



Thank you for being the best part of NRNS Acquisition Riviera Point LLC. Now you have leased one of our spaces, we would like to ensure that you get started on the right foot. Below are the requirements for any business doing business in the County of Broward and the City of Miramar. Please ensure that you obtain your licenses to avoid issues with the County and City.

Important information. As part of doing business in the County of Broward and the City of Miramar, there are licenses which the county and city require you to have. All tenants must obtain the Broward County Business Tax Receipt. The property manager will provide you with the link and form in order to obtain this license. You can pay the required fee online and get an email confirmation of payment. This license must be renewed annually.

The next part is with the City of Miramar. All businesses doing business within the city limits must apply for a Miramar Certificate of Use. This application will be provided to you by the property manager. Once the application is completed and notarized, take the application to the City of Miramar city hall at 2300 Civic Center Place, 1st floor, Miramar. You will be required to pay an application fee. Cost is \$150.00. The property manager can notarize this form for you. Please ensure you enter all pertinent business and personal information on the form. You will need a copy of the floor plan, which the property manager can email you.

Once the application is processed, there will be five inspections from the City of Miramar officials. All five inspections are usually conducted on the same day. You must be available at your unit during these inspections. Failure of being at your space when the inspector comes could result in a reinspection fee.

The inspectors will come inside of your space and complete an inspection of the unit. They will also fill in the Inspections log from the zoning certificate of use form, previously provided. The last step will require you to email zoning pictures of the interior/exterior of your unit to pandz@miramarfl.gov. You should get a confirmation email from Zoning with a Certificate of Zoning. Shortly thereafter, you will get a mailed proof sent to you via mail.

Once that step is completed successfully, you will then be able to apply for the City of Miramar Business Tax Receipt. Application cost is \$25.00. Business owners need to fill out the form furnished by the property manager. This form requires you to provide relative business and personal information for all owners of the business. You will need a copy of your lease. You will also need a copy of the waste contract, and letter authorizing your business to use the dumpster at the property. The property manager will provide you with this information. One of the forms in the packet needs to be notarized. The property manager can notarize this for you. The completed package can then be taken to city hall.

The first page in the packet goes over all of the necessary documents required when you submit the package to the city. There will be additional cost, which is business specific. The city will let you know what those cost are once the package is processed and approved. Once everything is paid, you will get a City of Miramar Business Tax Receipt. This receipt needs to be renewed annually.

Please contact the City of Miramar Business Tax office at 954-602-3040 or 964-602-3061 for any questions regarding these requirements. As stated above, this receipt needs to be renewed annually. The cost associated with these licenses are the tenant's responsibility.

As a final note, there might be additional licenses required for each business use. Please contact the City of Miramar or the State of Florida to inquire about use specific licenses, as this is not meant to cover every scenario, just to provide a guide to obtain the county and city licenses.

Please contact me if you have any questions about these steps, or anything else you need in order to obtain your license.

Michael Jimenez

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