



TOWN OF BAY HARBOR ISLANDS

9665 Bay Harbor Terrace
Bay Harbor Islands, FL 33154
Tel (305) 866-6241

BUSINESS TAX RECEIPT APPLICATION
CHECKLIST

- _____ **Copy of the applicant State issued Identification**
Drive License, State Identification or Passport.

- _____ **State or Federal Licenses**
All businesses regulated by the Department of Professional Regulation (850) 487-1395, or any other State or Federal Regulatory Agency, must submit a copy of the current license.

- _____ **Corporate Registration from the State of Florida Division of Corporations**
All businesses transacting in the State of Florida are required to register with the State of Florida. Please provide a copy of the Corporate Registration from the State of Florida Division of Corporations.

- _____ **Fictitious Name Registration from the State of Florida Division of Corporations**
If you are not registering an Out-of-State Corporation as a Florida Corporation, you can register same as a fictitious name or if you are conducting business under another name.

- _____ **Copy of lease agreement** (if applicant is other than owner)

- _____ **Copies of Deed or proof of ownership** (if the property owner is the applicant)

PRIOR OR THE ISSUANCE OF A BUSINESS TAX RECEIPT BY THE TOWN CLERK'S OFFICE THE FOLLOWING INSPECTIONS SHALL BE PERFORMED PRIOR TO THE OPENING OF A BUSINESS.

- _____ **Building Official - Inspection** (business location only)
BHI Building Department - 305-993-1786
Email: buildingdepartment@bayharborislands-fl.gov

- _____ **Life Safety Inspection**
Miami-Dade County Fire Department
Office of Fire Marshall - 786-331-4800
www.miamidade.gov/fire

- _____ **DERM** (if applicable, for business opening a restaurant or cafes)
Permitting & Inspection Center
(Building Division, Permits - Building & Zoning)
Phone: 786-315-2000
Inspection & Permitting Voice Response: 305-591-7966
Email: bldgdept@miamidade.gov

Local Business Tax Receipts are valid from October 1st through September 30th of the following year. The tax for a new business opening after April 1st may be prorated to 50% of the annual tax. Transfer fees are equal to ten percent of the annual tax.