



City of Aventura
Community Development Department
19200 West Country Club Drive
Aventura, Florida 33180
(305) 466-8942

Local Business Tax Receipt and Declaration of Use Instructions

All business owners in the City of Aventura are required to have a Certificate of Use and a Local Business Tax Receipt before opening their business. Please complete the following and submit either by mail or in person between the hours of 8:30 a.m. and 4:00 p.m. Monday – Friday.

We do not accept applications by fax or corrected with white-out.

- 1. Local Business Tax Receipt Application:** The application must be fully completed and notarized.
 - Applicants must provide a copy of their current Fictitious Name Affidavit, or Articles of Incorporation, or Amendments to the Articles of Incorporation from the State of Florida, or a written statement signed by the applicant, stating the reason they need not comply with the Fictitious Name Act.
 - Applicants must provide a copy of their State license.
 - Applicants listing their home address as place of business must complete the Home Occupation Local Business Tax Receipt Form. (proof of residence required)
- 2. Merchants Inventory Affidavit:** Retail and Wholesale merchants must complete and notarize the enclosed affidavit.
- 3. Declaration of Use:** In order to obtain a Certificate of Use, a completed and notarized Declaration of Use form must be provided including full Legal Description of the property.
- 4. DERM Approval:** You need to obtain Department of Environmental Resources Management approval except for Home Local Business Tax Receipts and Local Business Tax Receipt Renewals.

DERM DEPT

11805 SW 26th Street

Miami, FL 33175

(786) 315-2800

or

Overtown Transit Village Bldg

701 Nw First Court, 2nd Floor (DERM DEPT)

Miami, FL 33130

(305) 372-6500

- 5. Fees:** After all required reviews and inspections are approved your application will be ready for payment. Please do not send the payment until everything is approved. The Certificate of Use fee is \$35.00 and the Local Business Tax is assessed.

****If you have received a Notice of Violation from the City for not having a Local Business Tax Receipt, your complete application must be submitted within 10 working days after the date of violation or an additional violation fee will be assessed.**