



City of North Miami Beach, Florida

BUILDING DEPARTMENT

OCCUPATIONAL LICENSE (BTR) PROCESS

Applicant submits application to city clerk for Occupational License

Upon receipt of the application the Clerks Office needs to do the following:

1. Verify the address and suite number with their database
2. Verify the previous use at this address
3. Make copy of lease for backup
4. Obtain folio number and cross check with address
5. Submit the completed application to Building Department

Building Department receives the application

1. Application is time stamped and a copy made for files
2. The address is then checked for prior permits, violations, CO's and CC's against our databases.
3. An inspector goes to site and inspects applicants place of business for life safety issues, required bathrooms, any illegal construction and ADA compliance.
 - a. If inspection passes, the application is returned to Alice Magill - Code Compliance Officer with the inspection sheet which in turn is submitted to the Building Official for approval. The APPROVED application is then returned to the Clerk's Office.
 - b. If inspection fails, the inspector cites the applicant with a written violation, a copy of that violation is given to both Alice and Regan with backup and photos.
 - c. Alice Magill - Code Compliance Officer, returns the DENIED application with the appropriate backup to the City Clerk's Office.
 - d. Regan Kinzer – Administrative Assistant III, documents the violation, prepares the formal Notice of Violation letter, and mails it Certified Mail to applicant (and if needed sends a copy to the owner of the property). Should the certified copy be returned to us unopened, a copy of the letter, with the work POSTED is stamped in red, is posted on the property and photographs are taken of the posted letter with the address to verify that it was posted.
 - e. 30 days from the return date stamped on the green certified return receipt, the inspectors re-inspect the premises. If the applicant has not submitted the necessary documentation to apply for a permit within that 30 days, their case is sent to the code board.