

## OUTSIDE AGENCIES

- **MIAMI-DADE COUNTY**

11805 SW 26th Street, Miami FL 33175  
Phone: 786-315-2771

- **MIAMI-DADE FIRE DEPARTMENT**

www.https://www8.miamidade.gov/fire/fire\_prevention\_request\_form.asp

- **MIAMI-DADE WATER AND SEWER DEPARTMENT**

www.miamidade.gov/water/bill\_app/start Service.asp

- **MIAMI-DADE IMPACT FEES**

https://www8.miamidade.gov/apps/rer/Impact FeesPayments/default.aspx

- **MIAMI-DADE HEALTH DEPARTMENT (HRS/DOH)**

http://miamidade.floridahealth.gov/

- **DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES (DERM)**

https://www.miamidade.gov/environment/

- **DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION DIVISION OF HOTELS AND RESTAURANTS**

- **DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO**

1940 North Monroe Street, Tallahassee,  
FL 32399-1011  
Phone: 850-487-1395  
www.myfloridalicense.com

## CONTACT US:

### NEW BUSINESS HELP DESK/BUSINESS COORDINATOR

SINDIA ALVAREZ

PHONE: 305-762-3111

EMAIL: NEWBUSINESS@MSVFL.GOV

### PLANNING & ZONING DIRECTOR

TRAVIS KENDALL

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### BUILDING OFFICIAL

ISMAEL NARANJO

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### CODE COMPLIANCE DIRECTOR

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Miami Shores Village  
Office Government



# GUIDE TO OPENING A BUSINESS IN MIAMI SHORES VILLAGE



# SIX STEPS TO OPENING A BUSINESS



## STEP 1: BUSINESS COORDINATOR



Your first stop to establish a new business or expand an existing one is to contact the business coordinator at the New Business Help Desk.

- In person: Go to the Village Hall located at 10050 NE 2nd Avenue, Miami Shores, FL 33138 and ask for the New Business Help Desk in the lobby. The business coordinator will guide you through the whole process.
- Via email: [newbusiness@msvfl.gov](mailto:newbusiness@msvfl.gov).
- Via telephone: Call 305-762-3111.

## STEP 2: PLANNING & ZONING



Your application for local business tax receipt (BTR) will be reviewed by the Planning and Zoning Department.

If approved you will be directed to the appropriate outside agencies.

## STEP 3: OUTSIDE AGENCIES



All commercial business (New or Existing) require review and approval from Miami-Dade County agencies such as:

- Miami-Dade Fire Department
- Miami-Dade Department of Environmental Resources (DERM)
- Miami-Dade Health Department (HRS) or
- Miami-Dade Water and Sewer Department
- Miami-Dade Impact Fees

## STEP 4: BUILDING DEPARTMENT



An inspection of the unit and or building is required.

If your project meets the requirements for use and occupancy as established under the Florida Building Code, the building official will approve the LBTR application.

If the project DOES NOT comply, then the Building Official will provide requirements for corrections.

## STEP 5: PRICING AND CLASSIFICATION



Once approved by the building official, check back in with the business coordinator. The application will then be reviewed to determine the classification and pricing for the Business Tax Receipt.

## STEP 6: BUSINESS TAX RECEIPT ISSUED



The business coordinator will remain your central point of contact throughout the Business Tax Receipt process.

