



Finance Department

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Business Tax Receipt Application Checklist

**The following documentations must be submitted
PRIOR to the issuance of a Business Tax Receipt.**

- 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

**Must apply for Miami-Dade County Business Tax Receipt by calling the
Miami-Dade County Local Business Tax Receipt at 305-270-4949**