Healthcare Planning
- Cultural Affairs
- Declarations
- Emergency Management
- Employee Relations
- Empowerment Trust
- Enterprise Technology Services
- Environmental Resources Management
- Finance
- Fire Rescue
- General Services Administration
- Government Information Center
- Historic Preservation
- Homeless Trust
- Housing Agency
- Housing Finance Authority
- Human Services
- Independent Review Panel
- International Trade Consortium
- Juvenile Services
- Medical Examiner
- Metropolitan Planning Organization
- Park and Recreation
- Planning and Zoning
- Police
- Procurement Management
- Property Appraiser
- Public Library System
- Public Works
- Safe Neighborhood Parks
- Seaport
- Solid Waste Management
- Strategic Business Management
- Team Metro
- Transit
- Task Force on Urban Revitalization
- Viczya Museum And Gardens
- Water and Sewer

August 25, 2009

Re: Water and Sewer Allocation Requirements

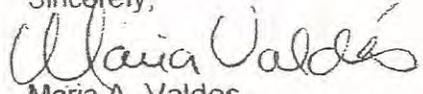
Dear Wholesale Customer:

The Miami-Dade Water and Sewer Department (MDWASD) is preparing to implement the new water allocation process to comply with Section 163.3180(2)(a), Florida Statutes. We are reminding our wholesale customers that all projects consisting of new construction, interior remodeling, changes in use, or establishing use with a permit or through a Certificate of Use (or Occupational License) must be reviewed by the Department of Environmental Resources Management (DERM) and MDWASD. DERM and MDWASD will determine if a water and/or sewer allocation is needed, and if connection charges are applicable. The only exceptions are change in ownership or business name of dry retail, and non-medical offices to office conversions, provided the projects have previously received a DERM Sewer Certification letter. DERM and MDWASD will require that documentation be provided for all other projects.

Attached please find a copy of the DERM and MDWASD guidelines to assist your retail customers in assembling the necessary documentation to bring with them to the Departments. Also, attached for your information is a copy of Miami-Dade County Ordinance 89-95 approving and authorizing the imposition of water and sewer connection charges on new users served by volume water and/or sewer customers of MDWASD. In addition, Ordinance 05-167 is attached which amends Section 8 of Ordinance 89-95 to hold the volume customer liable for damages to the County in the amount of the connection charge owed by the retail customer should water and/or sewer services be provided to a retail customer who has not paid connection charges.

Should you have any questions, please contact me at (786) 552-8198 or Katherine Griffith at (786)-552-8968.

Thank you for your assistance and cooperation.

Sincerely,  
  
 Maria A. Valdes  
 Planning and Water Use Unit Supervisor

Cc: Carlos Hernandez, P.E., DERM  
 Mara G. Austin, MDWASD  
 Jose F. Soto, MDWASD  
 Mary H. Perez, MDWASD

*Delivering Excellence Every Day*



Miami-Dade Fire Rescue Department  
 Office of Fire Marshal  
 Fire Prevention Division  
 9300 N.W. 41<sup>st</sup> Street  
 Doral, Florida 33178-2414  
 Tel 786-331-4800 ★ Fax 786-331-4619

*Always Ready, Proud to Serve*

miamidade.gov

Serving Unincorporated  
 Dade County and the  
 Municipalities of:

- Aventura
- Bal Harbour
- Bay Harbor Islands
- Biscayne Park
- Doral
- El Portal
- Florida City
- Golden Beach
- Hialeah Gardens
- Homestead
- Indian Creek
- Islandia
- Medley
- Miami Gardens
- Miami Lakes
- Miami Shores
- Miami Springs
- North Bay Village
- North Miami
- North Miami Beach
- Opa-locka
- Palmetto Bay
- Pinecrest
- South Miami
- Sunny Isles
- Surfside
- Sweetwater
- Virginia Gardens
- West Miami

Dear Business Owner or Building Owner:

Welcome to Miami-Dade County and thank you for doing business in our county.

This is to notify you that you need to contact our Fire Prevention Division at (786) 331-4800 to schedule your life safety inspection that will be required before you open your doors for business and before you obtain the business tax receipt (occupational license). The life safety inspection is for the purpose of assuring that the business practices and operations within the structure conform with fire safety standards for the protection of the employee and customers of the business. This latter inspection and permitting will be required annually during your occupancy of the structure.

Section 14-53(A) of the Code of Miami-Dade County states that, "No person shall operate, utilize or occupy, or cause , allow, let, permit or suffer to be operated, utilized or occupied any facility, instrumentality or real property, in the unincorporated or incorporated areas of Miami-Dade County , which is required to obtain a permit issued by the Fire Department having jurisdiction pursuant to this article or the South Florida Fire Prevention Code without such a valid permit or in violation of any condition, limitation or restriction which is part of such a permit."

The life safety inspection will provide you with information on what may be necessary to meet fire code requirements to occupy the structure for your particular business and to provide for the safety of your employees and patrons.

Sincerely,

Chief Manuel C. Mena  
 Fire Marshal

MCM

c: Control File

