

Date Received \_\_\_\_\_

Received by: \_\_\_\_\_



## NEW BUSINESS INQUIRY REQUEST ONLINE FORM

ALL BUSINESSES MUST APPLY ONLINE TO RECEIVE A ZONING APPROVAL LETTER. THIS IS A REQUIREMENT TO RECEIVE A BUSINESS LICENSE IN THE CITY OF MIAMI GARDENS. UPLOAD THIS COMPLETED FORM TO OUR ONLINE PORTAL. TO ACCESS THE PORTAL YOU MUST REGISTER AND APPLY FOR A NEW BUSINESS INQUIRY USING THE LINK BELOW.

**\*FORMS MUST BE LEGIBLE AND COMPLETELY FILLED OUT TO BE PROCESSED. DO NOT LEAVE ANYTHING BLANK\*** APPLICANTS FOR EDUCATIONAL FACILITIES MUST COMPLETE THE EDUCATIONAL CHILDCARE CHECKLIST; APPLICANTS FOR MEDICAL FACILITIES MUST COMPLETE THE MEDICAL AFFIDAVIT. <https://www.miamigardens-fl.gov/941/CMG-Customer-Self-Service-CSS>

**IF APPROVED OR DENIED A LETTER WILL BE UPLOADED TO YOUR APPLICATION IN THE PORTAL. PLEASE NOTE THAT LETTERS WILL NOT BE EMAILED YOU MUST CHECK THE PORTAL FOR THE STATUS AND TO DOWNLOAD YOUR LETTER. DENIED APPLICATIONS WILL BE NOTED IN THE WORKFLOW.**

**FOLIO NUMBER OF LOCATION (one folio per form)** \_\_\_\_\_

To locate your Folio Number visit <https://www.miamidade.gov/Apps/PA/propertysearch/#/>

**ADDRESS OF PROPERTY (IF DEVELOPED)** \_\_\_\_\_

**PROPOSED USE (PLEASE BE SPECIFIC) (REQUIRED)**

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**TOTAL SQUARE FOOTAGE USED FOR BUSINESS PURPOSES** \_\_\_\_\_

**HOURS OF OPERATION** \_\_\_\_\_

**APPLICANT / CONTACT PERSON (REQUIRED)** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**E-MAIL (REQUIRED)** \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

**(Our Office is open Mon-Thu and CLOSED on Fridays)**

**SAMPLE FROM ANOTHER BUSINESS (This is intended as a sample ONLY)**

- **Customers Served:** *National construction product distribution customers, Global OEM and private label customers, Retail/DIY construction products market*
- **Services Offered (Manufacturing Operations):** *Chemical blending/batch manufacturing, container filling, packaging, warehousing and commercial operations (sales, marketing, customer service, finance, HR, R&D, etc.)*
- **Products Sold:** *Concrete Repair adhesives, Anchoring/Doweling adhesives, Concrete densifiers*
- **Summary of Day-to-Day Operations:** *Raw materials are received into the warehouse from the supplier, then raw materials are allocated to manufacturing for a specific batch of either part A or part B (for two-component adhesives), once manufactured these batches are then testing in Quality Control, then once approved they are released to production to begin filling into the finished good container, finally they are packaged into the outer carton (as applicable) and received into finished goods inventory prior to being shipped to customer to fulfil their order*

**PLEASE FILL OUT THE FOLLOWING QUESTIONS IN RELATION TO YOUR BUSINESS**

**\*\*NOTE: FORMS MUST BE COMPLETELY FILLED OUT OR THEY WILL NOT BE PROCESSED\*\***

**PLEASE BE SPECIFIC SAMPLE RESPONSE IS PROVIDED FOR REFERENCE ONLY YOU MUST RESPOND AS APPLICABLE TO YOUR PARTICULAR BUSINESS.**

**1. Customers to be served or clientele base**

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**2. Services offered**

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**3. Products sold**

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**4. Summary of day-to-day operations**

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