



OCCUPATIONAL LICENSE APPLICATION

Village of Palmetto Bay
8950 S.W. 152 Street
Palmetto Bay, FL 33157
(305) 259-1234
Fax: (305) 259-1290

APPLICATION PROCEDURE

The following steps must be taken to establish a business within the Village of Palmetto Bay:

Step 1. Before signing a lease or purchasing property in the Village of Palmetto Bay, check with the Building and Zoning Department of the Village to make certain that the proposed business or occupation is permitted at the address intended. The Building and Zoning Department will verify that all parking requirements for your proposed business or occupation are met as well.

Step 2. Apply for a Certificate of Use and/or Certificate of Occupancy from the Village of Palmetto Bay.

Step 3. Once you have obtained verification from the Building and Zoning Department that your business meets the zoning and parking requirements, you must complete the attached occupational license application, which must be signed by the owner of the business and notarized.

Step 4. Submit the completed application with all necessary attachments (which are indicated by bold italics throughout the application) to the Village Clerk for processing.

****Please note:*** each agency or professional business office is required to have an occupational license and each professional working out of such location is required to have a separate Occupational License.

Examples: A Real Estate Agency is required to have a license and each Realtor and each Broker is required to have a license; A Law firm is required to have a Business Office License and each Attorney is required to have a license; A Clinic requires a Medical Center License and each Doctor and/or therapist is required to have a license; Beauty Salon/Barber Shop requires a license then each "Chair" (each barber or stylist) is required to have a license. In each of these examples, the applicant may submit one application and attach for each professional a copy of the Professional license issued by the DBPR along with the appropriate fee for each.

PLEASE READ CAREFULLY

For the Village of Palmetto Bay Village Clerk's Department to process your Occupational License Application, it is necessary that the application be complete and include all attachments. During the processing of your application, you may be asked to submit additional information. The Village does not guarantee a license upon submission of your application. **Submission of an application does not imply consent to operate your business therefore, you shall not conduct any business until an Occupational License is issued.** The Village may not be held responsible for improvements you make on the location prior to all approvals given for the issuance of your Occupational License. Proper permits must be obtained for all alterations, remodeling, and repairs affecting the electrical, plumbing, mechanical or building structure.

APPLICATION

Instructions: Please print or type to allow for a more accurate processing of your application.

Name of Business: _____

Commence Date: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Please indicate what products will be sold or services rendered:

Please indicate below if this is a new or existing business:

- NEW If new, ***please provide a Certificate of Use and/or Certificate of Occupancy issued by the Village of Palmetto Bay.***
- EXISTING If existing, ***please provide a copy of the Certificate of Use and/or Certificate of Occupancy issued by Miami-Dade County.***

Name of Business Owner: _____

Social Security #: _____

FL Driver's License #: _____

Business Owner's Mailing Address: _____

Business Owner's Home Telephone: _____

If this business is a proprietorship, please provide the name of the proprietor:

If this business is a partnership, please provide the names of the partners:

If this business is a corporation, please provide the names of the officers and their titles in the space provided below:

Please submit the corporate documents showing the Federal Identification Number and/or registration as a Corporation/Fictitious name. Please provide proof of approved sanitation services, if applicable.

WILL THIS BUSINESS...

1. Be a professional association? Yes No
2. Join an existing office? Yes No
3. Have door-to-door service? Yes No
4. Operate from a home? Yes No
5. Require state licensing? Yes No
7. Be licensing fee exempt? Yes No
8. Serve liquor? Yes No
9. Serve food? Yes No
10. Sell tobacco products? Yes No
11. Have day or adult care services? Yes No
12. Deal with hazardous materials? Yes No

If Yes, describe the work below.

GENERAL INFORMATION

Instructions: Please write N/A if the question is not applicable to the type of business you are applying for.

1. What is the gross floor area of the business facility? _____ square feet

Please provide a copy of your lease agreement to verify square footage.

2. What is the number of parking spaces exclusively for this use? _____ regular spaces
_____ handicap _____ stroller
3. What is the number of employees including owners and management? _____ employees
4. What is the number of coin operated machines at location? (i.e. cigarette, soda, washer, drier, etc..) _____ machines
5. What is the number of units? _____ units

All information provided by the taxpayer will become part of the public records except the SSN, which is protected by the confidentiality law of the State of Florida. If you claim exemption under F.S. 119 for another reason, please indicate in writing and attach to this application.

AFFIDAVIT

State of _____)

County of _____)

_____ being first duly sworn, deposes and says that: He/she is the (Owner, Partner, Officer, Representative or Agent) _____ of (name of business/applicant) _____, and that matters and facts stated in this application are true to his/her knowledge, and that he/she, in the aforementioned position is authorized to execute this application for the purposes of obtaining an Occupational Licenses from the Village of Palmetto Bay.

Signature

Sworn to and subscribed before me this _____ day of _____, 20____.

Print Name and Title Notary Public, State of Florida

My Commission Expires:

Any questions concerning this application should be referred to the Office of the Village Clerk, 8950 S.W. 152 Street, Palmetto Bay, FL 33157. Hours of operation are 8:30 a.m. through 5:00 p.m. You may also call (305) 259-1234 or fax your questions to (305) 259-1290.

CHECKLIST OF ATTACHMENTS

The following is a checklist of attachments which your application **may need to have** in order to be processed. Please attach the required documentation to the application.

- If new business, attach a Certificate of Use and/or Certificate of Occupancy issued by the Village of Palmetto Bay.
- If existing business, attach a copy of the Certificate of Use and/or Certificate of Occupancy issued by Miami-Dade County.
- Proof of approved sanitation services if an eating establishment.
- Corporate documents showing the Federal Identification Number and registration as a Corporation/Fictitious name.
- Lease Agreement for Square Footage figures