

**MUNICIPAL APPLICATION FOR CERTIFICATE OF USE/OCCUPATIONAL LICENSE**

*\*Section 1 & 2 must be completed prior to submittal for review accompanied with the municipal application along with the payment of the initial review fee. Submittal of application may result in further reviews and additional fees incurred.*

DATE

**SECTION 1 – BUSINESS INFORMATION (to be completed by Applicant)**

SITE/BUSINESS ADDRESS	UNIT/SUITE#	PROPERTY TAX FOLIO NUMBER	
BUSINESS OWNER NAME	BUSINESS NAME OR DBA		
MAILING ADDRESS	CITY	STATE	ZIP
CORPORATE OFFICER/PARTNER/AUTHORIZED REPRESENTATIVE (NAME & TITLE)	TELEPHONE NUMBER	E-MAIL	
SQUARE FOOTAGE OF UNIT(S):	PROPOSED USE/TYPE OF BUSINESS		
<i>Please note that a lease agreement may be requested to verify square footage.)</i>	<i>Please note that some business types may require a DERM Operating Permit. To determine if your business requires an operating permit(s), please see page 2 of this application. this application</i>		
Signature of applicant confirms the above information is true and correct. I understand the conditions under which my Certificate of Use (CU) is being approved and accept that no changes or refunds can be made once issued.			
PRINT NAME	SIGNATURE		

**SECTION 2 – MUNICIPAL INFORMATION (to be completed by Municipal Official or Staff)**

MUNICIPAL CERTIFICATE OF USE APPLICATION NUMBER	PREVIOUS USE/TYPE OF BUSINESS AT THIS LOCATION	DATE OF LAST APPROVAL
Was a building permit required to establish/expand the current proposed use? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If Yes, provide the following:</i>		
MUNICIPAL BUILDING PERMIT NUMBER	MIAMI-DADE COUNTY MUNICIPAL BUILDING APPROVAL NUMBER	
MUNICIPAL OFFICIAL PRINT NAME	TITLE	
SIGNATURE	TELEPHONE NUMBER	

We are no longer accepting applications by email. The County has a new online portal to upload your applications and supporting documents at <https://www.miamidade.gov/Apps/RER/EPSPortal> . Please submit the County Municipal application (attached) **together** with the Municipal license application you applied with at the City's zoning department where your business is located.

Attached are the instructions for electronic online submittal for County/DERM review and approval as requested by the municipality.

Supporting documents may include copy of lease showing square footage of business, water and sewer bill, letter of intent, copy of license of previous use and any other documents you may have to assist in the review. These are not required but may help in the review and depending on the proposed use other documents may be requested.

Also, make sure you are using google chrome as your web browser and the files are uploaded in PDF.

***As we consider the next phase of re-opening our services to broader in-person assistance, as well as the possibility of re-locating the Permitting and Inspection Center (PIC) services with our existing land development services in downtown Miami, the Department of Regulatory and Economic Resources needs your input to help determine the customer service model that will best meet your needs. Please complete this survey by March 17.***

*If you have any questions regarding this email, please contact me via telephone at (305)372-6502 and please leave a detailed voice mail and I will get back to you soon or by email at [lezcaf@miamidade.gov](mailto:lezcaf@miamidade.gov)*

**Frank Lezcano, Engineer III**  
Environmental Plan Review Section  
**Miami-Dade Department of Regulatory and Economic Resources**  
Overtown Transit Village  
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Miami, Florida 33136  
Phone (305)372-6502

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*Please consider the environment before printing this email.*

You can keep track of your review once the review is started by going to the portal <https://www.miamidade.gov/Apps/RER/EPSPortal> and search your review using your MUA#. Your application will be reviewed within 24 hours of making payment.

Once the application has been reviewed you can continue to upload files by going to the **Municipal CU** link  and scrolling down to *submit for rework*. There you can activate the review again and add files if needed. You can also send an email to the reviewer by clicking on their highlighted name.

Let me know if you have any questions.

Thank you,

***As we consider the next phase of re-opening our services to broader in-person assistance, as well as the possibility of re-locating the Permitting and Inspection Center (PIC) services with our existing land development services in downtown Miami, the Department of Regulatory and Economic Resources needs your input to help determine the customer service model that will best meet your needs. Please complete this survey by March 17.***

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