

## CITY OF HIALEAH BUSINESS TAX DIVISION

501 PALM AVE, 1<sup>st</sup> Floor, HIALEAH, FL 33010  
305-883-5890 Fax: 305-883-5990

### BUSINESS TAX RECEIPT APPLICATION

Pursuant to Chapter 86 of the City of Hialeah Code of Ordinances:

No person shall engage in or manage any business, profession, service or occupation in the city, for which a business tax receipt and fee are required in this Code, without first obtaining such business tax receipt and paying the required fee.

Separate business tax receipts will be required for each place of business or by each separate classification of business at the same location.

Such Business Tax shall be assessed against any business, occupation, profession or service, and annually thereafter on or before October 1 of each year, as long as such business, occupation, profession or service is carried on.

### APPLICATION PROCESS

The following steps must be taken to establish a business, profession or occupation within the City of Hialeah:

**Step 1.** Prior to signing a lease agreement or purchasing property in the City of Hialeah, check with the Business Tax Division to make certain that the proposed business, occupation, profession or service is permitted at the address intended.

**Step 2.** Complete the Business Tax Receipt Application, which must be signed by the owner of the business or a duly authorized officer, and shall include the following documents, as applicable:

- Lease Agreement (if the applicant is a tenant) or Warranty Deed (if the applicant is the owner of the business premises).
- Driver's License or other valid government issued ID.
- Corporate Documents showing the Federal Identification Number and proof of registration as a Corporation/ Fictitious name.
  - A business using a fictitious name must submit a copy of the current Certificate of Registration from the Florida Department of State.
  - Those using a corporate name must submit a copy of the corporation's current Certificate of Status from the State of Florida.
- Copies of certificates, licenses, approvals, or permits, as applicable for State and/or county regulated professions, businesses and services.
- Criminal Background check, if applicable. For example, without limitation, motor vehicle towing, for hire school buses, amusement type II machine operators, security services, and private garbage haulers, etc.
- A copy of the Solid Waste service contract.
- Any other document as required by the Division applicable to the proposed business, occupation or service as required by State, County and local laws, rules and regulations, including the City Code.

**Step 3.** Submit the completed Application with all necessary attachments to the City of Hialeah Business Tax Division to the following address for review and processing: **City of Hialeah, Business Tax Division 501 Palm Avenue, 1<sup>st</sup> Floor, Hialeah, FL 33010. Open 7:30 a.m. to 3:30 p.m.**

**THE BUSINESS TAX DIVISION WILL NOT ACCEPT INCOMPLETE APPLICATIONS.**

**Step 4.** The Business Tax Division will send your application to the Planning and Zoning Division and the Building Tax Division for review.

**Step 5.** If the Application was **APPROVED** by the Planning and Zoning Division and the Building Division, then **CONTINUE TO STEP 6.**

If the Application has been **DENIED** by either the Planning and Zoning Division or the Building Division, then the review process **ENDS HERE**. The City will contact you to inform you of the denial and the reasons for the denial.

**Step 6.** Miami Dade County Department of Regulatory and Economic Resources (**DERM**), will send you an email with a link to pay DERM fees between **5-10 business days**. After payment has been made, DERM will begin to process your application.

**Step 7.** If application has been **APPROVED** then **CONTINUE TO STEP 8.**

If application has been **DENIED** by DERM the review process **ENDS HERE**. DERM will upload via their online portal (<https://www.miamidade.gov/Apps/RER/EPSPortal>) details on your denials and what they need in order for your application to be approved.

**Step 8.** After DERM approves your application, the City will contact you to inform you that you are ready to come in to pay for the fire inspection and zoning fees.

**Step 9.** The City of Hialeah Fire Department will contact you to schedule an inspection once fire inspection fees have been paid.

If the Fire Department **APPROVES** your inspection, then **CONTINUE TO STEP 10.**

If the Fire Department **FAILS** your inspection, then the review process **ENDS HERE**. The City will contact you via phone or email to inform you of the denial.

**Step 10.** Once the Fire Department approves the inspection, you will be contacted via phone or email so you can pay for business tax in the amount set forth in Section 86-43 of the City of Hialeah Code of Ordinances, and then your Business Tax Receipt will be given to you in person or mailed.

**FOR YOUR INFORMATION**

- State of Florida, Division of Business and Professional Regulation..... (850)487-1395
- State of Florida Dept. of Health.....(850)488-0595
- State of Florida, Dept. of Agriculture and Consumer Services.....(800)435-7352
- Florida Division of Hotel & Restaurants.....(850)487-1395
- Florida Office of Financial Regulation.....(850)410-9805
- Miami Dade County, Business Tax Receipt.....(305)270-4949
- Miami Dade County, Certificate of Competency.....(786)315-2880
- Florida Dept. of revenue Sales Tax Registration Unit.....(850)488-9750
- Division of Corporations.....(850)488-9000
- Secretary of State, Fictitious Name filing.....(850)488-9000
- Florida Division of Food Safety and Sanitation.....(850) 245-5520
- Florida Division of Alcoholic Beverages and Tobacco (Miami Office)..... (305) 470-6787
- Florida Sales Tax, Miami Service Center.....(305)-470-5001
- Florida Dept. of Children and Families (Miami Office)..... (305) 377-5494

## BUSINESS TAX DIVISION (BTD)

Submit the completed Application with all necessary attachments to the City of Hialeah Business Tax Division.

## REVIEW PROCESS

The BTD will send your Application to the Zoning Division for review.

## PLANNING AND ZONING REVIEW

The Application will be reviewed by the Planning and Zoning Division to ensure that the type of business is permitted in the zoning district where it will be located, and that it complies with other applicable zoning regulations.

## BUILDING REVIEW

The Application will be reviewed by the Building Division to verify that the structure was built and/or is in compliance with the applicable requirements of the Florida Building Code for the proposed type of business and use(s).

If the business is allowed on the property, the application will be assigned to the Building Division for further review.

If the business activity is not allowed on the property as proposed, the Application will be denied and sent back to the BTD.

During the processing of your application by Zoning or Building, you may be asked to submit additional information. Affidavits, declarations or other forms may be required, depending on the type of business proposed, and depending on the zoning classification of the property. In some instances, plans may be required. If a site inspection is required, the City will contact you to coordinate a convenient date and time for the inspection.

Once Building has reviewed your Application, it will be sent to the BTD that will notify you whether your Application was approved or denied.

## BUSINESS TAX DIVISION REVIEW

- APPLICATION APPROVED. If your Application is approved by the Planning and Zoning Division and the Building Division, the Business Tax Division will contact you. The review process will continue as set forth in **Step 6** above.
- APPLICATION DENIED. If your Application is denied by any of the reviewing disciplines (Planning and Zoning Division and Building Division) or you fail the inspection performed by the Fire Department, the Business Tax Division will contact you by phone or email to inform you of the grounds for denial. Upon request, the Business Tax Division can provide you with a copy of the inspection report, comments, review forms or remarks, as applicable, indicating the grounds for denial.
- You may contact the Business Tax Division to inquire as to the status of your Application.
- You must contact DERM directly to inquire as to the status of the DERM review.
- Applications to reflect a **change in ownership** and/or **change of business name** must be taken by the Applicant directly to DERM for approval as set forth in **Step 7**, as it **only** requires DERM review. **For all other types of applications, follow Steps 2 - 10.**