



City of Doral, Occupational License
8401 NW 53rd Terrace, 2nd Floor
Doral, Florida 33166
Tel. (305) 593-6631 Fax (305) 593-6616
Open to the public 8:00 a.m. – 4:00 p.m.

INSTRUCTIONS FOR APPLICATIONS

PLEASE BE ADVISED THAT YOU MUST GET DERM APPROVAL ON OUR APPLICATIONS AND HAVE THE FIRE INSPECTION REPORT BEFORE SUBMITTING YOUR PAPERWORK TO THE CITY. WE WILL NOT ACCEPT YOUR APPLICATIONS IF THESE CONDITIONS HAVE NOT BEEN MET.

STEP 1. FILL OUT, SIGN, AND NOTARIZE THE FOLLOWING APPLICATIONS:

- X City of Doral Local Business Tax Receipt Application.
- X City of Doral Certificate of Use Application.

TAKE THE APPLICATIONS TO THE DEPARTMENT OF ENVIRONMENTAL RESOURCE MANAGEMENT (DERM) FOR APPROVAL

- X DERM is located at: 11805 Coral Way (SW 26 St). Tel. (786) 315-2800 OR
501 Palm Avenue, Hialeah, Florida, 2nd Floor.
Open to the public **8:00 a.m. to 4:00 p.m.**
- X Obtain Fire Inspection Report, Call Miami-Dade Fire Department at (786) 331-4800 [PRESS 1 THAN PRESS 2] for an inspection. Ask for a Life Safety Inspection

STEP 2. SUBMIT APPLICATIONS WITH COPIES OF THE FOLLOWING DOCUMENTS:

- X Corporate documents from Tallahassee. (**Articles of Incorporation**)
- X Document showing the **Federal Employer Id** from the IRS (Internal Revenue)
- X Fictitious Name Registration from Tallahassee, **if applicable.**
- X Executed Lease Agreement or **Sublease** for location. **If owner, copy of DEED required**
- X State license for your profession, **if applicable**
- X TOTAL FEE \$ _____
Breakdown of Fees:
Business Tax:
Certificate of Use:

Please make checks payable to the City of Doral. We also accept Visa, MasterCard, Money Orders, Cashier's Checks, and Cash.

IF **BUSINESS IS HOME BASED** PLEASE SUBMIT THE **HOME OWNER ASSOCIATION LETTER**.
HOME BASED BUSINESS AFFIDAVIT.

DME-RENT AND SALES OF MEDICAL EQUIPMENT, DIABETIC PRODUCTS, MUST PROVIDE A LIST WITH ALL OF THE EQUIPMENT AND PRODUCTS THAT THE COMPANY PROVIDES.

HOME HEALTH CARE MUST HAVE A LICENSE FROM AHCA IN ORDER TO APPLY.
MUST REQUEST A ZONING VERIFICATION LETTER. **FEE FOR LETTER \$50.00**