



**TOWN OF BAY HARBOR ISLANDS**

**Building Department**

9665 Bay Harbor Terrace

Bay Harbor Islands, FL 33154

Office: (305) 993-1786

**BUSINESS TAX RECEIPT & VACATION RENTAL LICENSE REGISTRATION CHECKLIST**

- \_\_\_ Complete Applications for Business Tax Receipt and Vacation Rental License, all fields must be filled out.
- \_\_\_ Copy of the applicant State issued Identification  
Driver License, State Identification or Passport.
- \_\_\_ **Florida Department of Business & Professional Regulation**  
Licensure for Transient Public Lodging Establishment.  
[www.myfloridalicense.com](http://www.myfloridalicense.com)
- \_\_\_ **Florida Department of Revenue for Sales Tax Collection**  
Certificate of Registration for purposes of Collecting & remitting tourist development taxes, sales surtaxes, and transient rental taxes.  
[www.floridarevenue.com](http://www.floridarevenue.com)
- \_\_\_ **Miami-Dade County for Tourist and Convention Development Taxes**  
Proof of Registration with or exemption must be provided.  
[www.miamidade.gov/taxcollector/tourist-taxes.asp](http://www.miamidade.gov/taxcollector/tourist-taxes.asp) or 305-375-5587
- \_\_\_ **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.
- \_\_\_ A notarized affidavit by the owner and responsible party to comply with all of the Town Code.
- \_\_\_ Proof that notice has been provided to and written consent has been given by the **Condominium, Cooperative, or Management** of the complex in which the Vacation Rental unit(s) are proposed.
- \_\_\_ A Sketch or floor plan of the unit(s) to be used as vacation rentals.
- \_\_\_ A Sketch of the location of the off-street parking spaces available to the property.
- \_\_\_ A copy of the vacation rental/lease agreement form to be used when contracting with transient occupants.
- \_\_\_ A copy of the lease or Warranty Deed.

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**PRIOR TO THE ISSUANCE OF A BUSINESS TAX RECEIPT BY THE TOWN CLERK'S OFFICE THE FOLLOWING INSPECTIONS SHALL BE PERFORMED PRIOR TO THE RENTAL / OCCUPANCY OF ANY UNIT.**

\_\_\_ **Building Department Inspection**  
BHI Building Department - 305-993-1786  
Email: [amartinez@bayharborislands-fl.gov](mailto:amartinez@bayharborislands-fl.gov)

\_\_\_ **Miami- Dade County Fire Department**  
Life Safety Inspection  
Office of Fire Marshall - 786-331-4800

**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.**