OUTSIDE AGENCIES

1. MIAMI-DADE COUNTY
   11805 SW 26th Street, Miami FL 33175
   Phone: 786-315-2771

2. MIAMI-DADE FIRE DEPARTMENT
   www.miamidade.gov/fire/fire_prevention_request_form.asp

3. MIAMI-DADE WATER AND SEWER DEPARTMENT
   www.miamidade.gov/water/bill_app/start_Service.asp

4. MIAMI-DADE IMPACT FEES

5. MIAMI-DADE HEALTH DEPARTMENT (HRS/DOH)
   http://miamidade.floridahealth.gov/

6. DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES (DERM)
   https://www.miamidade.gov/environment/

7. DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
   DIVISION OF HOTELS AND RESTAURANTS

8. DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
   DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO

1940 North Monroe Street, Tallahassee, FL 32399-1011
Phone: 850-487-1395
www.myfloridalicense.com

CONTACT US:

NEW BUSINESS HELP DESK/BUSINESS COORDINATOR
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PHONE: 305-762-3111
EMAIL: NEWBUSINESS@MSVFL.GOV

PLANNING & ZONING DIRECTOR
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EMAIL: BO@MSVFL.GOV

CODE COMPLIANCE DIRECTOR
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Office Government

GUIDE TO OPENING A BUSINESS IN MIAMI SHORES VILLAGE
SIX STEPS TO OPENING A BUSINESS

**STEP 1: BUSINESS COORDINATOR**

Your first stop to establish a new business or expand an existing one is to contact the business coordinator at the New Business Help Desk.

- In person: Go to the Village Hall located at 10050 NE 2nd Avenue, Miami Shores, FL 33138 and ask for the New Business Help Desk in the lobby. The business coordinator will guide you through the whole process.
- Via email: newbusiness@msvfl.gov.
- Via telephone: Call 305-762-3111.

**STEP 2: PLANNING & ZONING**

Your application for local business tax receipt (BTR) will be reviewed by the Planning and Zoning Department.

If approved you will be directed to the appropriate outside agencies.

**STEP 3: OUTSIDE AGENCIES**

All commercial business (New or Existing) require review and approval from Miami-Dade County agencies such as:

- Miami-Dade Fire Department
- Miami-Dade Department of Environmental Resources (DERM)
- Miami-Dade Health Department (HRS) or
- Miami-Dade Water and Sewer Department
- Miami-Dade Impact Fees

**STEP 4: BUILDING DEPARTMENT**

An inspection of the unit and or building is required.

If your project meets the requirements for use and occupancy as established under the Florida Building Code, the building official will approve the LBTR application.

If the project DOES NOT comply, then the Building Official will provide requirements for corrections.

**STEP 5: PRICING AND CLASSIFICATION**

Once approved by the building official, check back in with the business coordinator. The application will then be reviewed to determine the classification and pricing for the Business Tax Receipt.

**STEP 6: BUSINESS TAX RECEIPT ISSUED**

The business coordinator will remain your central point of contact throughout the Business Tax Receipt process.