



## **Business Tax Receipt Checklist – Private Waste Collector**

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

- Certificate of Use issued by Community Planning and Development
  - Applicable if business is located within the City of North Miami limits
- BTR application
  - Completed and Notarized
  - Articles of Incorporation / Fictitious Name Registration - [www.Sunbiz.org](http://www.Sunbiz.org),
  - All businesses must be registered with the State of Florida
- Check or Money order made payable to the **City of North Miami** in the amount of \$301.00
- Description of the equipment to be used during the removal, transportation and disposal of waste, and the description of method of collection to be employed including the location of all final disposal facilities.
  - Please submit written description on a separate page.
- Insurance
  - Please see Article IV Section 9-28 entitled Requirements for “Private Waste Collectors – Insurance required” of the City of North Miami Code of Ordinances for more information.  
[https://library.municode.com/fl/north\\_miami/codes/code\\_of\\_ordinances](https://library.municode.com/fl/north_miami/codes/code_of_ordinances)

You must also apply for a Miami-Dade County Local Business Tax Receipt by calling Miami-Dade County at 305-270-4949 or visit their website [www.miamidade.gov](http://www.miamidade.gov).