

Welcome to the City of Homestead

The following is a guide to help you with the tax receipt process. All required documents may not pertain to your business.

- Business Lease, Closing Documents or Deed – MUST BE NOTARIZED OR CORPORATE SEALED
- Articles of Incorporation, Partnership Agreements or Identification
- State Professional License
- State Dept. of Professional Regulation
Division of Hotel and Restaurant (850) 487-1395
- Dept. of Agriculture (supermarkets, convenient store) (305) 470-6900
- Adult Living Facility Inspection (305) 499-2165
- State Alcoholic Beverage License (305) 470-6783
- Children and Family State License (305) 377-5509
- Division of Motor Vehicles
- Department of Environmental Resources Management (DERM) (786) 315-2800
- Consumer Services Department (Transportation Services) (305) 375-2460



City of Homestead

790 N. Homestead Blvd.
Homestead, FL 33030

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Business Tax Receipt Informational Brochure

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STEPS TO FOLLOW

You are also required to obtain a Business Tax Receipt from Miami-Dade County at 140 W. Flagler Ave., Miami. The telephone number for the recording with the information of their requirements is (305) 270-4949.

Before doing anything, please read these instructions in their entirety.

If you plan to use a name for your business that is neither:

1. The name of your Corporation, or
2. Your own personal legal name, you must file a Fictitious Name Registration with the State of Florida (www.sunbiz.org)

Before signing a lease contract agreement or purchasing a property, please confirm that the zoning of your proposed location is appropriate to the type of business that you wish to conduct. To do this, obtain the folio number from the owner of the property and submit the Business Tax Receipt Application to the Development Services Dept. with a \$25.00 deposit, which will be applied to the cost of the license.

Once the zoning is confirmed, the next step is to submit the items listed herein. All your inspections will be scheduled by the License Technician.

The balance of the cost for the license is due after everything has been approved.

After obtaining your business tax receipt, please contact zoning at (305) 224-4524 for your allowable signage.

Please be advised that each business is treated individually and each may have different needs. Your Business Tax Receipt Application will be processed as quickly and efficiently as is allowed by your business requirements.

Communications with the License Technician will be the key to a smooth procedure. Please contact the License Technician at (305) 224-4504 between the hours of 7:30 a.m. and 4:30 p.m. Monday thru Friday.

PLEASE READ CAREFULLY

Application must be complete and all additional information must be attached. Applicants' requirements may defer depending on the type of business and its location. The inspection fee and license deposits are non-refundable.

YOU SHALL NOT CONDUCT ANY BUSINESS UNTIL A BUSINESS TAX RECEIPT HAS BEEN ISSUED. SUBMISSION OF THE APPLICATION DOES NOT IMPLY CONSENT TO OPERATE YOUR BUSINESS WITHOUT FIRST OBTAINING PROPER APPROVALS FOR A BUSINESS TAX RECEIPT.

The City cannot be held responsible for improvements you make on the location prior to all approvals given for the issuance of your business tax receipt. Proper permits must be obtained for all alterations, remodeling, repairs, electrical work, plumbing work, signs (including banner signs), etc.

After the City Business Tax Receipt Application is approved and the City Tax Receipt issued, you will need to apply for a Miami-Dade County Business Tax Receipt.

THANK YOU FOR LOCATING YOUR BUSINESS IN THE CITY OF HOMESTEAD!

