



# CERTIFICATE OF USE AND BUSINESS TAX RECEIPT PROCESS

1

## APPLY FOR CERTIFICATE OF USE

- The application must be fully completed and notarized
- The application may be submitted at any point to the City of Aventura or with your proposed build-out/renovation
- Use the application to propose your business model and location to the City for approval

2

## APPLY FOR BUSINESS TAX RECEIPT

- The application must be fully completed and notarized
- The application may be submitted after the approval or with the Certificate of Use application (Step 1)
- The (BTR) must be issued before you open for business

3

## APPLY/OBTAIN MIAMI-DADE COUNTY CERTIFICATE OF USE

- The application is submitted along with the (BTR) application
- The County (CU) must be issued prior to the issuance of the (BTR)
- Use the Miami Dade County Portal to follow-up with your application
- Forward the issued County (CU) to the City of Aventura to finalize your BTR application

4

## SUBMIT ALL SUPPLEMENTAL REQUIREMENTS TO CITY

- Miami Dade County Municipal Certificate of Use (MCU)
- Building Division Certificate of Occupancy (If applicable)
- State of Florida Licenses/Permits from the Departments of Health, Agriculture, or Business & Professional Regulation (If applicable)
- Other pending documentation previously requested

5

## OBTAIN CITY OF AVENTURA (CU) & (BTR)

- Once all previously requested documentation is received the City will finalize your CU and BTR application
- A final invoice is generated and sent via email
- The Business Tax Receipt is issued
- At this point you may open for business!

EMAIL US WITH QUESTIONS TO: [BTR@CITYOFAVENTURA.COM](mailto:BTR@CITYOFAVENTURA.COM)