

Licensing / Housing FAQs

Where and how do I apply for a Business Tax Receipt and a Certificate of Use?

If you are conducting a business in the City of Miami Gardens, you need to have both a Business Tax Receipt and Certificate of Use.

How can I obtain a Business Tax Receipt and / or Certificate of Use?

To obtain Business Tax Receipt and Certificate of Use you must fill out the appropriate application and provide the \$24.00 upfront fee in order to process your application.

Where can I get an application?

An application can be provided to you within our office. An application may also be downloaded from our website at www.miamigardens-fl.gov

Can I apply online?

The application must be submitted in person; it cannot be submitted online.

What documentation must I have when submitting my application?

If the business entity is a corporation, the Business Tax Receipt and the Certificate of Use Applications must be submitted along with the Division of Corporation documents. The Business Tax Receipt and Certificate of Use Applications must be signed and notarized by one of the Officers of the Corporation.

If the business is at a commercial location, a Miami Dade Fire Inspection is required. Miami Dade Fire Department can be reached at (786) 331-4800. Please call the Developmental Services Division before submitting the applications; since the type of business you are trying to open, will determine the documents that are required.

Must my business get inspected in order to get the license?

A Business Inspector will conduct an inspection of the physical business location; approximately one (1) week after the applications has been submitted. The purpose of the inspection is to assure that the type of business that is applied for is the type of business that is being conducted.

What will happen after the inspection?

Once the inspection is completed, the Business Tax Receipt and Certificate of Use file goes to our Planning & Zoning Division for approval. That process takes approximately one (1) week. Once the Planning & Zoning approval is granted, the Business Tax Receipt and the Certificate of Use Applications are returned for the Sr. Permit & Licensing Clerk to approve. This process takes about one (1) week. When the application is approved, the recipient will be called to the office to pay the remaining balance and to receive the licenses.

When do I need to apply for a Landlord Permit?

If you are in the business of renting residential properties in the City of Miami Gardens, you are required to obtain a landlord permit. This permit must be renewed each year.

What documents need to be provided in order to obtain my Landlord Permit?

All Landlords are required to provide the following to the Building Services Department:

- (1) A completed Landlord permit application form to include the names and birthdates of all individuals who will be occupying the unit.
- (2) A copy of a National Background (850) 410-8109 or www.fdle.state.fl.us record for all occupants 15 years of age and older
- (3) Renewal application and renewal fees are due April 1 of each year

What is the necessity for a Special Event Permit?

If you hold special events within the City of Miami gardens, a special events permit is required. This does not include family events at your home that does not impact the rest of the community.

The purpose of a special events permit within the city is to protect the health, safety and welfare of the city's citizens and to ensure the proper coordination of city, county and other agencies services when necessary. Special event permit means written, signed authorization by the city to hold the event. For further information, please see ARTICLE II. - SPECIAL EVENT REGULATIONS under the City's codes and ordinances.

When is a special events permit required?

A special events permit is required when the City Manager or his/her designee believes that the intended activity has the potential of becoming a threat to public safety, constitute a danger to the normal flow of traffic, or constitute a potential disturbance of the peace of persons outside the premises where the event or activity is located.

What is a Certificate of Re-Occupancy?

When a property changes ownership, a Certificate of Re-Occupancy needs to be obtained to ensure that the property is in livable condition.

Is there an inspection for the property?

The Housing Inspector will inspect the property, take photos according to the zoning guidelines, and complete the courtesy inspection checklist. If the property passes inspection the inspector will approve the file and a permit will be issued.

What happens if a property fails an inspection?

If the property fails inspection, the Housing Inspector will document why the property did not pass inspection, and request the Zoning department to do a second inspection for the zoning violations. Once the Zoning Inspector verifies the violations, the inspector will draft a memo outlining all of the zoning violations that are to be corrected on the property. A stipulation agreement between the Buyer, Seller, and the City will be sent with the letter to the applicant which will outline the violations that are to be corrected and the timeframe for compliance.

What happens when a stipulation is returned?

Once the signed stipulation is returned from all parties, a temporary Re-Occupancy Permit can be issued with the stipulated agreement. The property will then be scheduled for a follow up inspection after the compliance time frame that was stipulated. If the property is in compliance within the stipulated time then a final Re-Occupancy Permit can be issued in the new owner's name.

What happens if the corrections have not happened within the stipulated time?

The inspector will issue citations to the property owner for all violations existing. The officer will then follow the case through as a Code Enforcement case.

Who can I contact?

Keyondra Bernard, Permitting and Licensing Clerk - 305-622-8000 ext. 2659

Kristy Cross, Permitting and Licensing Clerk - 305-622-8000 ext. 2622

Jessica Dominquez-Soto, Sr. Permitting and Licensing Clerk - 305-622-8000 ext. 2616

Natasha McKenzie, Permitting and Licensing Clerk - 305-622-8000 ext. 2607