

Website to obtain the following information is: <https://www.miamidade.gov/permits/zoning-certificate>

How to apply:

The Application for Certificate of Use is short and easy to fill out. Application can be made in person at the Zoning Permit Section. The quickest way to get your certificate is to walk the application through in person.

1.The application is available at the Permit Counter at the address below.

2.A Non-Refundable upfront fee of \$110.73 which includes the 7.5% surcharge is required upon submittal of the Certificate of Use application. The rest of the fees are due upon approval of the Certificate of Use. See the Fees section below for more information.

3.We no longer accept faxed or mailed applications for commercial Certificates of Use from the general public. We will continue to accept applications from out of State applicants upon request. Out of State applicants or applicants with special needs may contact the Zoning Permit Section to request assistance with faxed or mailed applications at 786-315-2660.

The following information is required when applying for a C.U.:

- The name and address of the business.
- The square footage of the area to be occupied.
- The type of business and business owners' name.
- If the business is a corporation, the name of a corporate officer is required.
- The folio number for the property is also necessary.

If interior alterations or other construction has commenced for which the permit required has been issued, the construction must be completed, and all final inspections must be obtained prior to application for the Certificate of Occupancy and the Certificate of Use.

Where to apply:

Miami-Dade Permitting and Inspection Center
Zoning Permit Section
11805 SW 26th St. (Coral Way)
Miami, FL 33175
Phone 786-315-2660

Transfer of Certificates:

A Certificate of Use may be transferred for the same use but application must be made in person at the Zoning Permits Section by filling out the required forms and paying the appropriate fees. The applicant must comply with all the conditions of the specific use as stated in the Code and any conditions of any applicable resolutions and agreements.

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Application Review Process:

The application is reviewed to ensure that the type of business is permitted in the zoning district where it will be located. If the business activity is not allowed there, the application will be rejected. If the business is allowed on the property, the application will be processed on the computer.

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.

All businesses must be reviewed by Environmental Resources Management which is also located at the Miami-Dade Permitting and Inspection Center.

For most businesses, the C.U. application may take one to two hours for processing, if walked through in person.

Mailed and faxed applications require additional time as they are forwarded to other appropriate offices, as needed. These applications take four to five days and require follow up by the applicant.

Tracking your application. Once the application is loaded into the computer system, a call to the informational voice response system will reveal the status of the application. The assigned C.U. process number is required to access the system at 305-591-7966. Listen to the easy to follow instructions. Press 1 for English, 2 for Spanish, then Press 4, then 2 for Certificate of Use Information.

Inspections:

Some businesses have to be inspected before a C.U. can be issued. These inspections are completed within two days from the day requested, and may include electrical, mechanical, plumbing, fire, building and zoning inspections.

Inspections, if needed, take approximately two days. Call the Zoning Inspections Section at 786-315-2660 with your process number.

Fees:

In most cases, fees for the C.U. are based on the square footage of the area to be occupied plus an environmental fee and a 7.5% surcharge.

If paying by check, the check should be payable to Miami-Dade County.

Pay Online

You can also make a one-time payment using your credit card or e-check. Make sure to have your process number ready.

Penalties:

Starting a business without obtaining a C.U. may result in a fine and possibly the issuance of a ticket to both the business owner as well as the property owner.