



## BUSINESS TAX RECEIPT BUILDING DEPARTMENT GUIDELINE

When applying for a Business Tax Receipt (BTR) and your business is one of the following uses, please refer to the chart and follow the instructions were applicable.

All businesses applying for a BTR must be approved by the following Agencies prior to opening for business; Miami-Dade Fire Department, Department of Environmental and Resource Management (DERM). If your project is a new business and or there is a change in use of the type of business then additional agencies will be required to review and approve your use prior to commencing operation. These include Miami-Dade County Road Impact Fee, Hotel and Restaurants (where food is being served to the public).

Properties that currently use an onsite sewage retention system (septic tank), shall be approved by Miami Dade County Department of Health (DOH) prior to the issuance of the Certificate of Use/Occupancy or Business Tax Receipt (BTR).

**Please note that for medical offices each individual doctor that is a part of the medical practice will have to get an approval from DERM.**

Prior to approving the BTR the Building Department will inspect the property to determine that there are no code violations and that the business use being applied for is legally permitted and meets the requirements of the Building Code. If a business is determined to be in non-compliance with the building code, then the BTR application will be denied pending bringing the business into compliance by submitting plans prepared by an architect or engineer and obtaining all required permits. New uses and change of uses will require a certificate of occupancy to be issued by the building department prior to approval of the BTR. **(Example of a change in use; prior use print shop proposed use restaurant. Prior use retail store proposed use medical offices).** In addition, in determining a change of use refer to the letter designations in the chart; first identify your proposed use then identify the prior use as listed in the chart. If both uses are the same letter designation then there is no change in use.

Group Occupancy	Type of Business	Fire Department	DERM	Road Impact Fee	Hotel and Restaurant
Group A Assembly	Night Club	✓	✓	✓	
	Restaurant	✓	✓	✓	✓
	Places of Religious worship	✓	✓	✓	
	Gymnasiums	✓	✓	✓	

Group Occupancy	Type of Business	Fire Department	DERM	Road Impact Fee	Hotel and Restaurant
<b>Group B Business</b>	Barber and Beauty Shops	✓	✓	✓	
	Education(above 12 <sup>th</sup> grade)	✓	✓	✓	
	Electronic Data Processing	✓	✓	✓	
	Dry Cleaning	✓	✓	✓	
	Motor Vehicle Showrooms	✓	✓	✓	
	Print Shops	✓	✓	✓	
		✓	✓	✓	
		✓	✓	✓	
		✓	✓	✓	
	Professional Services(attorneys, dentists, physicians, engineers, etc)	✓	✓	✓	
<b>Group E Education</b>	Education K - 12	✓	✓	✓	
<b>Group F Factory</b>	Factory/Industrial Use, manufacturing	✓	✓	✓	
	Dry Cleaning	✓	✓	✓	
	Printing or Publishing	✓	✓	✓	
<b>Group I Institutional</b>	Assisted Living Facilities	✓	✓	✓	
	Alcohol and Drug Centers	✓	✓	✓	
<b>Group M Mercantile</b>	Department Stores	✓	✓	✓	
	Drug stores	✓	✓	✓	
	Markets	✓	✓	✓	✓
	Motor Fuel Dispensing facility	✓	✓	✓	
	Retail or Wholesale stores	✓	✓	✓	
	Sales Rooms	✓	✓	✓	
<b>Group R Residential</b>	Hotel	✓	✓	✓	
	Motel	✓	✓	✓	
	Apartments	✓	✓	✓	
<b>Group S Storage</b>	Motor Vehicle Repair garages	✓	✓	✓	
	Parking Garages	✓	✓	✓	

**Note:** The types of businesses listed do not cover all possible types of uses and other uses may require additional code requirements and other agencies approvals prior to opening. Please contact the Building Department for further information if your business use is not listed here at 305 948-2965.