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|--------------------------------------|-----|----|--|
| 1. Join an existing office | Yes | No | |
| 2. Home office | Yes | No | - Home Office Affidavit Required & Sketch of in Home Office Location |
| 3. Require state licensing | Yes | No | |
| 4. Serve liquor | Yes | No | - approval from the Village Council - Conditional use Permit |
| 5. Serve beer and/or wine | Yes | No | - approval from the Village Council - Conditional Use Permit |
| 6. Serve food | Yes | No | |
| 7. Sell tobacco products | Yes | No | - administrative approval required by the Village of Pinecrest |
| 8. Have day or adult care services | Yes | No | |
| 9. Deal with hazardous materials | Yes | No | |
| 10. Be A Not-For-Profit Organization | Yes | No | |
| 11. Any improvement or alterations | Yes | No | If Yes, describe the work: _____ |

What is the gross floor area of the space to be occupied _____

Number of employees occupying the space _____

Will there be coin operated machines Yes No How Many _____ - Separated application required

Will there be ATM Machine(s) Yes No How Many _____

of regular parking spaces exclusively for this unit _____, handicap _____, stroller _____

Affidavit:

Name of Applicant: _____

Applicant's Corporation Title: _____

Applicant's Signature: _____

Applicant's Contact information: phone # _____ Address: _____

Driver's License # including State: _____

State of Florida)

County of Miami Dade)

Subscribed and sworn to (or affirmed) before me on this day of _____, 20_____,

by _____ proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Signature _____ Seal: _____

General Checklist (required for all businesses):

- ☐ Certificate of Use and Occupancy application (Not required for home office)
- ☐ Fire Inspection Report (Not required for home office) - contact information below
- ☐ Miami Dade County Business Tax Receipt - contact information below
- ☐ Corporate Documents with Federal Employee ID#
- ☐ Executed Lease Agreement (square footage must be on the lease agreement) (Not required for home office)
- ☐ State Licenses and/or certifications (if applicable)
- ☐ Proof of waste pick-up for any medical office (if applicable)
- ☐ Proof of sanitation/additional waste pick-up for and eating/food establishment (if applicable)
- ☐ Payment

The Local Business Tax Receipt will not be issued until Miami Dade County Department of Regulatory and Economic Resources has approved the Certificate of Use and Occupancy application.

Step 1) Once the application is approved by the Village, the form will be returned to the applicant listed on this application.

Step 2) The business representative shall forward the application to Miami Dade County to the link listed below. Once you have accessed the link scroll down to tab "Apply for a Municipal or Unincorporated Certificate of Use and begin the process <https://www.miamidade.gov/Apps/RER/EPSPortal>

NOTE: When applying for DERM, submit the executed lease agreement (square footage must be noted on the lease) and the usage/type of the business. This will move the application along faster.

DERM quick application guide – See Step 5 <https://www.pinecrest-fl.gov/Government/Planning/Local-Business-Tax-Receipt/DERM-for-Local-Business-Tax>

Apply for a Municipal or Unincorporated Certificate of Use

If you plan to start a business, run a vacation rental, sell a vehicle or boat from your home, put a small storage unit on your residential property, or create an additional dwelling unit in your home in Miami-Dade County, you'll need to fill out the correct application for a Certificate of Use. These applications make sure that you're following the county's regulations for these activities.

 Certificate of Use

Step 3) Once approved by the County, forward the Use of Approval to the Village of Pinecrest. (Example Below)

MUNICIPAL CERTIFICATE OF USE APPROVAL

		MIAMI-DADE COUNTY	
APPROVAL OF MUNICIPAL APPLICATION FOR CERTIFICATE OF USE OR BUSINESS LICENSE			
FOLIO:		CERT NO:	
ZONING DISTRICT:	I	DATE OF ISSUANCE:	August 17, 2022
MUNICIPAL APPLICATION NO:		PROCESS NO:	
THIS APPROVAL MUST BE POSTED ON PREMISES			
CORP NAME / DBA:			
BUSINESS ADDRESS:			
BUSINESS USE:	OFFICE USE ONLY		
USE SPECIFICS:	FOR CONSTRUCTION CO.		
LEGAL DESCRIPTION:	GARSH COMMERCE PARK PB 168-009 T-22875 TR A LOT SIZE 116750 SQ FT FAU GARSH COMMERCE PARK CONDO (TERMINATED) FAU		
----- CONDITIONS -----			
(DECU)	NO HAZARDOUS MATERIALS		
(DECU)	OFFICE USE ONLY		
(RER)	THIS MIAMI-DADE APPROVAL OF A MUNICIPAL CERTIFICATE OF USE IS VALID FOR AN UNLIMITED TIME OR AS INDICATED BELOW PROVIDED THERE ARE NO CHANGES TO THE USE, BUSINESS NAME OR OWNERSHIP; OR EXPANSIONS, ALTERATIONS OR ADDITIONS TO THE APPROVED USE. ALL CHANGES LISTED ABOVE WILL REQUIRE ISSUANCE OF A NEW CERTIFICATE OF USE.		
(RER)	THIS MIAMI-DADE APPROVAL OF A MUNICIPAL CERTIFICATE OF USE DOES NOT RELIEVE THE APPLICANT FROM COMPLIANCE WITH ANY FEDERAL, STATE, OR LOCAL REGULATIONS.		
(RER)	YOU ARE ALSO REQUIRED TO ALLOW MIAMI-DADE COUNTY INSPECTORS ACCESS AT ANY REASONABLE TIME TO CONDUCT AN INSPECTION.		

Office Use Only

Approved By	Date	Approved or Denied	Signature and or Comments
Building Official – Paul Buckler			
Planning Director – Steve Olmsted			
Zoning Plan Reviewer – Pat Janisse			
DERM Approval Date			
Open/Expired Permit(s)			
Code Compliance			

Agency Contact Information

Florida Agency for Health Care Administration

<https://ahca.myflorida.com/>

305-499-2165

Florida Department of Agriculture and Consumer Services

<http://www.fdacs.gov/>

1-800-435-7352

Florida Department of Business and Professional Regulations

<http://www.myfloridalicense.com/DBPR/>

866-693-6748

Florida Department of Children and Families

<https://myflfamilies.com/>

305-377-5494 or 305-377-5509

Florida Department of Health

<https://floridahealth.gov/>

866-693-6748

Florida Department of State – Division of Corporations

<https://dos.fl.gov>

Florida Division of Funeral, Cemetery and Consumer Services

<https://myfloridacfo.com/division/funeralcemetery/board/>

866-693-6748

Florida Division of Hotels and Restaurants

<https://www.myfloridalicense.com/DBPR/hotels-restaurants/>

850-487-1395

Florida Office of Financial Regulations

<https://www.flofr.com/>

305-377-5231

Florida Restaurant and Lodging Association

<https://frla.org/>

Florida Department of State

<https://dos.myflorida.com/>

305-377-5950

Miami Dade County Board of County Commissioners

<https://miamidade.gov/global/government/commission/home.page>

305-468-5900

Miami Dade County Fire Inspection

https://www.miamidade.gov/fire/fire_protection_request_form.asp

786-331-5000

Category	Additional Agency Requirements
Adult Care Facility	Florida Agency for Health Care Administration
Barber/Beauty Shop Services	Florida Department of Business and Professional Regulations
Catering	Florida Division of Hotels and Restaurants Florida Restaurant and Lodging Association
Child Care Facility	Florida Department of Children and Families
Collection and Credit Services	Florida Office of Financial Regulations
Contractor and Construction Industry	Certificate of Competency - issued by Miami-Dade County's Regulatory and Economic Resources Department Florida Department of Business and Professional Regulation - issued by the Florida Department of Business and Professional Regulation.
Eating Establishment	Florida Division of Hotels and Restaurants Florida Restaurant and Lodging Association
Educational/Training Institute	Florida Department of Business and Professional Regulations
Electrolysis Service	Florida Department of Business and Professional Regulations
Employee Leasing Service	Florida Department of Business and Professional Regulations
Entertainment / Fitness (includes dancing, entertainment, fitness center)	Florida Department of Agriculture and Consumer Services
Finance/Investment/Holding Company	Florida Office of Financial Regulation
Handwriting Analyst	Handwriting Analyst Affidavit
Fortune Teller	Miami Dade County Board of County Commissioners
Guard Patrol Agency	Florida Department of State
Funeral Home	Florida Division of Funeral, Cemetery and Consumer Services
Health Testing (Invasive)	Florida Agency for Health Care Administration
Home Office	Driver's License Sketch of home indicating which room is used as the home office Home office supplement
Hypnotherapist	Hypnotherapist Affidavit
Lock Smith/Services	Locksmith Licensing from Miami-Dade County's Regulatory and Economic Resources Department Florida Department of Agriculture and Consumer Services
Manufacturing (includes dental labs and food products manufacturing)	Florida Department of Health
Massage Establishment	Florida Department of Health
Mortgage Broker Business	Florida Office of Financial Regulations
Pawnbroker	Florida Department of Agriculture and Consumer Services
Nursing/Convalescent Home	Florida Agency for Health Care Administration
Passenger Transportation Service	Florida Agency for Health Care Administration
Pest Control	Florida Department of Agriculture and Consumer Services
Pharmacy Retail	Florida Department of Health
Physical / Occupational Therapy Center	Florida Department of Business and Professional Regulations
Prescription Drug Wholesaler	Florida Department of Health
Private Investigative Agency	Florida Department of State
Professional (includes medical, dental, vision)	Florida Department of Business and Professional Regulation Florida Department of Health
Real Estate Branch Office	Florida Department of Business and Professional Regulation
Real Estate Firm	Florida Department of Business and Professional Regulation
Sales (non-retail) (includes peddler, seller of travel and telemarketing)	Florida Department of Agriculture and Consumer Services
Tattoo Studio	Florida Department of Business and Professional Regulation Tattoo Affidavit
Veterinary Clinic	Florida Department of Business and Professional Regulation

If the category is not listed, please submit the application with the General Checklist items. If additional agency requirements are mandatory the applicant will be notified.