



CITY OF MIRAMAR

An Equal Opportunity Employer

Mayor

Wayne M. Messam

Vice Mayor

Yvette Colbourne

City Commission

Winston F. Barnes

Maxwell B. Chambers

Alexandra P. Davis

City Manager

Dr. Roy Virgin

**"We're at the
Center of Everything"**

City of Miramar
C/O Business Tax Office
2300 Civic Center Place
Miramar, FL 33025
www.miramarfl.gov

Phone (954) 602-3040
Phone (954) 602-3061
Fax (954) 602-3470
Fax (954) 602-4498

Email: businesstax@miramarfl.gov

Re: Business Tax Receipt Commercial Application (Food Truck)

Dear Sir or Madam:

Any person wishing to engage in or manage any business, profession, or occupation within the city, including home-based businesses, is required by City ordinance to get a City Business Tax Receipt.

Please Complete the enclosed 3-page application and return it with the requirements listed below.

Contact Fire Department to Schedule Fire Inspection -See link below:
<https://outlook.office365.com/owa/calendar/MiramarFireRescueFireLifeSafetyDivision@miramarfl.onmicrosoft.com/bookings/>

Business Tax Requirements:

1. Photocopy of the applicant's driver license.
2. Copy of Vehicle Registration
3. Picture of Vehicle front: rear: and side (**Color Picture Only**)
4. Mobile Food Dispensing Vehicle License- (MFDV
Contact DBPR-1-850-487-1395
5. Photocopy of the State of Florida Articles of Incorporation OR
Photocopy of the State of Florida Fictitious Name Registration
6. Photocopy of any State Issued License and/or Certificates
Prepackaged: Department of Agriculture 1-800-435-7352
Prepared: Department of Hotel & Restaurant 1-850-487-1395
7. Broward County Business Tax Receipt-www.broward.org
8. Authorization and/or Location Agreement- Note: stationing of
Vehicle in Commercial Location ONLY. Must be NOTARIZED
9. Please state where garbage will be disposed of and provide any
documentation available.
10. A non-refundable application fee of \$25.00. The Business Tax Receipt
cost is due once the application is approved (**Business Tax Receipt
cost may change based on your Final Fire Inspection**)

Please return in person or mail with all requirements to:

City of Miramar
Business Tax Office
2300 Civic Center Place

Business Tax Applications can be
submitted -Monday -Thursday 7AM – 4PM
Closed on Holiday

**City Of Miramar
Business Tax Office
2300 Civic Center Place
Miramar FI 33025**

Business Tax Receipt Commercial Application Food Truck

Date: _____

The information gathered by this application will be used to determine the issuance of your Business Tax Receipt. Please complete all the sections of this application. The application process will take five to seven business days. **The application must be signed and notarized.** All necessary photocopies will need to be made by the applicant.

Business Name: _____

Business Address: _____

(ZIP)

E-mail Address: _____

Business Phone Number: (____) _____ Business Fax Number: (____) _____

Federal Tax ID Number: _____

Contact Person: _____

Contact Person Phone Number: (____) _____

Form of Business: () Individual () Partnership () Corporation () Other

Mailing Address if different from Business Address:

Name: _____

Address: _____

City, State, & Zip: _____

Business Operation: (Please indicate below in detail the business operations)

In case of an emergency who should the City notify.

Emergency Contact Person: _____

Emergency Contact Number: (____) _____

Business Tax Receipt Commercial Application Food Truck Continued

Please complete the classification factors that apply to your business. Indicate the number of employees **including** you and any family member working.

of Employees _____ / _____ # of Rooms _____ # of Units _____ # of Floors _____
(FT/PT) (Hotel/Motel Only) (Apts/Condos Only)

of Buildings _____ Guard Gates () Yes () No # of Units _____ # of Persons _____
(Multi-Residential) (Storage Facilities Only) (Church/Assembly Occupancies)

of Barbers _____ # of Operators _____ # of Agents _____
(Beauty/Nail Salon) (Real Estate/Insurance)

of Persons _____ # of Students _____
(ALF/Group Home/Other Res Based Facility) (Schools & Child Care Facility)

Restaurants: () Eat-In () Take-Out () Drive-Thru () Out Door Seating () Yes () No

Restaurants: Seating Capacity _____ Hood System If yes, how many? _____

of coin operated machines: Games _____ Vending _____ Music _____

Washers _____ Dryers _____ Pool Table(s) _____ Food/Candy _____ Soda _____

of Trucks/Vehicles _____ # of Fuel Hoses _____ Drive-Thru Car Wash _____
(Parked overnight at Miramar Location) (Gasoline Stations Only)

Square Footage _____ () Fire Alarm () Sprinkler System () Elevators () Spray Booth
(Must have Square Footage)

Do you have Hazardous Chemicals/Materials store at your Miramar location? _____

Do you have Propane Store at your location/Vehicle (how many)? _____

Do you have a generator at your Miramar location? _____

Business Tax Receipt Commercial Application Food Truck Continued

NOTARIZED SIGNATURE OF APPLICANT

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 20____
Personally appeared: _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(SIGNATURE OF NOTARY)

(SEAL)

If your license has been denied or if there is dispute as to your business classification you have the right to appeal the decision of the City, first to the City Manager and then, if necessary, to the City Commission in accordance with Chapter 11-35, Miramar City Code.

FOR BUSINESS TAX OFFICE USE ONLY:

Approved:

Denied: (State Reason) _____

Designee

Date

Business Tax Receipt Frequently Asked Questions & Answers

- Q. What is a Business Tax Receipt?**
- A. A Business Tax Receipt gives you permission to conduct business in the City of Miramar. This must be obtained by anyone that's engaging or managing any business, profession or occupation within the Miramar city limits. This must be obtained for any home or a commercial location business within the City of Miramar.**
- Q. How long will it take to get a Business Tax Receipt?**
- A. It will take five (5) to seven (7) business days.**
- Q. What's the first step for my commercial business location?**
- A. Visit the City of Miramar's Building Department to submit an application for your Certificate of Use. Once approved, then you can submit your Business Tax Receipt Application.**
- Q. What is the number for the State of Florida?**
- A. 1-800-HELP-FLA.**



BEAUTY AND PROGRESS
EST 1955

The following double sided
pages are for your information
only. Thank you!

Other Important Information for the Applicant

Fictitious Name Registration (850) 245-6058
P O Box 1300
Tallahassee Fl 32302-1300
www.sunbiz.org

Broward County Business Tax Office (954) 831-4000
Governmental Center Annex
Revenue Collection Division -Tax & License Section
115 S Andrews Avenue Room A-100
Ft Lauderdale Fl 33301
www.broward.org

Broward County Certificate Of Competency (954) 765-4400
Building & Permitting
1 North University Dr
Plantation Fl 33324
www.broward.org

Florida Dept. Of Business & Professional (850) 487-1395
Regulations Division Of Hotel & Restaurants (District 2 - Margate)
5080 Coconut Creek Pkwy Ste A
Margate Fl 33063
call.center@dbpr.state.fl.us

Employer Identification Number (800) 829-1040

City of Miramar (Zoning) (954) 602-3267

Florida Sales Tax (954) 967-1000
Taft Office Complex
6565 Taft Street Ste 300
Hollywood Fl 33024
www.dor.myflorida.com

Department Of State (850) 245-6056
Division Of Corporations
P O Box 6327
Tallahassee, Fl 32314
www.sunbiz.org

SCORE (954) 966-8415
S. Broward/N. Dade Score Chapter #235
Sheridan Executive Center
3475 Sheridan Street Ste 203
Hollywood Fl 33021

*** SCORE gives you free help for small businesses and how to obtain a business loan***

City Of Miramar
Finance Department
Memorandum

To: All Business Tax Receipt Applicants

Date: April 25, 2012

Subject: Community Appearance Board (CAB) Requirements
Business Signs, Painting, and other Exterior Modifications

Signs

Please be advised that all signs proposed in conjunction with your business are required to receive official approval from the City before they are installed in the form of a building permit or a Temporary Sign Permit (TSP) or Temporary Use Permit (TUP). Signs must be in compliance with the City's Sign Code as adopted by Ordinance 12-05.

Please contact Nancy Gettys at ngettys@ci.miramar.fl.us in the Economic Development & Revitalization Department for specific questions about signs.

Painting/Renovations

Please be advised that all exterior painting, or any other exterior modifications to a building proposed in conjunction with your business are required to receive approval of the City's Community Appearance Board (CAB) for compliance with the City's Community Design Plan as adopted by Ordinance 98-25. This approval process is necessary in addition to the building permit requirements.

You will also be required to obtain a building permit for awnings and canopies which are also subject to community appearance design standards for color, materials and sign lettering.

Please contact the Community Development Department at (954) 602-3264 at for a CAB application or you can download the applications from the following link for repainting:

<http://www.ci.miramar.fl.us/development/docs/Planning/CABsmall07.pdf>

The link for the application for approval of renovations is:

<http://www.ci.miramar.fl.us/development/docs/Planning/CABmedium07.pdf>

State License Required before Local Business Tax Receipts

Business Classifications that State Statues Restrict or Prohibit the issuance of a local Business Tax Receipt without first obtaining requires State License, Registrations or Certifications.

<u>FS Chapter</u>	<u>Business Classification Requirements</u>
320	Motor Vehicle Dealers: State license contact Department of Highway Safety and Motor Vehicles
559	Automotive Repair & Service: State license contact Department of Agriculture & Consumer Service
559	Sellers of Travel: Registration contact Department of Agriculture & Consumer Service
395	Hospitals: State license contact Agency for Healthcare Administration
494	Mortgage Broker & Mortgage Lending: State license contact Department of Financial Services
482	Pest Control & Exterminators: Registration contact Department of Agriculture & Consumer Service
493	Detectives, Detective Agency, Patrol/Security Guard Agency: State License contact Department of State
400	Adult Congregate Living Facilities, Nursing Homes, Adult Day Care Center, Hospices, Convalescent Homes and Health Care Facilities: State license contact Division/Agency of Health Care Administration
509	Public Lodging & Food Service Establishments: State license contact Division of Hotels and Restaurants
402	Family Day Care Homes/Facilities: Registration & State license contact Department of Children & Families Services
538	Pawn Broker: Registration contact Department of Agriculture & Consumer Service
500	Food Establishments: A Current Food Permit or an Active letter of Exemption contact Department of Agriculture and Consumer Services
501	Telephone Solicitation: State license for the company & salesperson contact Department of Agriculture & Consumer Service
501	Health Studios: Registration & proof of Financial Security (\$50,000 Bond) contact Department of Agriculture & Consumer Service
468	Auctioneers: State license contact Department of Business & Professional Regulations
496	Soliciting Contributions: Charitable Organization, Sponsors, Professional Solicitors and Fund Raising Consultants will need a Registration contact Department of Agriculture & Consumer Service

- 477 Board of Cosmetology: State license contact the Department of Business and Professional Regulations
- 370 & 372 Freshwater or Saltwater Fish Product & Sales: State license contact Department of Natural Resources
- 791 Fireworks & Sales: Registration contact Division of State Fire Marshall & Department of insurance
- 517 Securities Broker/Agent: State license contact Department of Financial Services
- 648 Bail Bondsman: State license contact Department of Insurance
- 655-667 Banks, Savings & Loan: State license contact Department of Financial Services

***** ALL ABOVE MUST BE VERIFIED UPON RENEWAL *****

State of Florida Help Line – 1-800-HELP-FLA

HAZARDOUS MATERIAL CATEGORIES

3010 – SPARKLER SALES:

Sale of sparklers required submittal of inventory and site plan. (Annual fee)

3020 – FIREWORKS- PUBLIC DISPLAY:

Public display of fireworks must be under the direction of person certified by the department as a fireworks "shooter". (Each use)

3021 – SHOOTER'S CERTIFICATION:

Shooter's certification requires in person application establishing competency in handling fireworks and determining compliance with applicable state regulations. (Initial certifications. Annual renewal fee.)

3030 – AUTO JUNK WASTE:

Automobile wrecking yards, junkyards, waste materials handling plants. **Not to be stored at business location.** (Annual fee)

3040 – CELLULOSE NITRATE MOTION PICTURE FILM:

Storage, handling, or use of more than 25 pounds (35 mm film about 5,000 feet) of nitrate. (Motion picture film. Annual fee)

3050 – COMBUSTIBLE FIBERS:

Storage and handling of combustible fiber in quantities exceeding 100 cubic feet. (Annual fee)

3060 – COMPRESSED GASES:

Storage, handling or use of more than 2,000 cubic feet of flammable gas or 6,000 cubic feet of non-flammable gas at normal temperature and pressure. (Annual)

3070 – DRY CLEANING ESTABLISHMENTS:

Dry cleaning by use of cleaning solvents, fluids, or cleaning solutions. (Annual fee)

3080 – EXPLOSIVE, AMMUNITION, AND BLASTING AGENTS:

Manufacturing, keeping, storage, sale, and transportation of explosives, ammunition, and blasting agents. (Annual fee)

3090 – GARAGES:

Use of any building, shed, or enclosures as a place of business for serving or repairing motor vehicles. (Annual fee)

3100 – FLAMMABLE FINISHES:

Application of spraying, or dipping operations utilizing on any working day more than one gallon of flammable or combustible liquids. (Annual fee)

3110 – FLAMMABLE AND COMBUSTIBLE LIQUIDS:

Storage, handling, or use of Class 1A and 1B liquids in excess of one gallon in place of human habitation; or in excess of six gallons in other occupancies; or in excess of ten gallons outside any building. (Annual fee)

3120 – FUMIGATION AND INSECT FOGGING:

Fumigation or thermal insecticide fogging which is dangerous, noxious, or poisonous to life or health of human being, or what constitutes a fire hazard. (Annual fee per company)

CONTINUED

3130 – HAZARDOUS CHEMICALS:

No persons, firm, or corporation shall store, handle, or use any hazardous materials as classified by the UN/NA classification systems unless and until a valid permit has been issued pursuant to this article by the Fire Department.

3140 – MAGNESIUM:

Melting, casting, heating treating, machining, or grinding or more than 10 pounds of magnesium per working day. (Annual fee)

3150 – LIQUEFIED PETROLEUM GAS:

A permit shall be obtained for each installation of liquefied petroleum gas employing a container or an aggregate of interconnected containers of over 2,000 gallons water capacity.

3160 – OIL BURNING EQUIPMENT:

Installation or replacement of an oil burner and fuel tank used in connection therewith that is in excess of 25 gallons in a building or in excess of 60 gallons outside of a building. (Annual fee)

3170 – ORGANIC COATING MANUFACTURING:

Organic coating manufacturing operation making more than one gallon of an organic coating on any working day. (Annual fee)

3180 – WELDING OR CUTTING:

Welding or cutting operation, excluding job sites. (Annual fee)

3190 – DUST EXPLOSION, PREVENTION OF:

Operation of any grain elevator, flour, starch, or feed mill, or plant pulverizing aluminum, coal, cocoa, plastics, magnesium, spices, sugar, or other material producing dust. (Annual fee)