City of Miami requires an **Occupational License** for each place of business and each separate business activity conducted, even if housed in the same location. Businesses applying for an Occupational License must have a current **Certificate of Use** or **Accessory Use Permit** from the City of Miami.

Applications for **Occupational Licenses** may be obtained from the City of Miami Department of Finance, Occupational License Unit, also located on the MRC building on the 6th Floor.

A federal employer identification number issued by the Internal Revenue Service and a Florida State sales tax number must be present in the application for an **Occupational License** along with the application form.

Businesses operating with a fictitious name must provide proof of name registration with the State of Florida at time of application.

Businesses operating out of home will be required to obtain an **Occupational License** after obtaining an Accessory Use certificate from the Department of Planning and Zoning.

Fees for **Occupational License** for the City of Miami vary according to type of business. Detailed information may be obtained from the City of Miami Department of Finance. Businesses such as architects, physicians, real estate firms, and restaurants must submit licenses or current State Certification when applying for a new **Occupational License**. Information regarding licensing from the State of Florida, Department of Business and Professional Regulation may be obtained through [www.myflorida.com/dbpr](http://www.myflorida.com/dbpr).

Hotels and businesses dealing with food must obtain a permit from the State of Florida Department of Business and Professional Regulation, Division of Hotels & Restaurants.

Upon receiving the **Certificate of Use** and **Occupational License** from the City of Miami, an **Occupational License** must be obtained from Miami-Dade County. Application and information regarding Miami-Dade County **Occupational License** may be obtained from the offices of Miami-Dade County.

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**City of Miami Occupational License**

**Miami-Dade County Occupational License**

**CITY OF MIAMI OCCUPATIONAL LICENSE**

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Applications for **Occupational Licenses** may be obtained from the City of Miami Department of Finance, Occupational License Unit, also located on the MRC building on the 6th Floor.

A federal employer identification number issued by the Internal Revenue Service and a Florida State sales tax number must be present in the application for an **Occupational License** along with the application form.

Businesses operating with a fictitious name must provide proof of name registration with the State of Florida at time of application.

Businesses operating out of home will be required to obtain an **Occupational License** after obtaining an Accessory Use certificate from the Department of Planning and Zoning.

**M牵挂DAE COUNTY OCCUPATIONAL LICENSE**

Upon receiving the **Certificate of Use** and **Occupational License** from the City of Miami, an **Occupational License** must be obtained from Miami-Dade County. Application and information regarding Miami-Dade County **Occupational License** may be obtained from the offices of Miami-Dade County.
Applications which require trade inspection such as plumbing, electrical or mechanical inspection must be approved by an inspector from the Building Department. Once the fees are paid and approval is received, inspections for Certificates of Use may be scheduled by phone at (305) 416-1100. Further instructions are available on the application.

Fire Safety Permit

Any business operating in the City of Miami is also required to obtain a Fire Safety Permit. The application for the Fire Safety Permit is provided with the application for Certificate of Use. The Fire Safety Permit is issued upon inspection of premises and its funds are used to comply with the Fire Prevention Code. Inspection for the Fire Safety Permit may be scheduled by phone with the Fire Prevention Bureau at (305) 416-1600. Further instructions are available on the application.

Fees

Certificate of Use / Accessory Use and Fire Safety Permit fees are based on square footage of occupancy and business activity. A supplemental waste fee is also assessed to cover costs associated with the collection of waste and garbage, and to ensure the cleanliness of our streets and alleyways. The supplemental waste fee is also based on square footage of occupancy and business activity.

Certificate of Use, Fire Safety Permit and supplemental waste fees are collected at the time of application for Certificate of Use. Fees are renewed yearly.

Minimum fees are:
- Certificate of Use: $253.00 ($103 for renewals)
- Fire Safety Permit: $53.00
- Supplemental Waste Fee: $76.00

Once final approval is given, the Certificate of Use will be available for pick up by the next business day in most cases.

City of Miami Certificate of Use or Accessory Use Permit

For approved “home-based” businesses only

Miami-Dade County Occupational license

Licensing or permits from the State of Florida (if applicable)

Certificate of Use / Accessory Use and Fire Safety Permit fees are based on square footage of occupancy and business activity. A supplemental waste fee is also assessed to cover costs associated with the collection of waste and garbage, and to ensure the cleanliness of our streets and alleyways. The supplemental waste fee is also based on square footage of occupancy and business activity.

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