



Finance Department

Business Tax Receipt (BTR) Application Checklist

The following documentations must be submitted PRIOR to the issuance of Business Tax Receipt (BTR):

- Certificate of Use (Community Planning and Development).
 - Must be COMPLETED before applying for Business Tax Receipt
- Business tax Receipt Application.
- Articles of Incorporation/ Fictitious Name Registration (www.Sunbiz.org all business must be registered with the State of Florida).
- State License if applicable this includes all state and county certifications and registrations
 - Department of Business Regulation / Hotel and Restaurant Commission (Please call 850-487-1395)
 - Department of Agriculture & Consumer Services (Please call 850-410-3800)
 - Division of Food Safety (Please call 850-245-5520)
 - Alcoholic Beverage License (Please call 305-470-6783)
 - Must be COMPLETED before applying for Business Tax Receipt

You must apply for Miami-Dade County Local Business Tax Receipt by calling the Miami-Dade County Local Business Tax Receipt at 305-270-4949 or visit the website at www.miamidade.gov.