

# ***LOCAL BUSINESS TAX CHECKLIST***

*There is a non-refundable \$25.00 processing fee for all new Local Business Tax applications payable To the City of Florida City at time of submittal*

- 1. Complete Local Business Tax Application (front & back) Folio ID number is required to process the application**
- 2. Copy of Lease Agreement or Warranty Deed**
- 3. Copy of Article of Incorporation (850) 245-6052 Registration of Fictitious Name (850) 245-6058**
- 4. Fire Inspection (786) 331-4800 - Schedule Local Business Tax Inspection Bring copy of the report.**
- 5. DERM (Certification) main - (786) 315-2800 - 11805 SW 26<sup>th</sup> Street (Coral Way) Room 142**
- 6. Copy of various licenses (state, county, city)**
- 7. Notarized Letter- from the owner giving permission for use of property.**
- 8. Department of Agriculture and Consumer Services - (800) 435-7352 or 850-488-3022**
- 9. Department of Highway Safety & Motor Vehicles Repair (800) 435-7352**
- 10. Department of Business Regulation-Hotel & Restaurant (850) 487-1395**
- 11. Alcoholic Beverage & Tobacco - (305) 470-6783**
- 12. Local Business Tax (Miami Dade Local Business Tax Receipt) (305) 270-4949**
- 13. Letter of Exemption for charitable organization -501C3 (copy)**
- 14. Insurance - General Liability (Certificate Holder City of Florida City 404 West Palm Drive Florida City FL 33034) [www.business.gov](http://www.business.gov)**
- 15. Health & Rehabilitative Services (HRS)**
- 16. A.T.F. License (Firearms)**
- 17. Federal Employer Identification Number (F.E.I.N.) or Social Security Card**
- 18. Number of Children for School/Day Dare**

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**Miami-Dade Permitting & Inspection Center (One Stop Center)**  
**11805 SW 26<sup>th</sup> Street (Coral Way)**

**Call the Local Business Tax Department at 305-247-8222 as to what items on the checklist apply to your application**