Village of Pinecrest
Local Business Tax Receipt Application Form

Apply in person or mail to:	Office Use Only:
Village of Pinecrest Local Business Tax Section 12645 Pinecrest Parkway 3rd Floor Pinecrest FL 33156	Business Type: _____ Business Subtype: _____ Local Business Tax Fee: _____

Call 305-234-2121 for questions concerning the application
Office hours are Monday – Friday 8:00AM – 4:30PM

The following steps must be taken to establish a business within the Village of Pinecrest:

Step 1. Apply for a Certificate of Use and Occupancy with the Village of Pinecrest and Miami Dade County (applications attached);

Step 2. Complete this application;

Step 3. Return all applications to the Village of Pinecrest along with executed lease agreement.

For the Village of Pinecrest Building and Planning Department to process your Local Business Tax Application, it is necessary that the application be complete and include all attachments.

During the processing of your application, you may be asked to submit additional information. **Submission of an application does not imply consent to operate your business therefore, you shall not conduct any business until a Local Business Tax Receipt is issued**. The Village is not responsible for improvements you make to the location prior to the issuance of your Local Business Tax Receipt. Proper permits must be obtained for all alterations, remodeling, and repairs affecting the electrical, plumbing, mechanical systems and/or building structure.

Business Information:

Name of Business: _____DBA: _____

Business Address: _____

Address where tax receipt should be mailed to: _____

Business Phone #: _____ Contact Name and Phone #: _____

E-mail address: _____

Federal Employer ID #: _____

Business Start Date: _____

Nature of Business (indicate services to be performed and/or products to be sold): _____

_____

List all professionals that require a state license and/or certification that will be working at this location (attach copies with the application):

Name:	License or Certificate #:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

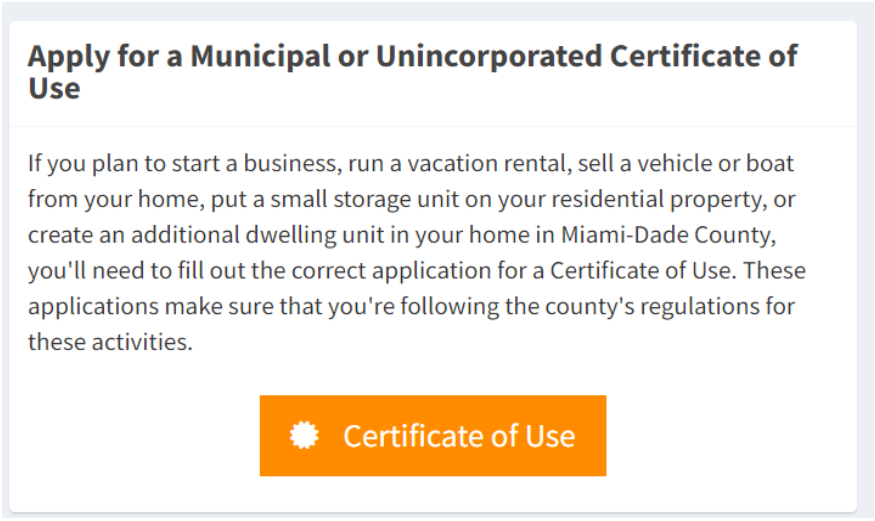
The Local Business Tax Receipt will not be issued until Miami Dade County Department of Regulatory and Economic Resources has approved the Certificate of Use and Occupancy application.

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**



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: [redacted]
CERT NO: [redacted]
ZONING DISTRICT: I
DATE OF ISSUANCE: August 17,2022
MUNICIPAL APPLICATION NO:
PROCESS NO: [redacted]

THIS APPROVAL MUST BE POSTED ON PREMISES

CORP NAME / DBA: [redacted]
BUSINESS ADDRESS: [redacted]
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 [redacted] FKA GARSH COMMERCE PARK CONDO (TERMINATED) FAU [redacted]

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.