

BUSINESSGUIDE

STARTING A BUSINESS | GETTING A PERMIT

MIAMIBEACH
FLORIDA'S **24-HOUR** MARKETPLACE

INSIDE THIS GUIDE

This guide is a reference tool designed to assist Miami Beach businesses in following local codes and regulations. Guide highlights include information on opening a new business and required maintenance.

Before to applying for the Business Tax Receipt (formerly called an Occupational License), applicants are encouraged to review this guide, specifically the sections entitled "Pre-Application Requirements" and "Additional Business Requirements." Information regarding application requirements is included.

This guide will also provide you with information if your proposed business activity requires a Conditional Use Permit, or if you are planning renovations to the business location.

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WHY MIAMI BEACH

The City of Miami Beach has undergone an incredible transformation in the last decade, with investors and entrepreneurs around the world benefiting from the City's success. A major reason for Miami Beach's success is the high standards consistently maintained to protect and enhance the city's beauty. We welcome your desire to join our diverse and growing business community.

FIRST THINGS FIRST

All business owners are required to obtain both a City of Miami Beach Certificate of Use and a Business Tax Receipt (formerly known as an "Occupational License") to operate a business within the City. Operating a business without a City of Miami Beach Business Tax Receipt is prohibited. For more information, call the Finance Department's Occupational Licensing Office at 305.673.7420 or 305.673.7590. For more information on Miami-Dade County's Tax Receipts, please call 305.270.4949.

The Business Tax Receipt year begins October 1 and expires September 30. Fee collections for new businesses are prorated as follows: October 1 to April 30, full-year fee; May 1 – June 30, half-year fee; and July 1 – September 30, quarter-year fee.

A Certificate of Use (C.U.) is a pre-requisite for the issuance of a City of Miami Beach Business Tax Receipt. The C.U. fee must be submitted at the time of application for a Business Tax Receipt and each year thereafter by May 31. Inspections by the Building Department, Fire Department, Planning Department and others must occur following the submission of an application. Application can be made online at www.miamibeachfl.gov or in person at City Hall, Licensing Office, 1700 Convention Center Drive, first floor. Please allow sufficient time for all of the necessary department reviews

A License Fee exemption is available for business owners that are 65 years of age and older and a reduction is available for Disabled U.S. Military Veterans.

Following receipt of your City of Miami Beach Business Tax Receipt, a Business Tax Receipt from Miami-Dade County (305.270.4949) must also be obtained. Obtain your County Business Tax Receipt at: Miami Dade County Business Tax, 140 W. Flagler Street, Suite 1407, Miami, FL 33130, 305.270.4949 phone or 305.372.6368 fax.

Identify Your Business Structure

One of your first decisions as a business owner is to determine the legal structure of your business. Your choice determines what kind of taxes the business must pay, who's liable and what forms are necessary. There are four main choices: Sole Proprietorship, Partnership, Corporation or Limited Liability Company. In a sole proprietorship, the owner has absolute authority over all business decisions. In a partnership, two or more partners share control of the business.

Contact the Florida Department of State for more information at 850-488-9000 or visit them online at www.sunbiz.org. If you are forming an "S" corporation, you must also file with the Internal Revenue Service. Call 800-829-1040 or check online at www.irs.gov for more information.

If you are planning on obtaining a franchise, under Federal Trade Commission rules, anyone selling a franchise or business opportunity must give the buyer a detailed disclosure document. Florida law requires a seller to file certain information and pay a filing fee. For additional information when buying or selling a franchise or business opportunity, contact the Department of Agriculture and Consumer Services, 800.435.7352 or visit www.800helpfla.com.

A trademark or service mark may be registered with the Florida Division of Corporations for use and protection only in the state of Florida. For protection of your trademark in the entire U.S., including Florida, you must register it with the U.S. Patent and Trademark Office. For information about registering in Florida, call 850.245.6051 or check the Division of Corporation's website at www.sunbiz.org. For information regarding federal registration, contact the U.S. Patent and Trademark Office, 800.786.9199 or visit them online at www.uspto.gov.

Before Entering into a Commercial Lease and / or Contract to Purchase

Zoning Compliance – Make sure that the type of business you propose is permissible in the location you have chosen. The Planning Department can provide you with information about which uses are permitted in the different zoning classifications throughout the City. For more information, please call the Planning Department at 305.673.7550.

Concurrency Requirements – Check to determine if your proposed project will increase the site's demand on roads, water, drainage, sewer, parks and other City services and facilities. New development and redevelopment projects and changes of use may result in the assessment of a concurrency mitigation fee. For more

information, please call the Transportation and Concurrency Management Division at 305.673.7514.

Determine if your business is:

- A Change of Use, which is a change in the type of business establishment or use of the space based on the occupational codes in the City of Miami Beach. The list of codes can be found in the City Code, Section 102-379.
- A Change of Occupancy, which is a change in the classification of the business establishment or use of the space based on the Building Code and Fire Code. Each type of “use” can be categorized into an occupancy class. The Building Code and Fire Code specify requirements for each occupancy class. Existing buildings are evaluated and inspected using code requirements for existing buildings. However, when there is a change of occupancy, then the building must meet the requirements for new construction for that specific occupancy.
- A Conditional use is a use that would not be appropriate generally or without restriction throughout a particular zoning district, but would be appropriate if controlled as to number, area, location, or relation to the neighborhood.
- Required to collect Resort Tax.
- Additional information can be found on pages _____ to _____

REQUIRED DOCUMENTATION

All businesses may be required to submit the following documents at the time of application for a Business Tax Receipt.

Articles of Incorporation - An entity transacting business as a corporation is required to file documents of incorporation or authorization with the State of Florida’s Division of Corporations. Information and filing forms for Corporations, Partnerships, and Limited Liability Companies is available on-line at www.sunbiz.org.

State License - If your business/profession is regulated by the State of Florida, you must submit a state license or certificate of competency for those occupations that require state licensure or certification. Contact the Florida Department of Business and Professional Regulations at 850.487.1395 or www.myflorida.com/dbpr.

Fictitious Name Registration - If your business will use any name other than the owner’s legal name, or if a corporation will use a name other than its legal corporate name, a fictitious name (also referred to as D/B/A) must be registered with the state. The Application for Registration of Fictitious Name is included in this

package. This forms and additional information are also available online from the Florida Department of State at www.sunbiz.org.

Federal Employer Identification Number – A Federal Employer Identification Number is issued to most businesses. The applicant must file Form SS-4 (included in this package) from the Internal Revenue Service to receive a Federal Employer ID number. Additional information is available online at www.irs.ustreas.gov

Florida Sales Tax Certificate - If your business will involve taxable transactions, you must register as a sales and use tax dealer before you begin conducting business. Form DR-1 (included in this package) must be completed and a \$5 registration fee paid. You are responsible for collecting sales tax at the time of each sale and remitting the tax each month to the Department of Revenue. Other taxes collected by the Department include intangible taxes and corporate income taxes. Check with the Florida Department of Revenue (DOR) to find out if your product or service is taxable. If DOR tells you your service isn't taxable, we recommend that you GET IT IN WRITING. Contact: Department of Revenue 850.488.6800, 800.352.3671, 305.470.5501 or online at www.myflorida.com/dor.

Unemployment Tax Number - Businesses with one or more employees may need to apply for a state Unemployment Tax Number. Employers pay a quarterly tax based on the gross quarterly payroll of their employees. Information and forms are available from the Department of Revenue, Division of Unemployment Compensation, 800.482.8293 or online at www.myflorida.com/dor.

Worker's Compensation - If your business has four or more employees, or if a construction-related business has any employees, workers' compensation coverage is required. For more information, contact your insurance carrier or the Florida Department of Financial Services, Division of Workers' Compensation, Bureau of Compliance, 850.488.2333 or online at www.fldfs.com/wc.

Proof of Insurance - In addition to Worker's Compensation, your business may be required to carry additional insurance. Contact the Risk Management Office at 305.673.7014 for more information on insurance requirements for your business.

Some business types have additional requirements that must be met prior to the issuance of a business tax receipt. This information is on the following pages.

CHANGES OF USE AND CHANGES OF OCCUPANCY

Change of Use – This term refers to a change in the type of business establishment or use of the space based on the occupational codes in the City of Miami Beach. The list of occupational codes can be found in the City Code, Section 102-379.

Change of Occupancy – This term refers to a change in the classification of the business establishment or utilization of the space based on the Building Code and Fire Code. Each type of “use” can be categorized into an occupancy class. The Building Code and Fire Code specify requirements for each occupancy class. Existing buildings are evaluated and inspected using code requirements for existing buildings. However, when there is a change of occupancy, then the building must meet the requirements for new construction for that specific occupancy.

Certificate of Occupancy (CO) – After the construction of a new building, the Building Official issues a certificate of occupancy stating the nature of the occupancy permitted in the building. A new CO is issued if there is a change of occupancy.

NOTE: A change of use may or may not generate a change of occupancy. In other words, every change of use is not necessarily a change of occupancy. If the applicant is changing the use of the space or building, from the previous licensed business establishment, then the applicant should consult with the Building Department, Engineering Section and the Fire Department, Plan Review Section, both located on the second floor of City Hall.

1. Staff in the Building Dept/Engineering Section will check if there is a valid certificate of occupancy for the building, and will check if there is a change of occupancy based on the Building Code for the proposed use.
2. Staff in the Fire Dept/Plan Review section will check if there is a change of occupancy based on the Fire Code for the proposed use.

CONDITIONAL USE

A Conditional use means a use that would not be appropriate generally or without restriction throughout a particular zoning district, but would be appropriate if controlled as to number, area, location, or relation to the neighborhood.

Conditional use permit means a permit issued by the planning and zoning director and recorded in the public records of the county allowing a specific conditional

use that was approved for a particular property pursuant to procedures set forth in chapter 118, article IV.

Common types of businesses that may require a conditional use are:

ACLF, Day Care, Nursing Home, Religious Institution, Parking Lot/Garage, Restaurant, School, Warehouse, Pawnshop, Gasoline Sales, Video Game Arcade, Entertainment, Outdoor and Open-Air Entertainment, Alcohol Beverage Establishment

Planning Board Review Procedure for a conditional use:

It is recommended that an applicant meet with staff before filing of Conditional Use Permit Application in order to discuss your project and avoid filing an improper or incomplete application, and to determine what additional information, if any, will be required.

- i. All required exhibits, application forms, mailing labels and appropriate fees must be submitted to the Planning Department by 12:00 noon of the submission date as per the schedule attached to the instruction manual provided by the Planning Department. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
- ii. Since all property owners within 375 feet of your project must be notified of the project and proposed application for a Conditional Use Permit, the Planning Department will provide the applicant with one (1) copy of the required notice, as well as the required number of envelopes and one (1) set of labels. The applicant, in turn, will copy the notice, place in envelope, label and stamp (with correct postage) all envelopes and return them to the Planning Department for mailing by the return date indicated in the instruction sheet. Failure to adhere to this procedure will result in the application being removed from the agenda.
- iii. Approximately 15 days prior to the public hearing date, Planning staff will post a public notice on the property with a description of the request, time and place of the hearing. The public hearing will be advertised in the newspaper and on the City's web site. It is the responsibility of the applicant to notify the Planning Department if the public notice posted on the property is removed.
- iv. The Planning Board will consider the application during a public hearing allowing interested parties and members of the public to be heard. The Planning Board members will discuss the merits of the application and will approve or deny the request. The Board may alternatively request additional information from the applicant and request that the matter be continued at a future meeting.

After the approval of a request by the Planning Board, a final order will be completed and executed. The order will be mailed to the applicant or representative, and upon receipt, the applicant must record the order in the public records to Miami-Dade

County, Florida. The original recorded order must be returned to the Planning Department before any approvals can be issued for a building permit, Certificate of Use, Certificate of Completion or Occupational License, whichever may occur first.

RESORT TAX

Any rental of rooms in any hotel, motel, rooming house or apartment house or restaurant that sells food, beverages, and alcoholic beverages are required to register and remit resort tax to the City of Miami Beach.

Once the application process for a business tax receipt has been completed, a registered business that is required to collect and pay resort tax must register with the City. A Business Tax Receipt will not be issued unless a resort tax registration certificate is validated by the Business Tax Office.

There is a 3% tax on the rent of a room or rooms in any hotel, motel, rooming house or apartment house, and a 2% tax levied on the total sales price of all food, beverages, alcoholic beverages (including beer and wine) sold in any restaurant, bar, or nightclub.

All registered businesses must file a resort tax return with the City reflecting the total rents or sales charges for the filing period and the amount received. The tax collected must be paid to the City on or before the twentieth day of the month following the close of each calendar month, unless the 20th falls on a weekend or holiday, in which case the return will be due on the following workday.

Companies managing condominium rental units of four (4) or more within the city must register and file a resort tax return. Condominium owners who own and rent out four (4) or more units within the same property must also register and file a resort tax return.

Businesses must file even if no sales or rentals are generated. Penalties for not filing by the 20th of each month include: 10% of the amount of the tax due in addition to the amount of the tax for each month not filed, up to 50%; along with interest at 1% per month, until paid. Penalties for not filing a return with no sales is \$25.00 per month up to a maximum of \$500.00.

REQUIREMENTS FOR CERTAIN BUSINESS TYPES

Some business types and occupations have additional requirements that must be met prior to the issuance of a Business Tax Receipt.

Apartment Buildings

A State License (if five or more units) from the Florida Department of Business and Professional Regulation must be submitted at the time of application for a Miami Beach Business Tax Receipt. The applicant for a Business Tax Receipt has 30 days from the date of closing/sale to complete the required paperwork in order to transfer a paid Business Tax Receipt to their name. Failure to meet this requirement may result in additional fees and penalties.

Bakeries

See separate section "Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments."

Beach Front Concession

Contact the City's Asset Management Division at 305.673.7193 for more information.

Condominium

Condominiums must submit a Letter from the Developer stating that all the units have been sold, a copy of the Letter from the State of Florida, declaring it as a Condominium, a copy of the Recorded Condominium Documents.

The Association for the Condominium will require a separate "Certificate of Use" and "Occupational License" if the Association rents/manages 3 or more units.

Dancing Establishments, Delicatessens, Discotheques, Entertainment Establishments

See separate section "Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments."

Escort Service, Employment Agency

Must provide a bond in the amount of \$5,000, and must provide an indemnity form through an insurance agency.

Hair Salon

A separate State License from the Florida Department of Business and Professional Regulation must be submitted for the salon and for each beautician and barber.

Health Club

A separate State License from the Florida Department of Business and Professional Regulation must be submitted for the health club. If the health club will offer pre-packaged food for sale, including water bottles, a Food Permit from the Florida Department of Agriculture is also required.

Home Based Business

Home Based Businesses must adhere to certain guidelines, including:

- No items/merchandise/inventory is allowed to be stored at home;
- No Customers are allowed to visit the premises;
- Business Cards cannot be listed with address, and may only list the telephone number;
- Proof of residency of six months or more must be submitted;
- If the business will be located in a condo, the applicant is required to have a letter from the Condominium Association.

Hotels

Hotels require a State License from the Florida Department of Business and Professional Regulation. If the hotel has a swimming pool, an additional Miami Beach Business Tax Receipt is also required. Additionally, if a Bar and/or Restaurant is or will be located within the hotel, an additional Certificate of Use and Business Tax Receipt are required. See this guide's section regarding Alcohol, Restaurant and Entertainment Establishments."

Ice Cream Parlors

See separate section "Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments."

Janitorial Service, Mail Order

Must provide a bond in the amount of \$5,000, and must provide an indemnity form through an insurance agency.

Mobile Caterer

Applicants must submit a separate Application for the Mobile Caterer Business Tax Receipt. Also, refer to this guide's section regarding Alcohol, Restaurant and Entertainment Establishments" for information on state license requirements for the sale of food.

Motor Scooter Rentals

Must submit a Certificate of Insurance that is approved by the City's Risk Management Office.

Nightclubs

See separate section “Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments” for information.

Pre-Packaged Food and Package Stores / Retail Alcohol Sales

See the section “Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments” for information on state license requirements for the sale of food and alcohol.

Promoters

Promoters must submit a \$10,000 bond, along with the City’s notarized form, or, \$2,500 Cash, Money Order, Cashier’s Check or Visa/MasterCard AND a “Personal Guarantee” of \$7,500 to the City’s Business Tax Receipt Office.

Real Estate Brokerage Firm

A State License is required for the business itself, for each broker, and for each salesperson. Contact the Florida Department of Business and Professional Regulation.

Restaurants

See separate section “Additional Business Requirements for Alcohol, Restaurant and Entertainment Establishments” for more information.

Travel – Sellers of Travel, Tour Agencies, Travel Bureaus

A State Certificate from the Florida Department of Agriculture and Consumer Services is required.

Valet Service

Must submit the following information:

- Notarized Letter from the establishment with permission of the owner of the business;
- Must provide documentation that the operator has secured a lot where the cars will be parked/stored;
- Business Tax Receipt for the parking lot and business that is utilizing the valet service;
- The application must indicate the number of spaces and number of days and hours of operation;
- Original current insurance certificate must be approved by City’s Risk Management Division;
- \$231 fee for the first service and each additional service incurs a fee of \$116.

REQUIREMENTS FOR FOOD, ALCOHOL, AND ENTERTAINMENT ESTABLISHMENTS

Restaurants, Bakeries, Ice Cream Parlors, Delicatessens, Nightclubs, Discotheques, Dancing, Entertainment

All Establishments Serving / Selling Food must provide the following information when applying for a Business Tax Receipt:

1. Lease/Recorded Warranty Deed/Bill of Sale;
2. State Regulation – In Florida, three agencies share responsibilities for ensuring that safe food is provided:
 - The Florida Department of Agriculture and Consumer Services conducts inspection on grocery stores, food processing plants, food storage and distribution points.;
 - The Florida Department of Business and Professional Regulation regulates and inspects restaurants, mobile food vehicles, and caterers;
 - The Florida Department of Health is responsible for regulating and inspecting food service establishments that include institutions, child care facilities, schools, hospitals, civic or fraternal organizations, bars and lounges, and theaters that serve traditional theater foods;
 - The Florida Department of Health also regulates temporary food events, mobile food units, and vending machines that operate at or through any of these facilities. County Health Departments inspect and issue food certificates to these facilities. Unless exempted, these food operations are required to comply with food manager certification requirements.
4. Indicate number of seats;
5. If selling merchandise, indicate retail inventory;
6. Provide the retail food inventory value;
7. The Florida Constitution prohibits smoking in indoor workplaces, with few exceptions. One of the exceptions is “stand-alone bars.” Contact the Department of Business and Professional Regulation’s Customer Contact Center at 850-487-1395 for more information;
8. Business Tax Receipt Registration – 305.673.7447;
9. An Occupant Load greater than 199 persons may require a Conditional Use Permit.

SIDEWALK CAFES

Restaurants must obtain a sidewalk café permit before providing sidewalk service to patrons. This permit, which is reviewed by various City departments to ensure safety and design appropriateness, must be obtained prior to the placement of any tables or chairs on public property. Fees apply. For more information, call the Finance Department's Occupational License Office at 305-673-7420. or public works??

For Those Establishments Serving / Selling Alcohol, the following must be provided:

1. Lease/Recorded Warranty Deed/Bill of Sale;
2. A license from the Florida Department of Business and Professional Regulation, Division of Alcohol Beverages & Tobacco is required. Call 305-470-6787 for more information;
 - If you wish to sell only beer or wine, you can purchase a consumption-on-premise license or a package store license.
 - If you wish to also sell liquor, a quota license must be obtained, and they are limited in number throughout the state, based on county population.
 - A special (SRX) restaurant alcoholic beverage license can be obtained (if certain requirements are met) at any time, and is an exception to the number of licenses per county restrictions. The SRX license allows you to sell beer, wine, and liquor for consumption-on-premises, in connection with a restaurant.
3. The hour you decide to close your establishment and stop selling alcohol will determine if you need an additional license:
 - a. 12:00 a.m. Midnight – No additional license is required;
 - b. 2:00 a.m. – See “Code of the City of Miami Beach” Appendix A, Fee Schedule;
 - c. 5:00 a.m. – See “Code of the City of Miami Beach” Appendix A, Fee Schedule;
 - d. Retail Alcohol Sales cannot occur between the hours of 11 p.m. and 7 a.m.
4. There is a 30-seat minimum to sell beer/wine; 60 seats are required to serve liquor. Seats that are part of a City-issued Sidewalk Café Permit do not count toward this requirement;
5. It is unlawful for any person under the age of 21 years to have in his or her possession or be served alcoholic beverages. A completed Not Serving to

Minors form must be submitted. Please note that the City Code prohibits patrons under the age of 21 years in an alcoholic beverage establishment unless that alcoholic beverage establishment is also taxed as a restaurant.

6. The Florida Constitution prohibits smoking in indoor workplaces, with few exceptions. One of the exceptions is “stand-alone bars.” Contact the Department of Business and Professional Regulation’s Customer Contact Center at 850.487.1395 for more information;
7. Indicate number of seats;
8. If selling merchandise, indicate retail inventory;
9. Outdoor Bar Counters – Depending on location, outdoor bar counters may be prohibited or have restricted operating hours. Contact the Planning Department for more information;
8. Business Tax Receipt Registration – 305.673.7447;
11. An Occupant Load greater than 299 persons requires a Conditional Use Permit; if the establishment provides entertainment (as defined below), then a Conditional Use Permit is required if the Occupant Load is greater than 199 persons.

Establishments with Dancing or Entertainment requires an additional license.

Entertainment is defined as any live show or live performance or music amplified or non-amplified. Exceptions: Indoor movie theater; big screen television and/or background music, amplified or non-amplified, played at a volume that does not interfere with normal conversation.

GENERAL BUSINESS GUIDELINES

Signs

All signs must go through the City’s design review process, managed through the Planning Department. For a sign application, contact the Planning Department at 305.673.7550.

Building permits are required for all exterior signs and permanent window signs. Signs are an important part of your business identity and the collective image of the City. For this reason, every effort is made to promote effective and harmonious signs. Signs must meet color, size and location requirements as outlined in the City’s Zoning Ordinance.

Businesses are allowed the following: one primary sign, limited generally to 20

square feet; window signs in six-inch letter for the business name and address; hours of operation, and telephone number of the business in two-inch letters. Signs that require repair must also go through the design approval and permit process.

Banners, flags, sandwich boards, balloons, signs on parked vehicles, and other items designed to attract attention to a location are generally prohibited, except as provided for in the Zoning Ordinance.

Real estate signs, advertising the rent or sale of a property, must also meet color, size and location requirements. A permit must be obtained from the Finance Department's Occupational License Office located on the first floor in City Hall, or call 305.673.7420.

Paint

A permit is required to paint the exterior of your business. Colors must be approved by the City. Copies of the color chart are available at the Planning Department, 305.673.7550.

Design Review Approval

Most building permits require design review approval. Depending on the scope or complexity of the work proposed, your permit will be approved by either the Planning Department staff or one of the City's Review Boards. If Board approval is required, projects that are located within one of the City's historic districts will be presented before the City's Historic Preservation Board. Projects not located in a historic district will be presented to the Design Review Board. For more information, call the Planning Department at 305.673.7550.

Building Permits

Building permits are required for new construction, additions, and alterations of commercial space, multi-family or single-family residences, or changes to an interior or exterior that will require construction, demolition, or rehabilitation of the space. This includes any electrical, plumbing, air-conditioning, heating, or other work. Obtaining permits assures that the work meets the Florida Building Code and all applicable regulations. The permit process offers the opportunity to have the plans reviewed by professional zoning and design review staff, as well as code administrators, and includes inspections by certified experts who will make sure that the work is safely and professionally completed.

Hiring a Contractor

The permit process requires that the contractor you select is certified, authorized, has

a business tax receipt and insured to perform the work and that the contractor has obtained all of the permits required prior to starting the work.

Examples of work requiring permits (not all-inclusive):

- Windows or doors installation
- Floors, carpet or tile installation
- Electrical work
- Plumbing work
- Air-conditioning or heating work
- Fences
- Signs (including window signs)
- Exterior or interior painting
- Sprinkler systems
- Pumps
- Pools/spas
- Roofing

To apply for a permit or obtain more information, contact the Building Department at 305.673.7610, or visit the office at City Hall, 1700 Convention Center Drive, second floor.

Sanitation

Every commercial business is required to contract with a private solid waste company to remove garbage and debris. The frequency of service should be sufficient to ensure the business area is clean at all times. The City is served by five solid waste franchisees. For more information, call the City of Miami Beach Sanitation Department at 305.673.7616.

Promoting Your Business

The distribution of commercial newsletters, flyers, posters, cards, stickers, etc... on vehicles, light poles, bus benches and public property are prohibited and carry expensive fines and penalties. In addition, commercial handbills that result in litter can also result in code compliance violations. For more information, call the Division of Code Compliance at 305.673.7555.

Noise Ordinance

The City of Miami Beach has implemented a noise ordinance that regulates “unreasonable, unnecessary, excessive and unusual noises.” A warning and fine schedule is applied to violations of the ordinance. Special restrictions also apply during construction. Please refer to Section 46-152 of the City’s code, or contact the Division of Code Compliance at 305.673.7555 for more information.

Film, Print and Special Event Permits

The City of Miami Beach is a major venue for the film, fashion, print and music industries, as well as a host of many important special events. If planning to open an office in the City, all of the applicable procedures to opening a business must be followed. Film, print, and special event permits are issued for public property only. Activities taking place on private property do not require a permit as long as those activities (including vehicles) are completely self-contained on the property. Activities taking place on private property that request City services are required to obtain a permit. For more information, call the Tourism and Cultural Development Department at 305.673.7070 or 305.673.7577 for permits and assistance.

Property Maintenance

The City’s “Sidewalk Sweeping Ordinance” requires all owners and occupants to maintain their property, the areas adjacent to their properties and areas between their property and the street and alley (including sidewalk, swale, curb and gutter) in a clean and sanitary condition and free from any and all garbage, trash and other debris or discarded matter.

Commercial Vehicles

Commercial vehicles are not permitted to be stored in residential zones.

New Hires

File a New Hire Reporting Form (included in this package) for every new employee, full-time or part-time. For more information contact the Florida New Hire Reporting Office 888.854.4791 or www.fl-newhire.com

BUSINESS ASSISTANCE

Market Research

The City of Miami Beach Economic Development Department maintains databases of all key economic indicators and market research, including local business inventories

and densities; real estate sales; private capital investment and private development; resident and visitor demographics; visitor behavior and spending trends; hotel occupancy and rates, employment and unemployment; and food, alcohol and hotel room sales. In some cases, this information is not only available for the city as a whole, but also by neighborhood and street/business district.

Confidentiality

According to Florida Statutes, upon written request from a business, the records of an Economic Development agency that are related to the intentions of a business to relocate to or expand in Florida are confidential and exempt from public records.

Incentives

Business incentive programs, financial assistance, tax assistance and training programs have encouraged many domestic and international companies to relocate or expand their operations in Miami-Dade County – which also offers a favorable tax structure. Assistance is available through the State of Florida, Miami-Dade County and the City of Miami Beach. Florida’s status as a “right-to-work” state is an additional asset when recruiting or relocating employees to Miami-Dade County. The Beacon Council can customize incentive packages for relocating or expanding companies. Contact the City of Miami Beach Economic Development Department at 305.673.7193 or visit www.miamibeachfl.gov for more information on the following incentive programs:

- Enterprise Zone
- Qualified Target Industry Tax Refund Program
- Quick Response Training Program
- Historic Property Tax Abatement (County)
- Historic Preservation Tax Credits
- WAGES Incentives and Benefits
- CANDO zoning incentives

BUSINESS RESOURCES

Building Permits, Change of Use

CITY OF MIAMI BEACH BUILDING
DEPARTMENT
www.miamibeachfl.gov
305.673.7610

CITY OF MIAMI BEACH FIRE
DEPARTMENT
www.miamibeachfl.gov
305.673.7123

Business Assistance

CITY OF MIAMI BEACH ECONOMIC
DEVELOPMENT DEPARTMENT
www.miamibeachfl.gov
305.673.7193

BEACON COUNCIL
www.beaconcouncil.com
305.579.1300

ENTERPRISE FLORIDA
www.eflorida.com
407.425.5313

MIAMI BEACH CHAMBER OF
COMMERCE
www.miamibeachchamber.com
305.674.1300

MIAMI BEACH LATIN CHAMBER OF
COMMERCE
www.miamibeach.org
305.674.1231

SOUTH BEACH HISPANIC CHAMBER
OF COMMERCE
www.floridahispanicchamber.com
305.604.9876

U.S. SMALL BUSINESS
ADMINISTRATION
www.sba.gov
305.536.5521

FAU / SMALL BUSINESS
DEVELOPMENT CENTER
www.fausbdc.com
786.388.9040

NORTH BEACH DEVELOPMENT
CORPORATION
www.gonorthbeach.com
305.865.4147

MIAMI BEACH COMMUNITY
DEVELOPMENT CORPORATION
www.miamibeachcdc.org
305.538.0090

SOUTH FLORIDA REGIONAL
PLANNING COUNCIL
www.sfrpc.com
800.985.4416

ENTERPRISE COMMUNITY CENTER
www.miamidade.gov
305.579.2730

WORKFORCE MIAMI BEACH ONE.
STOP CAREER CENTER
www.mbhcc.org
305.532.5350

U.S. CUSTOMS
305.869.2804

WORLD TRADE CENTER MIAMI
305.871.7910

MINORITY BUSINESS DEVELOPMENT
CENTERS
305.591.7355

Concurrency

CITY OF MIAMI BEACH
CONCURRENCY DIVISION
www.miamibeachfl.gov
305.673.7514

Employment

FLORIDA NEW HIRE REPORTING
OFFICE
www.fl.newhire.com
888.854.4791

FLORIDA DEPARTMENT OF
FINANCIAL SERVICES, WORKERS'
COMPENSATION
www.fldfs.com/wc
850.488.2333

Licensing

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS
www.sunbiz.org
850.488.9000

FLORIDA DEPARTMENT OF BUSINESS
& PROFESSIONAL REGULATION
www.myflorida.com/dbpr
850.487.1395

FLORIDA DIVISION OF ALCOHOLIC
BEVERAGES & TOBACCO
305.470.6787

FLORIDA DEPARTMENT OF HEALTH
www.doh.state.fl.us
850.245.4273

FLORIDA DEPARTMENT OF
AGRICULTURE AND CONSUMER
SERVICES
www.doacs.state.fl.us
850.488.3951

CITY OF MIAMI BEACH
OCCUPATIONAL LICENSE OFFICE
www.miamibeachfl.gov
305.673.7420

MIAMI.DADE COUNTY
OCCUPATIONAL LICENSE OFFICE
www.miamidade.gov
305.270.4949

CITY OF MIAMI BEACH RISK
MANAGEMENT OFFICE
www.miamibeachfl.gov
305.673.7014

Maintaining Your Business

CITY OF MIAMI BEACH SANITATION
DEPARTMENT
www.miamibeachfl.gov
305.673.7616

CITY OF MIAMI BEACH CODE
COMPLIANCE DIVISION
www.miamibeachfl.gov
305.673.7555

FILM, PRINT, SPECIAL EVENTS PERMITS
www.miamibeachfl.gov
305.673.7070

Regulation and Business Services

FL DEPT. OF AGRICULTURE &
CONSUMER SERVICES, BUSINESS
OPPORTUNITIES
www.800helpfla.com
800.435.7352

U.S. PATENT AND TRADEMARK
OFFICE
www.uspto.gov
800.786.9199

Sidewalk Cafes

CITY OF MIAMI BEACH
OCCUPATIONAL LICENSE OFFICE
www.miamibeachfl.gov
305.673.7420

CITY OF MIAMI BEACH PUBLIC
WORKS DEPARTMENT
www.miamibeachfl.gov
305.673.7080

Smoking Amendment

FLORIDA DEPT. OF BUSINESS &
PROFESSIONAL REGULATION,
CUSTOMER CONTACT CENTER
850.487.1395

Taxes

CITY OF MIAMI BEACH BUSINESS TAX
RECEIPT OFFICE
www.miamibeachfl.gov
305.673.7447

INTERNAL REVENUE SERVICE
www.irs.gov
800.829.1040

FLORIDA DEPARTMENT OF REVENUE
www.myflorida.com/dor
800.352.3671

FLORIDA DEPARTMENT OF REVENUE,
UNEMPLOYMENT COMPENSATION
www.myflorida.com/dor
800.482.8293

Zoning, Conditional Uses, Signs, Design Review, Painting

CITY OF MIAMI BEACH PLANNING
DEPARTMENT
www.miamibeachfl.gov
305.673.7550

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