



City of North Miami Beach, Florida
Community Development Department

17050 NE 19TH AVENUE, 1ST FLOOR
 NORTH MIAMI BEACH, FLORIDA 33162
 PLANNING & ZONING DIVISION: (305) 948-2966

BUSINESS TAX RECEIPT CHECKLIST – NEW APPLICATION

If you are submitting a request for this application type, the below documents and /or plans are required to be submitted to meet the Community Development's minimum requirements.

Document Type	Document Name	Additional Information	Required/Optional
Business Tax Receipt application	BT-1	<i>This section is intentionally left blank.</i>	Required
Articles of Incorporation	BT-2	Please refer to Sunbiz.org	Required
Business Tax Receipt Fee(s) Due	BT-3	<i>This section is intentionally left blank.</i>	Required
Fictitious name	BT-4	<i>This section is intentionally left blank.</i>	Optional
Copy of 501c3	BT-5	Proof of Non-Profit Status is required for all 501(c)3 or any Exemption claimed	Optional
State Licenses	BT-6	State Licenses vary upon type of business: All professionals, Contractors License or State Certified License, Hotel and Restaurants, Alcohol, Beverage and Tobacco, Board of Cosmetology, Annual Food Permit, Motor Vehicle Repair Registration, Division of Food and Safety, AHCA (Division for Health Care Administration.	Optional
Letter from the establishment providing the shared space	BT-7	A letter executed by the Owner of the Establishment providing the space to be shared is required and must indicate ...	Optional
Copy of Bill of Sale and/or Closing Statement	BT-8	A copy of the bill of Sale or Closing Statement is required for Transfer of Ownership.	Optional
Copy of Fire Inspection from Miami-Dade County	BT-9	Fire Inspection are required for business that involve the use of flammable products or objects, like businesses with cooking facilities, dry cleaning, gas stations, etc.	Optional
Copy of Florida Bar Card	BT-10	required for attorneys office.	Optional
Copy of Florida Driver License	BT-11	Required for Alcohol Service Establishments, educational facilities providing services to minors, private detective or protective services, towing companies	Optional
Missing Stock Value Form	BT-12	Required for retail and wholesale vendors	Optional
Police Background Check	BT-13	Required by the applicant for towing companies. The City will perform a background check for all other businesses that require it.	Optional