

New Business Tax or Change of Location

To obtain a new business tax receipt or for a change of location please read below:

****NOTE: Please verify with Zoning Division 305-883-8075 first before signing a lease if the place is permissible for the use that is going to be there. If it is then you can follow all the steps discussed below.**

You will be required to fill out the "Business Tax Division Application to Obtain a Business Tax Receipt" form entirely and follow the following instructions:

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

Step #2: Application must be taken to the Zoning Division 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.

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

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

- Lease agreement (1st 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.)
- Picture ID of the Signee **(in this case if the person signing is not listed in the corporation on www.sunbiz.org a power of attorney/ notarized letter of authorization from an authorized agent/director/member of the company must be provided.**
- Articles of incorporation from www.sunbiz.org (the company must be registered in the state of Florida and in Active Status)

****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