



Certificate of Use Application Procedures

A Certificate of Use (CU) is a required permit which must be approved by the Zoning Department to ensure that the business location is zoned for the type of business that you want to operate. A Fire Safety and Supplemental Waste Fee are also issued in conjunction with the Certificate of Use.

To assist you in completing the application, please follow the steps below:

- Step 1: Complete the following sections of the application:
- Sections 1 through 7
 - Line marked ZNG, the use, square feet and/or units or seats of the business. And
 - Sign and date the application at the bottom of the page.
- Step 2: Meet with a Neighborhood Enhancement Team representative to process the application. The representative will calculate the cost of the CU and will process the application for you.

Please note that only checks, money orders or cashier checks payable to the City of Miami are accepted at the NET offices.

- Step 3: Once you pay for the CU, you **must** call for inspection services from the appropriate departments. Please contact 311 to coordinate the respective inspections.

The inspection fee receipt that is provided to you when you pay for the CU and the record of inspection (white card) must be available to the inspectors at the time of the inspection. **Please note that the inspection fee is not refundable and that the building must be open to all inspectors.** There will be a re-inspection fee of **eighty-four dollars (\$84.00)** if the inspector is unable to gain access; therefore, to avoid unnecessary delay in processing the application, we recommend that you call when the work is completed

In addition, effective October 6, 2008, all CUs are required to obtain an Allocation Approval by Miami-Dade County Department of Resource Management (DERM), located at 701 NW 1 Court, 2nd Floor, Plans Review Section, Miami, Florida. The office is open from 8:00 a.m. to 4:00 p.m., or it can also be obtained at the City of Miami Riverside Center (MRC) at 444 SW 2nd Avenue, 4th Floor – Monday, Wednesday and Friday from 9:00 a.m. to 3:00 p.m.

Along with your City of Miami CU application, you need to submit a print-out of the previous uses on the location, which can be obtained in the NET office at the time that you pay for your Certificate of Use and a Verification Form from the Miami Dade Water and Sewer Department. If the business is a restaurant or a related use, a printout of the floor plan with the number of seats is required. For additional information, please contact **305.372.6899**.



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The main fee (payable to DERM) for the review is \$50.00 plus \$120.00 for the Allocation Approval (if required). Other fees might apply depending on additional operating permits that your business might require.

Certain uses may also require additional approval from the Department of Business and Professional Regulation or the Department of Agriculture and Consumer Services. You will be advised of these additional approvals at the time of your initial application.

- Step 4: When all the required inspections and Allocation Approval have been completed, you must bring the record of inspections (white card) and any documentation provided by DERM * to the NET Office or to the Zoning Department located at 444 SW 2nd Avenue, 4th Floor, Miami, Florida for final processing by the Zoning Department.
- Step 5: The Zoning Administrator will send you the Certificate of Use number via US Mail and will direct you to proceed with the application for the Business Tax Receipt. The letter will arrive approximately two weeks after you submit the record of inspections. (Please ask the NET representative to provide you with details regarding the Business Tax Receipt.)

***Applications for apartment complexes must be accompanied by a tax card or Certificate of Occupancy.**

If you need assistance completing the form or if you have any questions, please do not hesitate to ask our NET representative for assistance.



City of Miami CERTIFICATE OF USE

1. Do not operate the business until a Certificate of Use, an Occupational License and, if applicable, a Certificate of Occupancy are issued.
2. For inspection service: Call from 9 am - 4 pm, the day before the inspection is needed.

NET Office

Building Inspection416-1100	Upper Eastside795-2330
Electrical Inspection416-1100	Little Haiti795-2337
Mechanical Inspection416-1100	Model City795-2303
Plumbing Inspection416-1100	Wynwood/Edgewater579-6931
Fire Inspection416-1600	Allapattah575-5128
Health/Hotel and Restaurant Dept.....1-850-487-1385	Overtown372-4550
Zoning Inspection(SEE NET)	Downtown579-6007
	West Little Havana643-7164
	East Little Havana859-2713
	Flagami642-1250
	Coral Way859-2701
	N.E. Coconut Grove579-6018
	S.W. Coconut Grove461-7063

INSTRUCTIONS

3. This inspection fee is not refundable.
4. Building must be open to all inspectors.
5. When all the required inspections have been approved, the applicant must bring this Certificate of Use form to the Certificate of Use Coordinator.
6. A reinspection fee will be assessed if the inspector is unable to gain access.
7. A sign permit is required for all signs.
8. Inspectors will note any major items inspected, but not listed, on the record of inspections, and also rejections.
9. To avoid unnecessary delay in processing applications and reinspections, please call when work is completed. Also make sure inspectors gain access to your particular place of business.
10. Inspection fee receipt and record of inspection must always be available to the inspectors.

TO BE COMPLETED BY APPLICANT	1. Business Name:							2. Date	
	3. Address of Business, Including suite or space number and zip code:								
	4. Mailing Address: (If Different)								
	5. Business Telephone No:			6. Emergency Telephone No:			7. Business Owner or Agent:		
ZNG	8. Zone:		Date:		Chief Zoning Inspector:			Inspectors Initials:	
BLDG	Fire Zone:		Type of Const:		Occ. Classification:		# of Stories:		
FPB	Dist. Code: [][][][]		Night Insp. Yes / No	Shell Yes / No	Occ. Load	Bldg. Protection 1 2 3 4	Corridor I/E	C.U. Exempt Yes / No	
ZNG	Approved Use:					Sq. Ft./ Units or Seat:		Restrictions:	
FPB	Usage Codes:				Property Class:				
OFFICE USE ONLY	C.O. Number.			Certificate No.			Date Receipt No.		
	I have read the application and I do freely and voluntarily state that the statements and information contained here is true and correct.								
Signature of Owner/Agent _____ Date _____									

RECORD OF INSPECTIONS

INSTRUCTIONS:

1. This card must be prominently displayed on the site.
2. When all categories of inspection have been approved for use; the owner, agent or tenant should send this form to the Planning and Zoning Department located at Miami Riverside Center, 4th Floor, 444 S.W. 2 Ave, Miami, FL 33128

	INSPECTION(S)	DATE	COMMENT(S)	INSPECTOR
ZONING				
	FINAL			
BUILDING				
	FINAL			
PLUMBING				
	FINAL			
MECHANICAL				
	FINAL			
DADE COUNTY HEALTH DEPT.				
	FINAL			
FIRE PREVENTION				
	FINAL			
ELECTRICAL				
	FINAL			