# LOCAL BUSINESS TAX RECEIPT INFORMATION

Every business within the Village of Pinecrest must have property business licenses. The following information will assist you in obtaining the licenses necessary for your business.

## ZONING VERIFICATION

Prior to signing a lease agreement or purchasing property, you should verify that your proposed use is permitted by zoning. This may be accomplished by contacting the Planning Division of the Village of Pinecrest's Building and Planning Department at (305) 234-2121.

## CORPORATIONS AND FICTITIOUS NAME REGISTRATION

If your business uses a name other than your personal name, it must be registered under the Fictitious Name Act. To incorporate your company and/or register a fictitious name please contact:

**Secretary of State**
**Division of Corporations**
Post Office Box 1300
Tallahassee, FL 32302-1300
(850) 488-9000

## CERTIFICATE OF USE AND OCCUPANCY

Prior to opening a new business in the Village of Pinecrest you must obtain a Certificate of Use and Occupancy issued by the Village of Pinecrest. The fee for inspection and issuance of a certificate for a business located in a commercial area is a minimum of $183.31 or $0.07 per square foot of the area, whichever is greater. You may contact Janet Fielder at fielder@pinecrest-fl.gov or (305) 234-2121 for more information.

If you are an existing business operating in the Village of Pinecrest obtaining a Village Local Business Tax Receipt, you will need to submit a copy of your Certificate of Use and Occupancy issued by Miami-Dade County. If you are unable to locate a copy of your Miami-Dade County Certificate of Use and Occupancy, you may contact Miami-Dade Certificate of Use and Occupancy Information at (305) 375-2700.

## DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM)

You are required to obtain approval from DERM prior to the issuance of a Certificate of Use and Occupancy. In the event of a change of ownership or the name of a business which requires an operating permit from DERM, approval of that agency will be required. DERM's offices are located at the following addresses:

**DERM**
701 Northwest 1st Court
Miami, Florida 33136
(305) 372-6789
(786) 315-2340

***or***

**DERM**
11805 Southwest 26th Street
2nd Floor
Miami, Florida 33175
305-372-6789

## HEALTH INSPECTION

All businesses dealing with food must have a Health inspection. All grocery stores must receive a Food Permit from the following office:

**Department of Agriculture and Consumer Service**
8395 Northwest 53rd Street
Suite 100
Miami, Florida 33166
(305) 470-6900

All restaurants, nightclubs and snack bars are required to have a local business tax receipt to operate from the follow office:

**Department of Business and Professional Regulations**
**Division of Hotels and Restaurants**
8405 Northwest 53rd Street
Suite C-240
Miami, Florida 33166
(305) 470-5680

## LIQUOR LICENSE

All businesses interested in serving alcohol in their place of business must receive a liquor license from the following office:

**Florida Department of Business and Professional Regulation**
**Division of Hotels and Restaurants**
8405 Northwest 53rd Street
Suite C-240
Miami, Florida 33166
(305) 470-5680

## MOTOR VEHICLE REPAIR FACILITIES

All motor vehicle repair shops performing repair work on motor vehicles owned by other persons for compensation must obtain a Motor Vehicle Repair Registration from:

**The Consumer Services Department**
**Consumer Protection and Advocate Division**
Motor Vehicle Repair Section
111 Northwest 1st Street
Suite 1460
Miami, Florida 33128
(305) 375-4222

## USED MOTOR VEHICLE PARTS DEALER'S PERMIT

All motor vehicle repair shops who sell, use or install used motor vehicle parts are required to obtain a Used Motor Vehicle Parts Dealer's Permit from the following office:

**Miami-Dade Police Department/Economic Crime Bureau – Auto Theft Section**
9501 Northwest 25th Street
Miami, Florida 33172
(305) 471-2450

# LOCAL BUSINESS TAX RECEIPT INFORMATION

## LOCAL BUSINESS TAX RECEIPT

Once you have obtained your Certificate of Use and Occupancy from the Village of Pinecrest, you will be required to obtain a Local Business Tax Receipt from ***both*** the Village of Pinecrest and Miami-Dade County. Miami-Dade County will ask to see the Local Business Tax Receipt issued by Pinecrest prior to issuing you a County Local Business Tax Receipt. The Pinecrest Local Business Tax Receipt is issued by the Building and Planning Department. For information contact:

**Village of Pinecrest**
Building and Planning Department
12645 Pinecrest Parkway
Pinecrest, Florida 33156
(305) 234-2121
rojas@pinecrest-fl.gov

**Miami-Dade County**
Local Business Tax Receipt Department
140 West Flagler Street
14th Floor
Miami, Florida 33128
(305) 270-4949