

# Instructions for a Business Tax in the Health Industry

To apply for a business tax (occupational license) for anything in the health field (i.e. medical office, therapy office, chiropractor, podiatrists, etc.) multiple business tax applications are required to be completed. The first application will be completed by the business owner for the practice and the other applications will be completed by each state license professional working in the practice. Once your application(s) are completed you must follow these instructions:

**Step #1:** You must come to our office so that we can review and verify that the form(s) have been completed correctly and also so that we can classify your license accordingly.

**Step #2:** All application must be taken to the Zoning and DERM department (this is an entity of Miami-Dade County that has a satellite office in our facility) for approval. Without these approvals we CANNOT process any applications. These departments charge a separate fee from our department.

**Step #3:** Then you will have to come to our office so that we can finish the process before 3pm.

Along with the application(s) you will be required to provide legible copies of the following documents:

- Lease agreement (1<sup>st</sup> page where the address is shown and the last page where the tenant and landlord sign) or recorded warranty deed (if you own the property)
- Proof of who picks up the general garbage (this can be a letter from landlord, a bill, contract, etc.)
- State license for each professional
- Picture ID of the Signee **(in this case if the person signing is not listed in the corporation on [www.sunbiz.org](http://www.sunbiz.org) a power of attorney/ notarized letter of authorization from an authorized agent/director/member of the company must be provided. The application for the professionals must be signed by the professional completing the application.)**

Articles of incorporation from [www.sunbiz.org](http://www.sunbiz.org) (the company must be registered in the state of Florida and in Active Status)

Doctor verification affidavit notarized (for each professional)

**\*\*Please be advised that this is basic documentation required to obtain a business tax receipt and we may request further documents.**

Once you finish your process with the City of Hialeah you will be required to obtain a Miami-Dade Local Business Tax Receipt