

DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES (RER)



Applying for a
Municipal or
Unincorporated
Certificate of Use

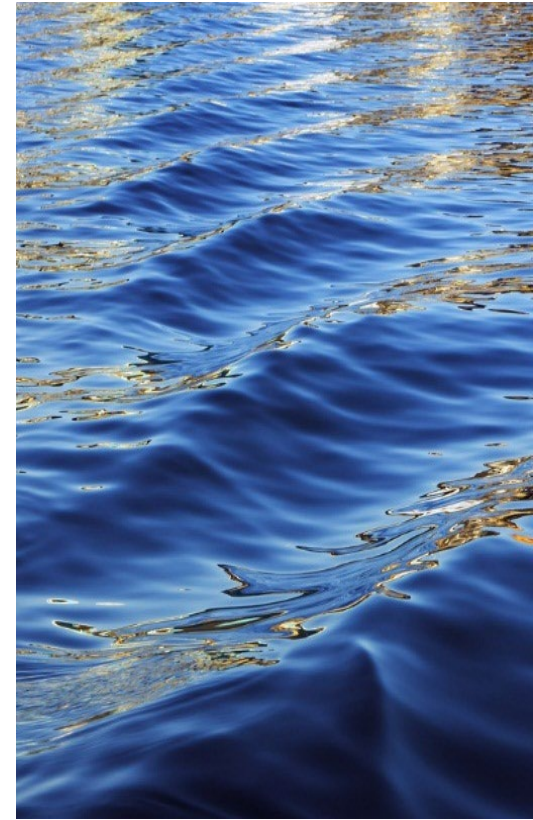


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APPLYING FOR A MUNICIPAL OR UNINCORPORATED CERTIFICATE OF USE

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INTRODUCTION

- Use this feature of the **Plan Status & Application Submittal Portal** to submit *Certificate of Use applications* for the following:
 - Establishment of a new business at any location
 - Relocation of an existing business
 - A change in a business use or operation
 - An expansion in a business use or operation
 - Temporary uses that exceed 45 days
 - Pop-up business that exceeds 45 days in the same location

Miami-Dade Department of Regulatory & Economic Resources
Plan Status & Application Submittal Portal

Search status of Applications & Plans

Search a tracking, application or permit number (such as C, M, N, TREE and UP process numbers).

Enter tracking, application or permit number

Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the Building Permit Selection Menu.

Q Advanced Search

Register an Account **NEW!**

Registering an account with miamidade.gov offers added benefits such as:

- Access to My Applications page that lists your current and previous submissions.
- Easily locate and track the status of your submissions.
- Pre-populate submissions with contact information from registered account.
- Allows you to submit reworks to a UP number.

My Applications

Building Permit-Related Applications & Plans Submissions

For submittals processed at the Miami-Dade Permitting & Inspection Center or Overtown Transit Village 2nd Floor: new building-related permit applications, plans, corrections, revisions, extensions, re-issuances, subsidiary permits, change of contractor.

Includes municipal building permit plan reviews that require County approvals (i.e. DERM, WASD, FIRE, etc.).

Building Permits

DERM Program & Permit Review Submissions

For submittals that require DERM program or permit review such as Class I-VI permits, EQCB applications and more.

Not to be used for municipal building permit plan reviews that require County approvals (i.e. DERM, WASD, FIRE, etc.).

DERM Permits

BEFORE STARTING A MUNICIPAL APPLICATION

Prior to applying with Miami-Dade County for review and approval of a Municipal Certificate of Use, the process **must** begin at the offices of the municipality where the business will be operating.

1. Complete *Section 1 - Business Information* of the Municipal Application for Certificate of Use/Occupational License Form.
2. A representative of the municipality will complete *Section 2 - Municipal Information*.

The Municipal Certificate of Use Application Number (if applicable to that municipality), and a signature are required before applying with Miami-Dade County.

Miami-Dade County Department of Regulatory and Economic Resources
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 UNITS/:	PROPOSED USE/TYPE OF BUSINESS		
Please note that a lease agreement may be requested to verify square footage.)		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	
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	If Yes, provide the following:	
MUNICIPAL BUILDING PERMIT NUMBER	MIAMI-DADE COUNTY MUNICIPAL BUILDING APPROVAL NUMBER	
MUNICIPAL OFFICIAL PRINT NAME	TITLE	
SIGNATURE	TELEPHONE NUMBER	

BEFORE STARTING AN UNINC. APPLICATION

Prior to applying with Miami-Dade County for review and approval of a Certificate of Use, complete the Application for Certificate of Use form.

1. Complete *the Business Information* section of the form.
2. Specify the *Nature of Business* and accurately answer all the relevant questions.
3. Sign the agreement.
4. Scan the completed form as a PDF and have it accessible as you will need to upload it during the application process.

Unincorporated Miami-Dade County Department of Regulatory and Economic Resources
Zoning Permits Section – 11805 S.W. 20th Street, Suite 100, Miami, FL 33175 – Phone: 786-315-2600
Application for Certificate of Use

Date: _____ Building permit #: _____

Business Information

Business Address: _____ Unit/Suite: _____
(List all unit numbers above)

Property Tax Folio: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Corporation Name: _____

Business Name or DBA: _____

Business Owner's Name: _____

Telephone Number: _____ E-mail: _____

Nature of Business

Describe the type of business _____

Short-term Event Farm Stand Food Truck

Office Retail Warehouse Wholesale Temp RV Other

Square Footage of Unit(s): _____

Are you sharing spaces with another business? Yes _____ No _____

Will used merchandise be sold on the property? Yes _____ No _____

Signature of applicant verifies 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. I am authorized to sign for the business and understand that any misrepresentation of information on this application may result in the revocation of the CU and/or possible enforcement action being initiated against the business and/or its authorized representatives. I further understand that a Certificate of Occupancy (CO) is a prerequisite to obtaining a Certificate of Use.

Print Name _____ Signature _____

Department Use Only:

Zoning: _____ Processor: _____

Conditions under which approved: _____

Resolutions: _____

Process Number: U _____

GETTING READY TO SUBMIT

A **miamidade.gov** account is required to apply for the Review of a Municipal Certificate of Use.

- If you have a **miamidade.gov** account, you can sign in using the link on the upper right-hand corner of the **Plan Status & Application Submittal Portal**.
 - If you use other Miami-Dade County applications, such as **MeetQ**, you already have a **miamidade.gov** account.
 - If you don't currently have a miamidade.gov account, you can register after clicking the **Sign In** link.

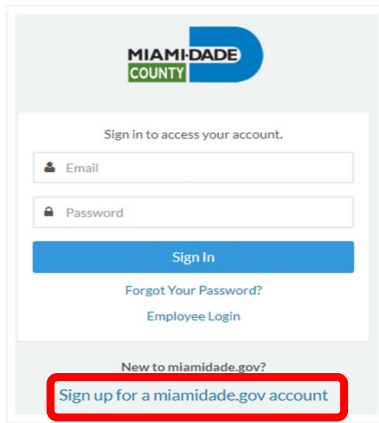
The screenshot shows the Miami-Dade Department of Regulatory & Economic Resources Plan Status & Application Submittal Portal. The page has a blue header with the Miami-Dade County logo on the left and a 'Sign in' button on the right. The main content area is light blue and contains two columns. The left column is titled 'Search status of Applications & Plans' and includes a search bar with a magnifying glass icon and a link to 'Advanced Search'. The right column is titled 'Register an Account' with a 'NEW!' badge and lists benefits of registering an account, such as access to 'My Applications' and the ability to track submissions. A red box highlights the 'Sign in' button in the top right corner, with a red arrow pointing to it from the text above.

NOT REGISTERED WITH MIAMIDADE.GOV?

If you are not registered with **miamidade.gov**, you must sign up for a **miamidade.gov** account.

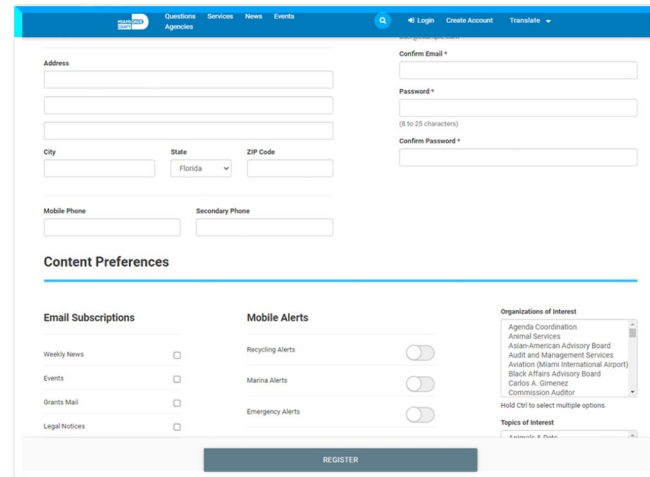
Step 1

Select sign up for a miamidade.gov account



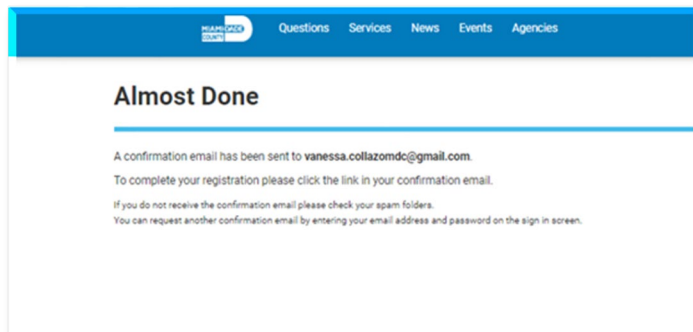
Step 2

Complete the registration process.



Step 3

After completion, click '**Confirm**' in the confirmation email to access the portal.





Starting and Completing an Application



STARTING AN APPLICATION - PORTAL

- Once signed in, click the orange **Certificate of Use** button under the **Apply for a Municipal or Unincorporated Certificate of Use** section.

Apply for a Municipal or Unincorporated Certificate of Use

Submit to apply for a Certificate of Use (CU) for an unincorporated Miami-Dade County business or submit to apply for Miami-Dade County review/approval of a Municipal Certificate of Use.

Prior to opening a business in unincorporated Miami-Dade County, a Certificate of Use must be obtained. In addition, before the establishment of a business at a location within a municipality, an Approval of Municipal Application for Certificate of Use must be obtained. A CU is also required when an industrial or commercial building is erected, altered, enlarged, or an existing building goes through a change of occupancy, name, or type of business.

Starting a business without obtaining a CU may result in fines to both the business owner as well as the property owner.

 Certificate of Use

- As part of the application process, you will need to upload some of the following documents. Have them available in PDF format, *no larger than 4 Gb in size*:
 - The signed and completed **Miami-Dade County Approval of Municipal Certificate of Use or a Certificate of Use Application**.
 - Executed Lease Agreement *clearly showing square footage, specific unit, and designated usage*.
 - A business process letter from business owner explaining business use.
 - Any *applicable* DERM Operating Permit Application(s).
 - A copy of your Water Utility Company's water and/or sewer bill if not serviced by Miami-Dade Water and Sewer or identify the Water Utility Company.

STARTING AN APPLICATION - INSTRUCTIONS

- Once all the required documentation is ready, click the **Apply for a New Certificate of Use** link to begin.

MIAMI-DADE COUNTY Sign in

Submit a Certificate of Use for Review and Approval

Use the link below to submit the following:
Applications for the following uses require Miami-Dade County review and approval prior to the issuance of a Certificate of Use or Municipal business license:

- Establishment of a new business at any location
- Relocation of an existing business
- A change in a business use or operation
- An expansion in a business use or operation
- Temporary uses that exceed 45 days
- Pop-up business that exceeds 45 days in the same location

Certain businesses may require a Division of Environmental Resources Management (DERM) Operating Permit Application to be submitted prior to the Certificate of Use application. Please refer to the [Environmental Operating Permits](#) page for additional information.

For certain uses, the Miami-Dade County Water and Sewer Department (WASD), must review and approve the Certificate of Use or business license prior to issuance. If the proposed use results in an increase in water or sewage usage, verification review and approval is required by WASD and, in some cases, the Municipal utility. An example of when a WASD review would be required would be when a restaurant increases their capacity by adding inside or outside seating.

For additional information regarding WASD requirements, please email the WASD New Business Supervisors List at NewBusinessSupvList@miamidade.gov.

Getting ready to submit:
Please review these instructions and guidelines before completing the Application Submission form. Ensure that you are using Google Chrome as your web browser. Allow 10 to 15 minutes to complete the online application process.

First-time users are encouraged to review the [Municipal CU User Guide](#).

As part of the application process, you will need to upload document(s), total capacity for documents should not exceed **4 GB**. Typical documents you would upload with an application are:


- If applying a Certificate of Use within Unincorporated Miami-Dade County, you must submit one of the following applications for the intended business use:
 - Alcohol Sales
 - Business Use
 - Mobile Food Services Operations Special Event
 - Home Occupation
 - Short-Term Event
 - The following CUs are applied for at the following links:
 - Short-Term Vacation Rental
 - Portable Mini-Storage Unit
 - Vehicle or Boat Sales
- If applying for a Municipal Certificate of Use Approval, you must submit a [Miami-Dade County Approval of Municipal Certificate of Use application](#). Ensure the application has been signed by the Municipal official/staff along with the following documents:
 - An executed Lease Agreement clearly showing square footage, specific unit, and designated usage. NOTE: If sq. ft. is not found in lease, tenants MUST provide a notarized letter signed by the landlord clearly indicating name, square footage, unit number and designated usage along with their lease.
 - A business process letter from business owner explaining business use.
 - For example: Animal Clinics – number of kennels for boarding, pet grooming sq. ft. area; Public Park – stating the Park’s visitor capacity; Restaurants – state if dinnerware is disposable or metal, disposable plates or ceramic, indoor/outdoor seating area, etc.
 - Specify if you use, store, handle or generate hazardous materials/waste. Explain if you generate liquid waste other than domestic sewer.
 - Any applicable DERM Operating Permit Application(s)

Once the application is submitted you will receive an application number and a confirmation email with further details on how to track the status of the application. You can then proceed to upload the documents and pay the initial application review fee. Forms of payment accepted are Mastercard, Visa, Discover, American Express, or e-check.

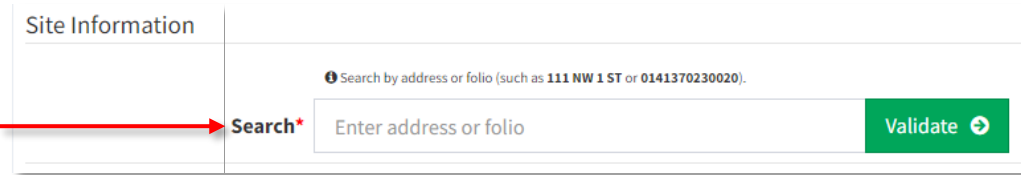
If you have questions about the Certificate of Use review process or for further assistance, email RER-CUINFO@miamidade.gov or call (786) 315-2660.

➔ Apply for a New Certificate of Use

STARTING AN APPLICATION

1. Make sure that you are using Google Chrome  as your web browser.
2. In the *Search* field, enter either the **Folio Number** or **Site/Business Address** where the business will be operating and click the green **Validate** button.

During the application process, fields with a red asterisk (*) are required to be completed in order to continue.



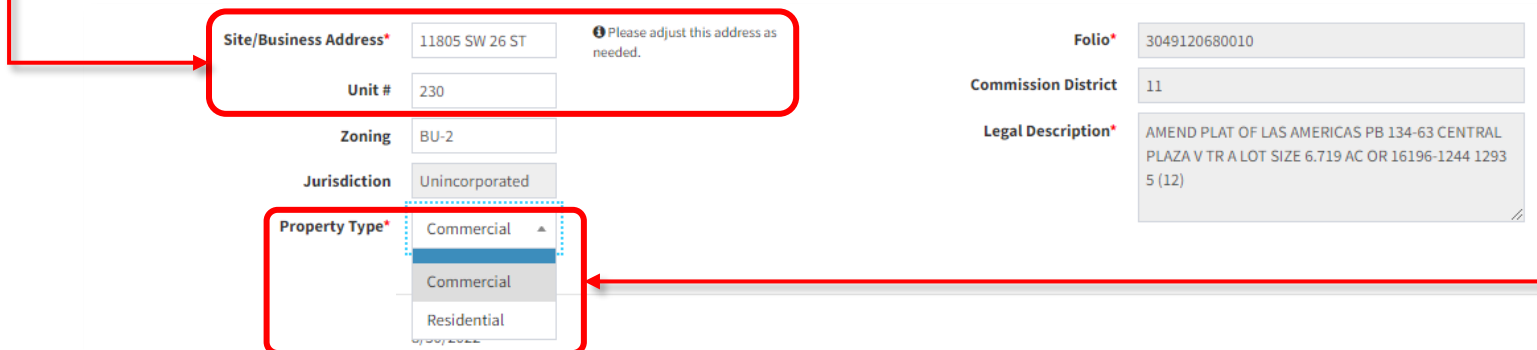
Site Information

Search by address or folio (such as 111 NW 1 ST or 0141370230020).

Search* Enter address or folio Validate

Properties designated as **Confidential** by the Property Appraiser cannot use the Portal to apply for a Certificate of Use. Please contact the Zoning Counter at (786) 315-2660

- Once the **Folio/Address** has been validated, the fields and questions will adapt to a Municipal CU or an Unincorporated CU application based on the *Jurisdiction*.
- The **Site/Business Address** can be corrected if it is not the exact business address retrieved from the property appraiser or if there is a unit/suite number.



Site/Business Address* 11805 SW 26 ST Please adjust this address as needed.

Unit # 230

Zoning BU-2

Jurisdiction Unincorporated

Property Type* Commercial

Folio* 3049120680010

Commission District 11

Legal Description* AMEND PLAT OF LAS AMERICAS PB 134-63 CENTRAL PLAZA V TR A LOT SIZE 6.719 AC OR 16196-1244 1293 5 (12)

3. For **Uninc. CU applications**, specify if the *Property Type* where the business is operating is **Residential** or **Commercial** (this is not required for *Municipal CU Applications*).

COMPLETING AN APPLICATION

3. Complete the **Application Details** section of the online form, ensuring all the required fields are completed.

Application Details

Application Date 8/7/2020

Doing Business As

Certificate Type* LAND

Application Type* PERMANENT

SQFT 4000

Business Use* RESTAURANT

Use Specifics

Previous Use* RESTAURANT TAKE OUT ONLY

Previous Use Specifics

Municipal CU Application # 1241256

Municipal Permit # BD19-008146-001-ME001

Miami-Dade Building Approval # C2020839110

Property Owner

4. Most of the **Property Owner** section will be automatically completed from information on the Property Appraiser's database. However, any of the fields can be corrected.

The Municipal CU Application # does not appear as an option when applying for an Unincorporated Certificate of Use.

Property Owner

First Name* SUNSHINE

Last Name* GASOLINE DIST INC

Corporate/Entity Name

Email

Phone*

Address* 1650 NW 87TH AVE

City* MIAMI

Country* USA

Unit #

State* FL

Zip Code* 33172

← Please provide an email and phone number to facilitate future communications.

Previous Next

5. Once completed press the green **Next** button.

COMPLETING AN APPLICATION

Business Owner Copy from Property Owner

Business Owner Individual
 Entity, Corp, LLC, Etc.

First Name* MADISON Address* 120 FORBES BLVD Unit
Last Name* HOUSING LTD City* MANSFIED State* MA
Email Required@field.com Country* USA Zip Code* 02048
Phone 3059999999

Application Contact Copy from Business Owner

First Name* MADISON Address* 120 FORBES BLVD Unit
Last Name* HOUSING LTD City* MANSFIED State* MA
Business Name* Country* USA Zip Code* 02048
Email Required@field.com
Phone 3059999999

Previous Next

6. Complete the **Business Owner** and **Application Contact** Information.

- If the **Business Owner** information is the same as the Property Owner, you can copy the information from the Property Owner section by pressing the blue **Copy from Property Owner** button.
- If the **Business Owner** is a corporate entity, change the selection.
- If the **Application Contact** information is the same as the Business Owner, you can copy the information from the Business Owner section by pressing the blue **Copy from Business Owner** button.

7. Once completed click the green **Next** button.

COMPLETING AN APPLICATION

Questions

Do you use, store, handle or generate hazardous materials? No [Refer to definition of hazardous materials in Section 24-5 of Miami-Dade County Code of Ordinances](#)

Do you use, store, handle or generate hazardous waste?* No [Refer to definition of hazardous materials in Section 24-5 of Miami-Dade County Code of Ordinances](#)

Do you generate liquid waste other than domestic sewage? Yes Describe the liquid waste and the quantity generated in gallons-per-day

Fast - Food Take - Out Full Service Indoor/Outdoor Seating Drive-thru Lane

Indoor Areas SQFT 9999 Indoor Number of Seats 99

Outdoor Seating SQFT 9999 Outdoor Number of Seats 99

Number of Drive-thru Lanes 9

Are you sharing space with another business?* Yes

Will there be jewelry lending?* Yes

Will there be painting (body shop)?* Yes

Does the business require the use of a walk-in cooler?* Yes

Previous Next

The definition of hazardous materials/waste can be viewed through the provided links.

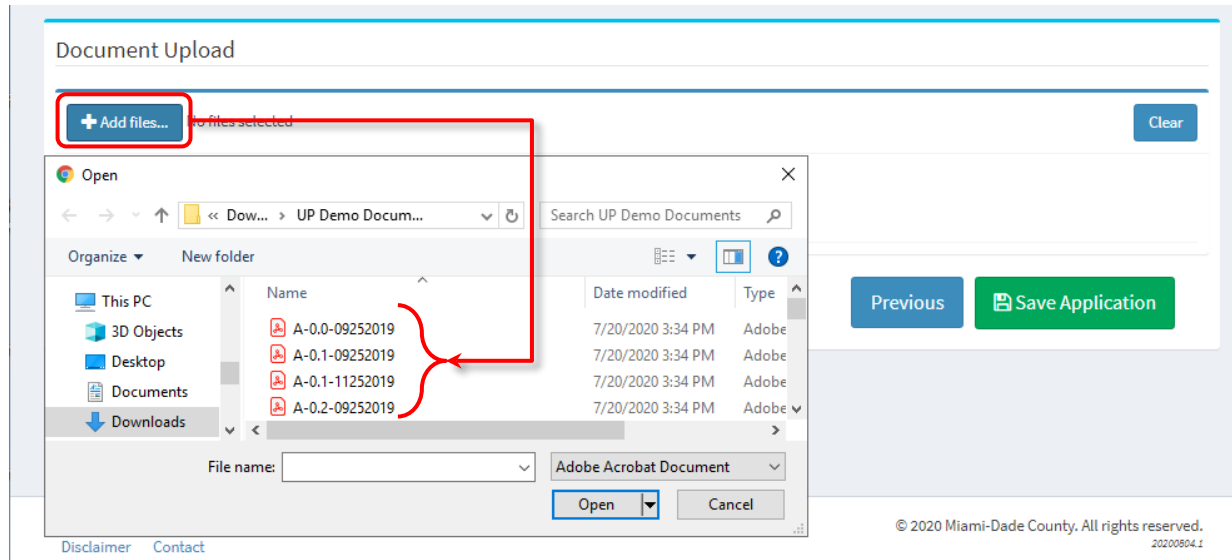
8. Respond to all the Questions.

a. Certain responses will require additional information. For example:

- Responding “Yes” to “Do you generate liquid waste other than domestic sewer?” Will require a description of “the liquid waste and the quantity generated in gallons-per-day.”
- Choosing “Fast Food, Take Out, Full Service” for restaurants will require the “Indoor Areas SQFT and Indoor Number of Seats.”
- Selecting “Outdoor Seating” will also require the “Outdoor Seating SQFT and Outdoor Number of Seats.”
- The bottom four (4) questions are only displayed on Unincorporated CU applications.

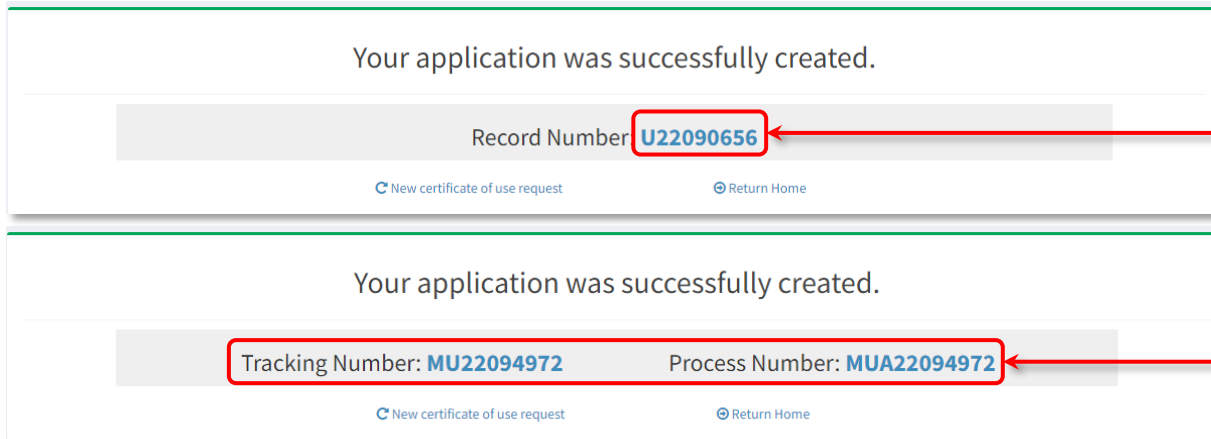
9. Once completed, click the green **Next** button.

COMPLETING AN APPLICATION

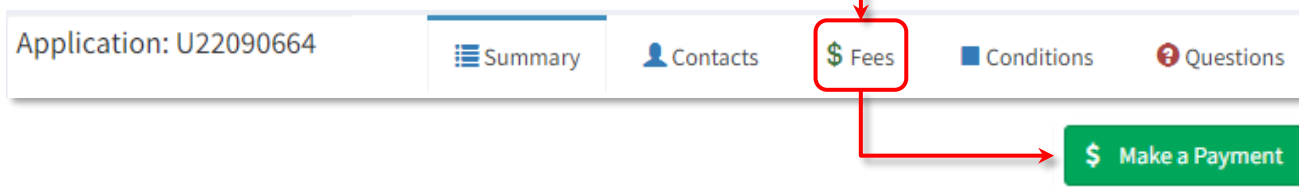


10. Before the application can be saved, relevant documents will need to be uploaded.
 - a. Select the blue **+Add files...** button.
 - b. Pick the relevant files from your computer. (For all Municipal CU applications, the **Municipal Application for Certificate of Use/Occupational License** form must be uploaded and for all Unincorporated CU applications, the **Application for Certificate of Use** form must be uploaded.) *To select multiple files, press the Ctrl key on the keyboard while choosing the documents.*
 - c. Once all files are selected click **Open**.
 - d. Once completed, click the green **Save Application** button.

COMPLETING AN APPLICATION



- When the application has been “successfully created.” The system will display the:
 - Tracking and Process numbers for Municipal CUs.
 - Record Number for Unincorporated Certificates of Use.
- Selecting the **Record** or **Process Number** links will open the Application Details page.
 - Use the **Fees** tab on the Application Details page to pay Upfront Fees or any pending Invoiced Fees.





Application Details



VIEWING A CERTIFICATE OF USE APPLICATION

Miami-Dade Department of Regulatory & Economic Resources Plan Status & Application Submittal Portal

Search status of Applications & Plans

Search a tracking, application or permit number(such as C, M, N, TREE and UP process numbers).

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Advanced Search

Register an Account NEW!

Registering an account with miamidade.gov offers added benefits such as:

- Access to My Applications page that lists your current and previous submissions.
- Easily locate and track the status of your submissions.
- Pre-populate submissions with contact information from registered account.
- Allows you to submit reworks to a UP number.

My Applications

- After applying for review, the status of the reviews can be accessed by:
 1. Searching for the MUA or U number in the **Search status of Applications & Plans** box on the home page, or
 2. Selecting the blue **My Applications** button.
 3. **Advanced Search** allows searching by Address or Folio.

Search by address

Address

Folio

Process Number

Permit Number

Address

Contact Name

Property Type

Application Date



VIEWING A CU APPLICATION

- **Searching** for an Application Number will take you directly to the Application Details and the review(s) status along with any disapproval comments that must be addressed.
- Selecting **My Applications** from the home page will list all applications submitted by you under your account.
 - Click on the *Process Number* to see the **Application Details**.
 - Click on the *Tracking Number* to view the **Tracking Details**, submit reworks, important additional documents, and view uploaded documents.

Search:


Tracking Number	Process Number	Permit Number	Address	Contact Name	Property Type	Application Date
MU20020077	MUA20020077		11401 NW 12 ST	JOSE M MARTINEZ	COMMERCIAL	8/7/2020
MU20020073	MUA20020073		430 S DIXIE HWY	JOSE M MARTINEZ	COMMERCIAL	8/6/2020
MU20020015	MUA20020015		1801 NW 117 AVE	JOSE M MARTINEZ	COMMERCIAL	8/4/2020

CU APPLICATION DETAILS

Application: U2022091100

Summary Contacts Fees Conditions Questions

Process Number: U2022091100	Tracking Number: U2022091100	Certificate Number: U2022091100 In Progress
Property Type: Commercial	Alternate ID:	Created Date: 8/24/2022
Application Date: 8/24/2022	Application Type: PERMANENT	Modified Date: 8/25/2022
Address: 5491 NW 72 AVE	Certificate Type: LAND	Municipal CU App #:
Square Footage: 4,000	Folio: 30-3023-049-0210	Municipal Permit #:
Business Use: WHOLESALE SALES, STONE, MARBLE WHOLESALE SALES AND OFFICE		Building Approval #:
Previous Use: WHOLESALE SALES, NATURAL STONE WHOLESALE (U2021006182)		Zoning: IU-2
Doing Business As: MIAMI POOL AND STONE SUPPLY, LLC.		



Task	Current Disposition	Current Disp. Date	Reviewed By	Task Status	Task Status Date	Assigned To	Est. Comp. Date
PERMIT INSPECTION	A	8/26/2022		Checked Out	8/26/2022		
DERM CU CORE	D	8/25/2022	KAIRUZ, GUILLERMO	Checked Out	8/25/2022	KAIRUZ, GUILLERMO	8/25/2022
ZONING CU	A	8/24/2022	GARCIA, MARLENE	Checked Out	8/24/2022		8/25/2022
UPFRONT FEES	A	8/24/2022		Checked Out	8/24/2022		8/25/2022
FIRE CU				Pending			


- The **Summary** tab displays application details provided during the application process (e.g. Property Type, Address, the Use, Square Footage, etc.)
 - Also listed are the assigned reviews, current dispositions, completion dates, application status, etc.
- The **Fees** tab will display fees assessed.
- The **Contacts** tab will display the application contacts and allow the addition of more contacts, if necessary.
- The **Conditions** tab will show conditions stipulated for the use to be allowed.
- The **Questions** tab displays the responses provided at the time of the application.

APPLICATION DETAILS – DISAPPROVAL COMMENTS

Application: U2022091100

Summary Contacts Fees Conditions Questions

Process Number: U2022091100	Tracking Number: U2022091100	Certificate Number: U2022091100 In Progress
Property Type: Commercial	Alternate ID:	Created Date: 8/24/2022
Application Date: 8/24/2022	Application Type: PERMANENT	Modified Date: 8/25/2022
Address: 5491 NW 72 AVE	Certificate Type: LAND	Municipal CU App #:
Square Footage: 4,000	Folio: 30-3023-049-0210	Municipal Permit #:
Business Use: WHOLESALE SALES. STONE, MARBLE WHOLESALE SALES AND OFFICE		Building Approval #:
Previous Use: WHOLESALE SALES. NATURAL STONE WHOLESALE (U2021006182)		Zoning: IU-2
Doing Business As: MIAMI POOL AND STONE SUPPLY, LLC.		



Task	Current Disposition	Current Disp. Date	Reviewed By	Task Status	Task Status Date	Assigned To	Est. Comp. Date
PERMIT INSPECTION		8/26/2022		Checked Out	8/26/2022		
DERM CU CORE		8/25/2022	KAIRUZ, GUILLERMO	Checked Out	8/25/2022	KAIRUZ, GUILLERMO	8/25/2022
ZONING CU		8/24/2022	GARCIA, MARLENE	Checked Out	8/24/2022		8/25/2022
UPFRONT FEES		8/24/2022		Checked Out	8/24/2022		8/25/2022
FIRE CU				Pending			

- The details of the disposition can be accessed by clicking on any of the disposition icons.
- When all dispositions are entered in a review cycle, an automatic email will be sent to application contacts.

- If you need to discuss the disposition, an email can be sent to the reviewer by clicking on their name hyperlink. This will create an email using your computer's default email client. *You can also hover over the reviewer's name to see their email address.*

APPLICATION DETAILS – FEES AND CONDITIONS

Application: U2022091100

Summary Contacts **Fees** Conditions Questions

Fees **Uninvoiced fees are subject to change pending completion of application process.*

[\\$ Make a Payment](#)

Type	Code	Description	Qty	Orig. Amount	Amount Credited	Amount	Surcharge	Applied Date	Paid Date
COCC	C007	INDUSTRIAL USES (EXCEPT)	4000	\$184.94		\$184.94			
ZINS	C024	C.U. & T.C.U. INSP	1	\$89.97		\$89.97			
Total:						\$274.91			

Invoice: **I2022117740** PAID

Type	Code	Description	Qty	Orig. Amount	Amount Credited	Amount	Surcharge	Applied Date	Paid Date
COCC	C050	CU UPFRONT FEE	1	\$103.00	\$0.00	\$103.00	\$7.72	8/24/2022	8/24/2022
RSUR	SR01	RER 7.5% SURCHARGE	1			\$7.72	\$0.00	8/24/2022	8/24/2022
Total:						\$110.72			

- The **Fees** Tab will display all fees assessed on the application.
 - **Invoiced Fees** are still pending payment.
- Payments can be made by selecting the green **\$ Make a Payment** button.

Application: MUA20020077

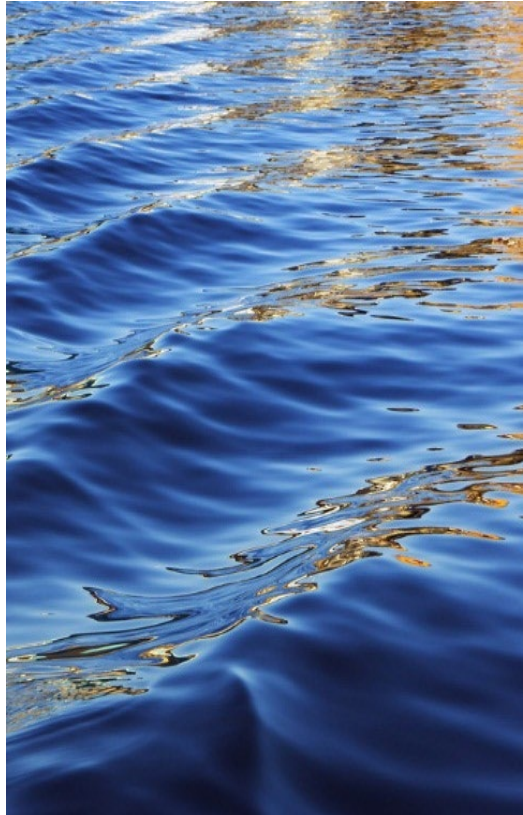

Fees **Conditions** Questions

Summary

Conditions

Code	Description	Task Type	Created
0031	THE CERTIFICATE OF USE IS VALID FOR AN UNLIMITED TIME OR AS INDICATED BELOW PROVIDED THERE ARE NO CHANGES TO THE USE, BUSINESS NAME OR OWNERSHIP; OR EXPANSIONS, ALTERATIONS OR ADDITIONS TO THE APPROVED USE. ALL CHANGES LISTED ABOVE WILL REQUIRE ISSUANCE OF A NEW CERTIFICATE OF USE.	RER	08/07/2020 4:23 PM
0033	YOU ARE ALSO REQUIRED TO ALLOW MIAMI-DADE COUNTY INSPECTORS ACCESS AT ANY REASONABLE TIME TO CONDUCT AN INSPECTION.	RER	08/07/2020 4:23 PM
0032	THIS CERTIFICATE OF USE DOES NOT RELIEVE THE APPLICANT FROM COMPLIANCE WITH ANY FEDERAL, STATE, OR LOCAL REGULATIONS.	RER	08/07/2020 4:23 PM

- The **Conditions** Tab will display all conditions the business must comply with when operating.



Submitting Corrections (Reworks)

CORRECTION (REWORK) FUNCTION

- Selecting the *Tracking Number* link from any of the screens where it is available will display the application's **Tracking Details**.

Application: MUA20020077

Summary Contacts Fees Conditions Questions

Process Number: MUA20020077	Tracking Number: MU20020077	Created Date: 8/7/2020
Property Type: Commercial	Alternate ID:	Created By: JOSE M MARTINEZ
Application Date: 8/7/2020	Application Type: PERMANENT	Modified Date: 8/7/2020
Address: 11401 NW 12 ST	Certificate Type: LAND	Modified By: JOSE M MARTINEZ
Square Footage: 4,000	Folio: 25-3031-027-0010	Municipal CU App #: 1241256
Business Use: RESTAURANT.		Municipal Permit #: BD19-008146-001-ME001
Previous Use: RESTAURANT TAKE OUT ONLY.		Building Approval #: C2020839110
Doing Business As:		Zoning: BU-2

Your application was successfully created.

Tracking Number: **MU20020077**

Process Number: **MUA20020077**

You have pending fees. If you wish to pay now please visit: [Pay upfront Fee](#)

Please save this confirmation for your records. If you have any questions or concerns, please email [\(RER\) Customer Support](#) or [Application Submissions](#).

[New certificate of use request](#) [Return Home](#)

Search:

Tracking Number	Process Number	Permit Number	Address	Contact Name	Property Type	Application Date
MU20020077	MUA20020077		11401 NW 12 ST	JOSE M MARTINEZ	COMMERCIAL	8/7/2020
MU20020073	MUA20020073		430 S DIXIE HWY	JOSE M MARTINEZ	COMMERCIAL	8/6/2020
MU20020015	MUA20020015		1801 NW 117 AVE	JOSE M MARTINEZ	COMMERCIAL	8/4/2020

CORRECTION (REWORK) FUNCTION

MU20020046

Contact Name: **KEANOUSH AMIRIZADEH** Submittal Type: **Electronic**

Submittal Status: **Rework** Last Notified: **8/20/2020 10:34 AM / Email**

Municipality: **DORAL** Plan Revision:

Tracking Date: **8/20/2020 10:31 AM** Storage Location: **None**

Applications

Process Certificate

MUA20020046

Tracking Import/Rework Documents

Filter by reviews

Task	Reviewer	Service Type	Entry Date	Exit Date	Est. Comp. Date	Extension	Destination	Building Location	Comments
DERM CU CORE		IP	8/20/2020 10:35 AM		8/20/2020 11:35 AM				
STORAGE			8/20/2020 10:34 AM	8/20/2020 10:35 AM					
DERM CU CORE	AMIRIZADEH, KEANOUSH	IP	8/20/2020 10:32 AM	8/20/2020 10:34 AM	8/20/2020 11:32 AM				
IMPORT			8/20/2020 10:31 AM	8/20/2020 10:31 AM	8/21/2020 10:31 AM				
UPFRONT FEES			8/20/2020 10:31 AM	8/20/2020 10:32 AM	8/21/2020 10:31 AM				
INTAKE			8/20/2020 10:31 AM	8/20/2020 10:31 AM	8/21/2020 10:31 AM				

- From this tracking screen, you can access the following functionality:
 - **Import** additional/missing/corrected documents and submit the application back to disapproved review areas (**Rework**) after initial reviews are done.
 - Access a list of all the **Documents** that have been added to the application.

IMPORT/REWORK FUNCTION

MU20020046

Correction For Rework Import Errors NO EXPEDITE

Contact Name: KEANOUSH AMIRIZADEH	Submittal Type: Electronic
Submittal Status: Rework	Last Notified: 8/20/2020 10:34 AM / Email
Municipality: DORAL	Plan Revision:
Tracking Date: 8/20/2020 10:31 AM	Storage Location: None

Applications

Process	Certificate
MUA20020046	

Tracking Import/Rework Documents

Complete the following steps to submit a rework:

- 1 Upload files
- 2 Reviews to rework
- 3 Confirm

Start Import/Rework

Instructions

General Instructions and Guidelines

Please, review these instructions and guidelines before completing the Permit Application Submission form. **Ensure that you are using Google Chrome as your web browser.**

1. Plans and supporting documentation meeting established Concurrent Review Guidelines
 - a. All drawings and supporting documents in the plan package must be in PDF format.
 - b. PDF files shall have only one layer (flattened) without any embedded objects.
 - c. PDF files shall not be encrypted or password protected.
 - d. Documents should be scanned at no greater than 300 dpi.
 - e. Adobe Portfolio PDF types are not accepted.
2. File naming and size limit
 - a. The file name shall not contain:
 - i. Any leading or trailing spaces.
 - ii. Special characters such as: parenthesis "(", ")", double periods ".", question marks "?", etc.
 - b. The discipline is the primary method of classification for file names. Each file shall contain the discipline code as the first letter of the file name, followed by a user-definable numerical field that closely corresponds to the sheet sequence number.
 - i. For example A-101

- If a review was disapproved and corrections are required (rework), or additional documents uploaded, you must use the **Import/Rework** tab.
 - Important: *General Instructions and Guidelines* for importing and reworking a review are provided on the right-hand side of the page.
- To begin the Import/Rework process, select the green **Start Import/Rework** button.

IMPORT/REWORK FUNCTION STEPS 1-4

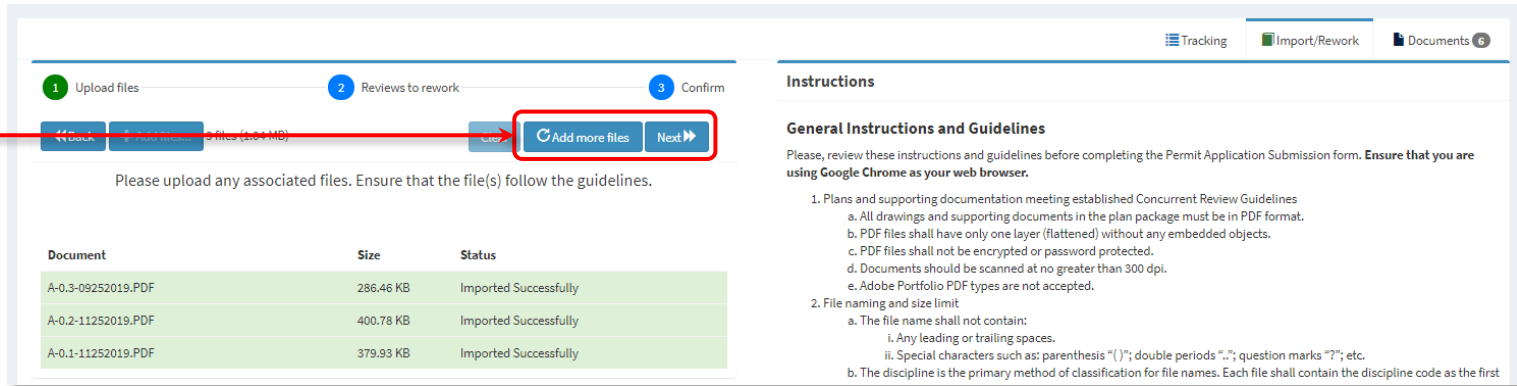
The screenshot displays the RER system interface. At the top, there is a search bar with the ID 'MU20020046' and several status indicators: 'Correction For Rework', 'Import Errors', and 'NO EXPEDITE'. Below this, a table provides details about the contact (KEANOUSH AMIRIZADEH), submittal type (Electronic), status (Rework), and other relevant information. The main area shows a three-step process: '1 Upload files', '2 Reviews to rework', and '3 Confirm'. The 'Upload files' step is active, showing a '+ Add files...' button, a 'Start Import' button, and a 'Next' button. A file selection dialog box is open, showing a list of files in the 'Downloads' folder, with several files selected. The 'Open' button in the dialog is highlighted.

Document	Size	Status

Name	Date modified	Type
A-0.0-09252019	7/20/2020 3:34 PM	Adobe
A-0.1-09252019	7/20/2020 3:34 PM	Adobe
A-0.1-11252019	7/20/2020 3:34 PM	Adobe
A-0.2-09252019	7/20/2020 3:34 PM	Adobe
A-0.2-11252019	7/20/2020 3:34 PM	Adobe
A-0.3-09252019	7/20/2020 3:34 PM	Adobe

1. Select the blue **+Add files...** button.
2. Pick the relevant files from your computer. *To select multiple files, press the Ctrl key on the keyboard while choosing all the documents.*
3. Once all files are selected, click **Open**
4. Once completed, click the green **Start Import** button.

IMPORT/REWORK FUNCTION STEPS 5-7



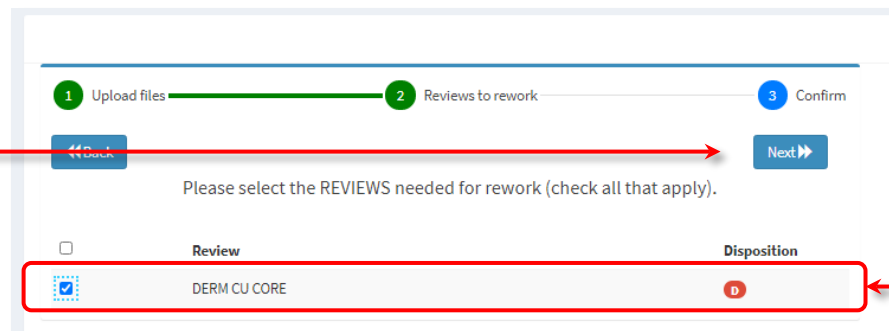
5. Once the files have been *Imported Successfully*:

- More files can be added by clicking the blue **Add more files** button, or
- If no additional files need to be added, click the blue **Next ►►** button to continue with the process.

If a file with a duplicate name is submitted, the system will recommend an alternate file name.

6. Check-off all the Review checkboxes to where corrections are being routed.

7. Click the blue **Next ►►** button.



IMPORT/REWORK FUNCTION STEPS 8-10

MUZ0020046

Correction For Rework Import Errors NO EXPEDITE

Contact Name: KEANOUSH AMIRIZADEH	Submittal Type: Electronic
Submittal Status: Rework	Last Notified: 8/20/2020 10:34 AM / Email
Municipality: DORAL	Plan Revision:
Tracking Date: 8/20/2020 10:31 AM	Storage Location: None

Applications

Process	Certificate
MUA20020046	

Tracking Import/Rework Documents 6

1 Upload files 2 Reviews to rework 3 Confirm

Back Submit

Ensure you have imported all necessary documents before proceeding.
You have selected to rework to the below requested reviews:
DERM CU CORE

Instructions

General Instructions and Guidelines

Please, review these instructions and guidelines before completing the Permit Application Submission form. **Ensure that you are using Google Chrome as your web browser.**

- Plans and supporting documentation meeting established Concurrent Review Guidelines
 - All drawings and supporting documents in the plan package must be in PDF format.
 - PDF files shall have only one layer (flattened) without any embedded objects.
 - PDF files shall not be encrypted or password protected.
 - Documents should be scanned at no greater than 300 dpi.

8. Ensure every necessary document has been uploaded.
9. Verify that all the reviews that need to be reworked are listed on the screen.
 - a. If additional documents need to be uploaded or reviews selected, please use the blue **Back** button to navigate to the previous screens. **Do not use your browser's back button.**
10. Click the green **Submit** button to complete the process.
 - a. A message will appear on the upper right-hand corner of the screen confirming *"Review(s) checked-in successfully."*

VIEWING DOCUMENTS

MU20020046

Correction For Rework Import Errors NO EXPEDITE

Contact Name: **KEANOUSH AMIRIZADEH** Submittal Type: **Electronic**

Submittal Status: **Rework** Last Notified: **8/20/2020 10:34 AM / Email**

Municipality: **DORAL** Plan Revision:

Tracking Date: **8/20/2020 10:31 AM** Storage Location: **None**

Applications

Process Certificate

MUA20020046

Tracking Import/Rework Documents 7

filter

Import Date	Document Name	Document Type	Document Status
8/20/2020 10:31:39 AM	SECTION C DETAILS.pdf	PLAN	Active
8/20/2020 10:35:09 AM	DERM ASBESTOS.pdf	PLAN	Active
8/20/2020 10:35:29 AM	CONTACT SHEET 8-20-2020.PDF	PLAN	Active
8/21/2020 10:22:44 AM	CONTACT SHEET 8-21-2020.PDF	PLAN	Active
8/21/2020 9:55:01 AM	A-0.1-11252019.PDF	PLAN	Active
8/21/2020 9:55:01 AM	A-0.2-11252019.PDF	PLAN	Active
8/21/2020 9:55:02 AM	A-0.3-09252019.PDF	PLAN	Active

Show 10 entries

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

- Use the **Documents** tab to view a list of all the documents submitted under the application.
- The **Filter** field allows you to filter the list by any of the available columns.
- Click on the *column headings* to change the sort order of the lists (i.e. sort by Import Date or Document Name).



Viewing and Printing the Certificate of Use

PRINTING THE CERTIFICATE OF USE

- The Certificate of Use can be printed at any time once all the reviews have been approved and all fees have been paid. To print the *Unincorporated Certificate of Use* or *Approval of Municipal Application for Certificate of Use or Business License*:
1. Search for the Unincorporated CU Record Number or Municipal Process Number from the EPS Portal using the Search status of Applications & Plans box.

Search status of Applications & Plans

Search a tracking, application or permit number (such as C, M, N, TREE and UP process numbers).

Enter tracking, application or permit number

Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the [Building Permit Selection Menu](#).

[Advanced Search](#)

2. Select the **Details** icon on the Applications tile.

Applications

Process	Details
U2022090556	


3. On the subsequent page, select **Print Certificate of Use** on the upper left-hand corner of the page.

The Certificate of Use will not be available until all fees have been paid and all reviews are approved.

SAMPLE CERTIFICATES OF USE

UNINCORPORATED CERTIFICATE OF USE

MUNICIPAL CERTIFICATE OF USE APPROVAL



MIAMI-DADE COUNTY
DEPARTMENT OF PLANNING AND ZONING
RENEWABLE CERTIFICATE OF USE

FOLIO: [REDACTED]
ZONE: RU
DATE OF ISSUANCE: August 17, 2022
EXPIRATION DATE: September 30, 2023

CERT NO: [REDACTED]
PROCESS NO: [REDACTED]
BLDG PERMIT NO: N/A

THIS CERTIFICATE MUST BE POSTED ON PREMISES

BUSINESS NAME / DBA: [REDACTED]
BUSINESS ADDRESS: [REDACTED]
CORPORATION NAME: [REDACTED]
CONTACT PERSON: [REDACTED]
MAILING ADDRESS: [REDACTED]

BUSINESS USE: HOME OCCUPATION
USE SPECIFICS: HOME OFFICE - RENEWAL ANNUALLY
LEGAL DESCRIPTION: SHORES-CALUSA PB 108-21. LOT 29 BLK 8


-----CONDITIONS-----

(RER) NO CLIENTS/EMPLOYEES/SIGNS/MERCHANDISE/COMMERICAL VEHICLES

THIS CERTIFICATE OF USE IS VALID FOR A LIMITED TIME AS INDICATED ABOVE PROVIDED THERE ARE NO CHANGES IN THE USE, BUSINESS NAME OR OWNERSHIP. ALSO, THERE MAY BE NO EXPANSIONS, ALTERATIONS OR ADDITIONS TO THE APPROVED USE. ALL CHANGES LISTED ABOVE WILL REQUIRE ISSUANCE OF A NEW CERTIFICATE OF USE.

THIS CERTIFICATE OF USE DOES NOT RELIEVE THE APPLICANT FROM COMPLIANCE WITH ANY FEDERAL, STATE, OR LOCAL REGULATIONS. YOU ARE ALSO REQUIRED TO ALLOW ZONING INSPECTIONS AT ANY REASONABLE TIME BY REPRESENTATIVES OF THE DEPARTMENT. FOR MORE INFORMATION, PLEASE CONTACT THE ZONING PERMIT SECTION AT (786) 315-2666. IN ADDITION TO THE ZONING PERMIT SECTION, APPLICANT MUST ALSO CONTACT THE BUILDING DEPARTMENT AT (786) 315-2100 FOR OCCUPANCY REQUIREMENTS AND LOCAL BUSINESS TAX RECEIPT AT (305) 270-4949.

PAGE 1 OF 1



MIAMI-DADE COUNTY
APPROVAL OF MUNICIPAL APPLICATION
FOR CERTIFICATE OF USE OR BUSINESS LICENSE

FOLIO: [REDACTED]
ZONING DISTRICT: I
MUNICIPAL APPLICATION NO:

CERT NO: [REDACTED]
DATE OF ISSUANCE: August 17, 2022
PROCESS NO: [REDACTED]

THIS APPROVAL MUST BE POSTED ON PREMISES

CORP NAME / DBA: [REDACTED]
BUSINESS ADDRESS: [REDACTED]
BUSINESS USE: OFFICE USE ONLY
USE SPECIFICS: FOR CONSTRUCTION CO.
LEGAL DESCRIPTION: GARSH COMMERCE PARK PB 168-009 T-22875 TR A LOT SIZE 116750 SQ FT FAU [REDACTED] FKA [REDACTED]
GARSH COMMERCE PARK CONDO (TERMINATED) FAU [REDACTED]

-----CONDITIONS-----

(DECU) NO HAZARDOUS MATERIALS
(DECU) OFFICE USE ONLY
(RER) THIS MIAMI-DADE APPROVAL OF A MUNICIPAL CERTIFICATE OF USE IS VALID FOR AN UNLIMITED TIME OR AS INDICATED BELOW PROVIDED THERE ARE NO CHANGES TO THE USE, BUSINESS NAME OR OWNERSHIP; OR EXPANSIONS, ALTERATIONS OR ADDITIONS TO THE APPROVED USE. ALL CHANGES LISTED ABOVE WILL REQUIRE ISSUANCE OF A NEW CERTIFICATE OF USE.

(RER) THIS MIAMI-DADE APPROVAL OF A MUNICIPAL CERTIFICATE OF USE DOES NOT RELIEVE THE APPLICANT FROM COMPLIANCE WITH ANY FEDERAL, STATE, OR LOCAL REGULATIONS.

(RER) YOU ARE ALSO REQUIRED TO ALLOW MIAMI-DADE COUNTY INSPECTORS ACCESS AT ANY REASONABLE TIME TO CONDUCT AN INSPECTION.

PAGE 1 OF 1

HAVE QUESTIONS? NEED SUPPORT?

- ❖ If you have questions about the *Unincorporated Certificate Of Use Review Process* or for further assistance, email RER-CUINFO@miamidade.gov or call (786) 315-2660.
- ❖ If you have questions about the *Municipal Review Process* or encounter problems using this new feature, send an email to: dermplanner@miamidade.gov.
- ❖ For additional information regarding WASD requirements, please email the WASD New Business Supervisors List at: NewBusinessSupvList@miamidade.gov.

