Each year more than 200,000 new businesses open their doors in South Florida. Starting a business is an exciting venture requiring careful planning. One of the first and most important considerations is finding the perfect location.



The City of Coral Gables is committed to promoting and helping new businesses by creating a business-friendly environment consistent with the City's character and the quality of life of its business and residential communities. To that end, the Building and Zoning Department has established the following guidelines for opening a business in Coral Gables. The objective is to help new business understand and follow the City's policies and procedures.

To open a business, applicants must apply for and receive:

A **Certificate of Use** - (www.coralgables.com, click on City Departments, Building & Zoning, Applications/Forms, under Zoning Division click on Certificate of Use Application)

A **Local Business Tax** - (www.coralgables.com, click on City Departments, Finance, Applications/Forms, Local Business Tax Application), (For Informational Use Only).

A **Building Permit** - (When interior or exterior changes to a building are required) - (www.coralgables.com, click on City Departments, Building & Zoning, Applications/Forms, under Building Division click on Permit Application Package)

### **Certificate of Use**

Before signing a lease or purchasing property in the City of Coral Gables, prospective business owners should apply for a Certificate of Use. This will ensure that the proposed use at a specific address complies with the City's zoning, parking and concurrency requirements. Certificates of use must be renewed annually. The annual renewal fee is seventy six dollars and thirteen cents (\$76.13).

## Where to Apply

Applications are available online at www.coralgables.com, click on City Departments, Building & Zoning, Applications/Forms, under Zoning Division click on Certificate of Use Application. The application must be filed at the Building and Zoning Department, Third Floor of City Hall, 405 Biltmore Way.

### **Office Hours**

7:30 a.m. - 3:30 p.m., Monday – Friday, excludes holidays.

# What you will need to provide on the Certificate of Use Application

- Name of your business
- Brief description of the proposed business
- Address of the property
- Square footage of the space you will be occupying
- Name of the prior tenant of the space
- Contact person and phone number

# **Certificate of Use Application Fee**

\$114.19

• (Checks are made payable to: City of Coral Gables)

# Starting a Business in Coral Gables

### For More Information

For questions regarding Certificate of Use Application, contact the Concurrency Administrator, at 305-460-5236.

If the application does not involve a change of use or occupancy, it will be reviewed by the Concurrency Administrator.

Once the application is reviewed and approved for the use, the Building and Zoning Department and the Fire Department will conduct fire, mechanical, electrical and plumbing inspections to check for compliance with the Florida Building Code. The application needs to pass all final inspections and requires final approval by the Building Official. The process takes an average of seven to ten working days.

If the application involves a change of use or occupancy, it will be reviewed by the Development Review Committee. Composed of City staff members, the Committee reviews plans for proposed projects and advises the applicant of any necessary regulatory boards, including the Board of Architects and the Planning and Zoning Board. For more information about applying for review by the Development Review Committee, contact the Committee Secretary, at 305-460-5228.

Be aware that applications that do not meet Zoning requirements will need to be reviewed by the Planning and Zoning Board and applications requiring variances will need to be reviewed by the Board of Adjustment.

Local Business Tax and Building Permits will not be issued before the applicant has filed an application for a Certificate of Use.

#### **Local Business Tax**

Anyone starting a new business must obtain Local Business Tax from both the City of Coral Gables and Miami-Dade County. The following information pertains to Local Business Tax issued by the City of Coral Gables.

## Where to Apply:

Applications are available online at www.coralgables.com, click on City Departments, Finance, applications/forms, Local Business Tax Application. The application must be filed at the Finance Department, Local Business Tax Division, First Floor of City Hall, and 405 Biltmore Way.

#### **Office Hours**

8 a.m.-5 p.m., Monday - Friday, excludes holidays.

#### Fee

The fee varies by classification. Download the PDF at www.coralgables.com, Click on City Departments, Finance, Fees, Fees Resolution no. 2010-184 for a list of all Local Business Tax fees.

## What you will need to provide on Local Business Tax Applications

- Social Security number
- Federal employer I.D. number
- State License/Bar number
- Owner/Corporation Name
- Trade Name/DBA
- Name of corporate officers
- Cost value of stock carried
- Number of chairs/seats (for restaurants and movie theaters)
- Number of employees

#### For More Information

For questions regarding Local Business Taxes contact the Local Business Tax Clerk, at 305-460-5302.

Applications for Miami-Dade County Local Business Taxes are made through the Miami-Dade County Tax Collector's Office, Local Business Tax Division, 140 West Flagler St., Ste. 1407. For more information call 305-270-4949 between 8:30 a.m. and 4:30 p.m., Monday-Friday, excluding holidays.

# Starting a Business in Coral Gables

### **Permits**

Any external changes to a building, including signage, require approval by the Board of Architects. This is the first step in pulling Building Permits.

The Board of Architects meets regularly every Thursday at 8:00 a.m. at City Hall, 405 Biltmore Way. Applicants must pay the appropriate fee and submit the application along with the specified accompanying materials.

The application deadline is 12:00 p.m. on the Monday prior to the Thursday meeting. Applications submitted after the Monday 12 p.m. deadline can still be reviewed on that Thursday if a late fee in the amount of one hundred fifty two dollars and twenty five cents (\$152.25) is paid before 12 p.m. on the Wednesday prior to the Thursday meeting. Attendance is mandatory for the scheduled meeting.

## Where to Apply

Applications are available online at www.coralgables.com, click on City Departments, Building & Zoning, applications/forms, under Building Division click on Board of Architects application. The application must be filed at the Building and Zoning Department, Third Floor of City Hall, 405 Biltmore Way.

Interior changes or modifications to a building, including all work exceeding \$500 in labor and materials, and all electrical, plumbing and air conditioning work, also require a building permit but are not subject to review by the Board of Architects. Cosmetic changes, such as interior painting do not need to be reviewed. However, to add bathrooms or change the location of walls or doors, the applicant must submit two sets of plans to the Permit Counter for review by the Building Department in order to obtain a building permit. All permits require a Final Inspection.

For more information about pulling building permits in the City of Coral Gables, visit our website at www.coralgables.com, click on City Departments & click on Building & Zoning or call 305-460-5235.

# Starting a Business in Coral Gables

### **Office Hours**

7:30 a.m. - 3:30 p.m., Monday - Friday, excludes holidays.

#### Fee

The fee varies depending on the estimated cost of construction

## What you need to provide on the Board of Architect Application

- Description of the proposed structure
- Estimated cost
- Address of the property
- Project Architect/Phone number

Applicants will also need to provide plans, drawings, photographs, etc. A complete checklist for Board of Architects submittal is available with the application form.

### For More Information

More information on Board of Architects and Building permit fee schedules, please visit the website at www.coralgables.com click on City Departments, Building & Zoning then Fee Guide and again on Building and Zoning Fee Guide.