



## 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](http://www.miramarfl.gov)

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

Email: [businesstax@miramarfl.gov](mailto:businesstax@miramarfl.gov)

## Re: Business Tax Assisted Living Facilities, Group Homes, and Adult Day Care

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.

**Step 1:** Contact the Fire Department to schedule a Fire Life Safety Verification Inspection Permit.

**Step 2:** Complete the enclosed 4-page application and return it with the requirements listed below.

### Business Tax Requirements:

1. Photocopy of the applicant's Florida Driver License
2. Photocopy of the State of Florida Articles of Incorporation OR Photocopy of the State of Florida Fictitious Name Registration.
3. Photocopy of the State of Florida Health Care License
4. Photocopy of the Employer Identification Number on the form from the IRS or Photocopy of the owner's Social Security Card.
5. Photocopy of the General Liability Insurance Certificate. (Must be on the Acord form and must list the Miramar location address)
6. Photocopy of the Settlement Statement or Photocopy of the Lease **(if leasing we'll need a notarized letter from the homeowner(s) giving you the right to operate a business from the home and lease must be signed by all parties. No electronic signatures accepted.)**
7. Photocopy of the Completed Fire Inspection by City of Miramar Fire, Life and Safety Department (954)602-4800 (\*\*\*) License fees may change based on your final fire inspection (\*\*\*)
8. **A non-refundable application fee of \$10.00. The license fee is due once your application is approved. (\*\*\*) License fees 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  
Miramar FL 33025

City Of Miramar  
Business Tax Office  
2300 Civic Center Place  
Miramar, FL 33025

**Business Tax Receipt Application for Assisted Living, Group Homes  
and Adult Day Care from a Home**

The information gathered by this application will be used to determine the issuance of your Business Tax Receipt. The application process will take five to seven business days. Please complete all the information in this application accurately and in its entirety. **The application must be signed and notarized.** All necessary photocopies will need to be made by the applicant. Failure to answer all questions in its entirety will result in the denial of your application under Chapter 11, Miramar City Code. You must also obtain a Broward County Business Tax Receipt.

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone No: \_\_\_\_\_ Business Fax No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Describe the business operation in detail:

\_\_\_\_\_  
\_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Home Phone No: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
(ZIP)

Date of Birth: \_\_\_\_\_ Soc. Sec. No: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Are you the property owner? YES \_\_\_\_ NO \_\_\_\_ If no, please provide us with a copy of your lease and a notarized letter from the property owner(s). (Notarized letter must include permission to operate a business from this address and all of the owner's contact information. The letter must be signed and notarized by all owners. )

**Business Tax Receipt Application for Assisted Living, Group Homes and Adult Day Care from a Home (continued)**

1. How many employees does the company have? (including yourself as one) \_\_\_\_\_

a) How many will be working in the home? (including yourself as one) \_\_\_\_\_

Are any of these employees not a member of your immediate family?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

b) How many employees will be traveling to the home daily? \_\_\_\_\_

2. How many beds are in the home? \_\_\_\_\_

3. Will medication be issue to the residence in the home?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, what type and how often:

\_\_\_\_\_

4. How many cars are at the home at any giving time? \_\_\_\_\_

5. Are visitors allowed to visit the home?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please list your visitor's hours: \_\_\_\_\_

\_\_\_\_\_

6. Does the business require the receipt of large packages to the home?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, describe:

\_\_\_\_\_

**Business Tax Receipt Application for Assisted Living, Group Homes and Adult Day Care from a Home**

7. Have you been **CONVICTED** of a felony or misdemeanor within the past three (3) years?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, what offense were you convicted of? \_\_\_\_\_

Have your civil rights been restored? \_\_\_\_\_

If yes, please provide copies of document(s) restoring your civil rights.

**Right of inspection.** The applicant acknowledges that upon issuance of a Business Tax Receipt the city shall have the right to inspect, at reasonable times, the premises upon which the home occupation is conducted to insure compliance with the foregoing standards and conditions, and to investigate complaints, if any.

**Penalty.** Any violation of this section may result in a fine in accordance with the Code of Ordinances.

**Revocation of license.** The city shall have the right to revoke any home Business Tax Receipt for non-compliance.

**Transferability.** No home Business Tax Receipt issued pursuant to this section shall be transferable, assignable, or otherwise alienable.

Please be advised that the City of Miramar relies upon the accuracy of your responses to the above questions in determining whether your home Business Tax Receipt should be granted. If the City of Miramar determines that the Home Business Tax Receipt was issued based on inaccurate, incomplete or misleading information provided in response to the above questions the City of Miramar reserves the right to revoke your home Business Tax, cite you with a Code Compliance violation or take any other appropriate action to bring your license into conformance with City regulation.

**Conditions for Granting a Home Business Tax Receipt to operate as an Assisted Living Facility, Group Home or Adult Day Care**

I have read the above terms and conditions and subject thereto, I make application for a restricted Business Tax Receipt. Should I violate these conditions, I understand that my Business Tax Receipt may be revoked by the City of Miramar.

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
NOTARIZED SIGNATURE OF APPLICANT

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 INTEROFFICE USE ONLY:**

Approved: \_\_\_\_\_

Denied: (State Reason) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Designee

\_\_\_\_\_  
Date