



CITY OF MIRAMAR

An Equal Opportunity Employer

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Wayne M. Messam

Vice Mayor

Yvette Colbourne

City Commission

Winston F. Barnes

Maxwell B. Chambers

Alexandra P. Davis

City Manager

Dr. Roy Virgin

**"We're at the
Center of Everything"**

City of Miramar
C/O Business Tax Office
2300 Civic Center Place
Miramar, FL 33025
www.miramarfl.gov

Phone (954) 602-3040
Phone (954) 602-3061
Fax (954) 602-3470
Fax (954) 602-4498

Email: businessstax@miramarfl.gov

Re: Business Tax Receipt Commercial Application

Dear Sir or Madam:

Any person wishing to engage in or manage any business, profession or occupation within the City, including home based businesses, is required by City ordinance to acquire a City Business Tax Receipt. **This process has two steps.**

Step 1: Complete the Certificate of Use process with Building Department. This process must be approved first before your business tax application can be processed. Applications are available in the City of Miramar's Community and Economic Development, Building Division.

Step 2: Complete the enclosed 4-page application and return it with the requirements listed below.

Business Tax Requirements:

1. **Photocopy of the applicant's driver license.** (Must be valid and clear)
2. **Photocopy of the State of Florida Articles of Incorporation OR Photocopy of the State of Florida Fictitious Name Registration.**
3. **Photocopy of any state issued license and/or certificates.** (See attached listing for applicant's who must have this requirement. If your business type is listed, you will need this requirement when submitting your application.)
4. **Photocopy of the business lease or warranty deed.** (Must be signed by all parties. No electronic signatures accepted. Deed must be certified by Broward County Records)
5. **Photocopy of the Employer Identification Number (EIN) on the form from the IRS.**
6. **Photocopy of the General Liability Insurance Certificate.** (Must be on the Acord Form and must list the Miramar business address)
7. **Photocopy of the Waste Pro Contract Agreement.** (If you're sharing a container and it's not listed in your lease agreement, please provide the City with a copy of the business you're sharing with contract agreement and a notarized letter from the owner authorizing you to share the container. Please Note: If the business you're sharing the container with account is not current you will need to set up your own account.)
8. **A non-refundable application fee of \$25.00.** The license fee is due once your application is approved. (***) License fees may change based on your final fire inspection (***)

Please return in person or mail with all requirements to:

City of Miramar
Business Tax Office
2300 Civic Center Place
Miramar FL 33025

City Of Miramar
Business Tax Office
2300 Civic Center Place
Miramar FL 33025

Business Tax Receipt Commercial Application

Date: _____

The information gathered by this application will be used to determine the issuance of your Business Tax Receipt. Please complete all the sections of this application. The application process will take five to seven business days. **The application must be signed and notarized.** All necessary photocopies will need to be made by the applicant. Failure to answer all sections in its entirety will result in the denial of your license under Chapter 11, Miramar City Code. **You must also obtain a Broward County Business Tax Receipt.**

Business Name: _____

Business Address: _____
(ZIP)

E-mail Address: _____

Business Phone Number: (____) _____ Business Fax Number: (____) _____

Federal Tax ID Number: _____

Contact Person: _____

Contact Person Phone Number: (____) _____

Form of Business: () Individual () Partnership () Corporation () Other

Mailing Address if different from Business Address:

Name: _____

Address: _____

City, State, & Zip: _____

Business Operation: (Please indicate below in detail the business operations)

In case of an emergency who should the City notify?

Emergency Contact Person: _____

Emergency Contact Number: (____) _____

Business Tax Receipt Commercial Application Continued

Applicant's Name:

Applicant's Address:

(CITY)

(ZIP)

Date of Birth: _____ Soc. Sec. No. _____

Driver's License No: _____ Phone No. _____

**** Applicants information is needed for business owner or an on-site manager at the Miramar location ****

If you are a retail or wholesale merchant, your license fee will be based on the value of your inventory. Inventory shall mean the average selling value of annual inventory owned by the business, exclusive of excise taxes and other license fees. The fee schedule is as follows:

Merchant retail stock up to \$6,000	\$243.11
Merchant retail stock over \$6,000 each addn't \$1,000 will be	\$15.80
Merchant wholesale stock up to \$90,000	\$181.74
Merchant wholesale stock over \$90,000 each addn't \$1000 will be	\$0.91

() Wholesale Inventory Value \$ _____

() Retail Inventory Value \$ _____

Business Tax Receipt Commercial Application Continued

Please complete the classification factors that apply to your business. Indicate the number of employees **including** you and any family member working.

of Employees _____ / _____ # of Rooms _____ # of Units _____ # of Floors _____
(FT/PT) (Hotel/Motel Only) (Apts/Condos Only)

of Buildings _____ Guard Gates () Yes () No # of Units _____ # of Persons _____
(Multi-Residential) (Storage Facilities Only) (Church/Assembly Occupancies)

of Barbers _____ # of Operators _____ # of Agents _____
(Beauty/Nail Salon) (Real Estate/Insurance)

of Persons _____ # of Students _____
(ALF/Group Home/Other Res Based Facility) (Schools & Child Care Facility)

Restaurants: () Eat-In () Take-Out () Drive-Thru () Out Door Seating () Yes () No

Restaurants: Seating Capacity _____ Hood System If yes, how many? _____

of coin operated machines: Games _____ Vending _____ Music _____

Washers _____ Dryers _____ Pool Table(s) _____ Food/Candy _____ Soda _____

of Trucks/Vehicles _____ # of Fuel Hoses _____ Drive-Thru Car Wash _____
(Parked overnight at Miramar Location) (Gasoline Stations Only)

Square Footage _____ () Fire Alarm () Sprinkler System () Elevators () Spray Booth
(Must have Square Footage)

Do you have Hazardous Chemicals/Materials store at your Miramar location? _____

Do you have a generator at your Miramar location? _____

Business Tax Receipt Commercial Application Continued

Have you been convicted of a felony or misdemeanor within the past three (3) years? If yes, what offense were you convicted of? _____

Have you civil rights been restored? _____ If yes, provide copies of documents restoring your civil rights.

NOTARIZED SIGNATURE OF APPLICANT

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 20_____.
Personally appeared: _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(SIGNATURE OF NOTARY)

(SEAL)

If your license has been denied or if there is dispute as to your business classification you have the right to appeal the decision of the City, first to the City Manager and then, if necessary, to the City Commission in accordance with Chapter 11-35, Miramar City Code.

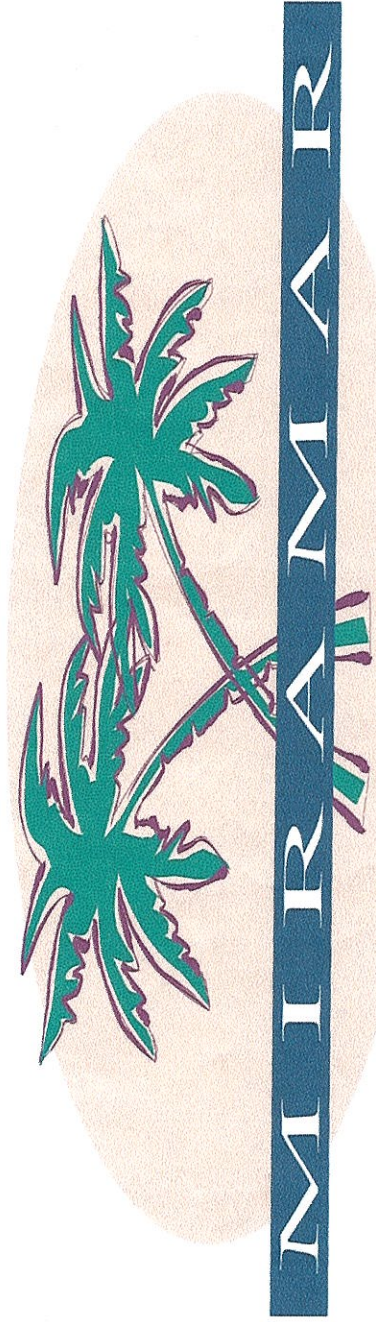
FOR BUSINESS TAX OFFICE USE ONLY:

Approved: _____

Denied: (State Reason) _____

Designee

Date



**BEAUTY AND PROGRESS
EST 1955**

**The following double sided
pages are for your information
only. Thank you!**

State License Required before Local Business Tax Receipts

Business Classifications that State Statues Restrict or Prohibit the issuance of a local Business Tax Receipt without first obtaining requires State License, Registrations or Certifications.

<u>FS Chapter</u>	<u>Business Classification Requirements</u>
320	Motor Vehicle Dealers: State license contact Department of Highway Safety and Motor Vehicles
559	Automotive Repair & Service: State license contact Department of Agriculture & Consumer Service
559	Sellers of Travel: Registration contact Department of Agriculture & Consumer Service
395	Hospitals: State license contact Agency for Healthcare Administration
494	Mortgage Broker & Mortgage Lending: State license contact Department of Financial Services
482	Pest Control & Exterminators: Registration contact Department of Agriculture & Consumer Service
493	Detectives, Detective Agency, Patrol/Security Guard Agency: State License contact Department of State
400	Adult Congregate Living Facilities, Nursing Homes, Adult Day Care Center, Hospices, Convalescent Homes and Health Care Facilities: State license contact Division/Agency of Health Care Administration
509	Public Lodging & Food Service Establishments: State license contact Division of Hotels and Restaurants
402	Family Day Care Homes/Facilities: Registration & State license contact Department of Children & Families Services
538	Pawn Broker: Registration contact Department of Agriculture & Consumer Service
500	Food Establishments: A Current Food Permit or an Active letter of Exemption contact Department of Agriculture and Consumer Services
501	Telephone Solicitation: State license for the company & salesperson contact Department of Agriculture & Consumer Service
501	Health Studios: Registration & proof of Financial Security (\$50,000 Bond) contact Department of Agriculture & Consumer Service
468	Auctioneers: State license contact Department of Business & Professional Regulations
496	Soliciting Contributions: Charitable Organization, Sponsors, Professional Solicitors and Fund Raising Consultants will need a Registration contact Department of Agriculture & Consumer Service

- 477 **Board of Cosmetology:** State license contact the Department of Business and Professional Regulations
- 370 & 372 **Freshwater or Saltwater Fish Product & Sales:** State license contact Department of Natural Resources
- 791 **Fireworks & Sales:** Registration contact Division of State Fire Marshall & Department of insurance
- 517 **Securities Broker/Agent:** State license contact Department of Financial Services
- 648 **Bail Bondsman:** State license contact Department of Insurance
- 655-667 **Banks, Savings & Loan:** State license contact Department of Financial Services

***** ALL ABOVE MUST BE VERIFIED UPON RENEWAL*****

State of Florida Help Line – 1-800-HELP-FLA

Business Tax Receipt Frequently Asked Questions & Answers

- Q. What is a Business Tax Receipt?**
- A. A Business Tax Receipt gives you permission to conduct business in the City of Miramar. This must be obtained by anyone that's engaging or managing any business, profession or occupation within the Miramar city limits. This must be obtained for any home or a commercial location business within the City of Miramar.**
- Q. How long will it take to get a Business Tax Receipt?**
- A. It will take five (5) to seven (7) business days.**
- Q. What's the first step for my commercial business location?**
- A. Visit the City of Miramar's Building Department to submit an application for your Certificate of Use. Once approved, then you can submit your Business Tax Receipt Application.**
- Q. What is the number for the State of Florida?**
- A. 1-800-HELP-FLA.**

Other Important Information for the Applicant

Fictitious Name Registration (850) 245-6058
P O Box 1300
Tallahassee Fl 32302-1300
www.sunbiz.org

Broward County Business Tax Office (954) 831-4000
Governmental Center Annex
Revenue Collection Division -Tax & License Section
115 S Andrews Avenue Room A-100
Ft Lauderdale Fl 33301
www.broward.org

Broward County Certificate Of Competency (954) 765-4400
Building & Permitting
1 North University Dr
Plantation Fl 33324
www.broward.org

Florida Dept. Of Business & Professional (850) 487-1395
Regulations Division Of Hotel & Restaurants (District 2 - Margate)
5080 Coconut Creek Pkwy Ste A
Margate Fl 33063
call.center@dbpr.state.fl.us

Employer Identification Number (800) 829-1040

City of Miramar (Zoning) (954) 602-3267

Florida Sales Tax (954) 967-1000
Taft Office Complex
6565 Taft Street Ste 300
Hollywood Fl 33024
www.dor.myflorida.com

Department Of State (850) 245-6056
Division Of Corporations
P O Box 6327
Tallahassee, Fl 32314
www.sunbiz.org

SCORE (954) 966-8415

S. Broward/N. Dade Score Chapter #235
Sheridan Executive Center
3475 Sheridan Street Ste 203
Hollywood Fl 33021

*** SCORE gives you free help for small businesses and how to obtain a business loan***

City Of Miramar
Finance Department
Memorandum

To: All Business Tax Receipt Applicants

Date: April 25, 2012

Subject: Community Appearance Board (CAB) Requirements
Business Signs, Painting, and other Exterior Modifications

Signs

Please be advised that all signs proposed in conjunction with your business are required to receive official approval from the City before they are installed in the form of a building permit or a Temporary Sign Permit (TSP) or Temporary Use Permit (TUP). Signs must be in compliance with the City's Sign Code as adopted by Ordinance 12-05.

Please contact Nancy Gettys at ngettys@ci.miramar.fl.us in the Economic Development & Revitalization Department for specific questions about signs.

Painting/Renovations

Please be advised that all exterior painting, or any other exterior modifications to a building proposed in conjunction with your business are required to receive approval of the City's Community Appearance Board (CAB) for compliance with the City's Community Design Plan as adopted by Ordinance 98-25. This approval process is necessary in addition to the building permit requirements.

You will also be required to obtain a building permit for awnings and canopies which are also subject to community appearance design standards for color, materials and sign lettering.

Please contact the Community Development Department at (954) 602-3264 at for a CAB application or you can download the applications from the following link for repainting:

<http://www.ci.miramar.fl.us/development/docs/Planning/CABsmall07.pdf>

The link for the application for approval of renovations is:

<http://www.ci.miramar.fl.us/development/docs/Planning/CABmedium07.pdf>

HAZARDOUS MATERIAL CATEGORIES

3010 – SPARKLER SALES:

Sale of sparklers required submittal of inventory and site plan. (Annual fee)

3020 – FIREWORKS- PUBLIC DISPLAY:

Public display of fireworks must be under the direction of person certified by the department as a fireworks "shooter". (Each use)

3021 – SHOOTER'S CERTIFICATION:

Shooter's certification requires in person application establishing competency in handling fireworks and determining compliance with applicable state regulations. (Initial certifications. Annual renewal fee.)

3030 – AUTO JUNK WASTE:

Automobile wrecking yards, junkyards, waste materials handling plants. **Not to be stored at business location.** (Annual fee)

3040 – CELLULOSE NITRATE MOTION PICTURE FILM:

Storage, handling, or use of more than 25 pounds (35 mm film about 5,000 feet) of nitrate. (Motion picture film. Annual fee)

3050 – COMBUSTIBLE FIBERS:

Storage and handling of combustible fiber in quantities exceeding 100 cubic feet. (Annual fee)

3060 – COMPRESSED GASES:

Storage, handling or use of more than 2,000 cubic feet of flammable gas or 6,000 cubic feet of non-flammable gas at normal temperature and pressure. (Annual)

3070 – DRY CLEANING ESTABLISHMENTS:

Dry cleaning by use of cleaning solvents, fluids, or cleaning solutions. (Annual fee)

3080 – EXPLOSIVE, AMMUNITION, AND BLASTING AGENTS:

Manufacturing, keeping, storage, sale, and transportation of explosives, ammunition, and blasting agents. (Annual fee)

3090 – GARAGES:

Use of any building, shed, or enclosures as a place of business for serving or repairing motor vehicles. (Annual fee)

3100 – FLAMMABLE FINISHES:

Application of spraying, or dipping operations utilizing on any working day more than one gallon of flammable or combustible liquids. (Annual fee)

3110 – FLAMMABLE AND COMBUSTIBLE LIQUIDS:

Storage, handling, or use of Class 1A and 1B liquids in excess of one gallon in place of human habitation; or in excess of six gallons in other occupancies; or in excess of ten gallons outside any building. (Annual fee)

3120 – FUMIGATION AND INSECT FOGGING:

Fumigation or thermal insecticide fogging which is dangerous, noxious, or poisonous to life or health of human being, or what constitutes a fire hazard. (Annual fee per company)

CONTINUED

3130 – HAZARDOUS CHEMICALS:

No persons, firm, or corporation shall store, handle, or use any hazardous materials as classified by the UN/NA classification systems unless and until a valid permit has been issued pursuant to this article by the Fire Department.

3140 – MAGNESIUM:

Melting, casting, heating treating, machining, or grinding or more than 10 pounds of magnesium per working day. (Annual fee)

3150 – LIQUEFIED PETROLEUM GAS:

A permit shall be obtained for each installation of liquefied petroleum gas employing a container or an aggregate of interconnected containers of over 2,000 gallons water capacity.

3160 – OIL BURNING EQUIPMENT:

Installation or replacement of an oil burner and fuel tank used in connection therewith that is in excess of 25 gallons in a building or in excess of 60 gallons outside of a building. (Annual fee)

3170 – ORGANIC COATING MANUFACTURING:

Organic coating manufacturing operation making more than one gallon of an organic coating on any working day. (Annual fee)

3180 – WELDING OR CUTTING:

Welding or cutting operation, excluding job sites. (Annual fee)

3190 – DUST EXPLOSION, PREVENTION OF:

Operation of any grain elevator, flour, starch, or feed mill, or plant pulverizing aluminum, coal, cocoa, plastics, magnesium, spices, sugar, or other material producing dust. (Annual fee)