

# MIRAMAR

[www.MiramarFL.gov](http://www.MiramarFL.gov)



**GUIDE TO  
DOING BUSINESS  
IN & WITH  
MIRAMAR**

it's  
**RIGHT  
HERE**  
in MIRAMAR...™

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## WELCOME TO THE CITY OF MIRAMAR!

**The City of Miramar welcomes all companies interested in investing in our community. We want to thank you for selecting our city to grow your business! Please know that we are here to assist you in opening your business quickly and smoothly.**

**Opening a business in any city could be challenging. This guide will provide simple steps to jump start your business in the City of Miramar, and provide brief information of each department's functions and its relationship to making your business as successful as possible.**

# MIRAMAR

## SIMPLE STEPS TO JUMP START YOUR BUSINESS IN MIRAMAR

### STEP 1 CONSULT WITH THE CITY'S PLANNING & REDEVELOPMENT DIVISION

Before signing a lease, please contact a City of Miramar planner to make sure that the location is zoned for the business you wish to operate. (See pg.8)

### STEP 2 COMPLETE THE APPLICATION FOR ZONING CERTIFICATE OF USE.

- A. This application is required for the following:
- New businesses;
  - An existing business at a new location;
  - Adding/changing the type of use of a legally established business; or
  - Transfer of business ownership
- B. The "Zoning Certificate of Use" application may be picked up at the Planning & Redevelopment Division, Building Division or downloaded from the City of Miramar's website at: <https://www.miramarfl.gov/DocumentCenter/View/4843/Zoning-Certificate-of-Use-PDF?bidId=>
- C. Submit the completed application to the Building Division, located at 2200 Civic Center Place, 1st Floor.

*While you are here:* You may want to visit the Planning & Redevelopment Division to ask questions about zoning, signage and business incentives.

*Special note:* If you are planning for any interior work or changing the use of a space (for example, from retail to restaurant), it is best to check with the Engineering Services Department to see if water and wastewater impact fees apply in your case. This should be done before submitting a building permit for any interior work.

### STEP 3 COMPLETE THE BUSINESS TAX RECEIPT APPLICATION

- A. Any person wishing to engage in or manage any business, profession or occupation with the City of Miramar, including a home-based business, is required by ordinance to acquire a City Business Tax Receipt.
- B. Please contact the Business Tax Receipt office at (954) 602-3061 to determine which application is applicable for your business. Further information and to download an application visit: <http://www.miramarfl.gov/201/Business-Tax-Occupational-Licenses>
- C. Submit completed application to the Business Tax Receipt Office, located at 2300 Civic Center Place (Cashier's Office). While you are here: You can open a Utilities account at the water billing cashier window.



This section provides general information on the departments that may pertain to your business needs.

Please note that the information contained within may be amended or revised throughout the year. Please be sure to check for latest information by contacting the appropriate City Department.

Most of the City's Departments/Divisions are open from Monday through Thursday 7:00 a.m. to 6:00 p.m. Offices are closed on Fridays. However, please contact each Department/ Division to confirm their office hours.

### **BUSINESS TAX RECEIPT OFFICE**

2300 CIVIC CENTER PLACE  
PHONE: (954) 602-3040 or (954) 602-3061  
EMAIL: [businessstax@miramarfl.gov](mailto:businessstax@miramarfl.gov)  
[WWW.MIRAMARFL.GOV/201/BUSINESS-TAXOCCUPATIONAL-LICENSES](http://WWW.MIRAMARFL.GOV/201/BUSINESS-TAXOCCUPATIONAL-LICENSES)

Any person wishing to engage in or manage any business, profession or occupation with the City of Miramar, including a home-based business, is required by ordinance to acquire a City Business Tax Receipt. A Business Tax Receipt is a requirement of the State of Florida per Florida Statutes Chapter 205 for operating a business. You must apply for a Business Tax Receipt when you operate a business or office in the City of Miramar. Applications can be downloaded online or picked up at the Business Tax Receipt office. Please see the address listed above.

Home occupations conducted within the City of Miramar shall be clearly incidental and secondary to the use of the residence for residential purposes and shall not change the residential character.

A proposed home occupation must meet all of the criteria as stated in the Business Tax Receipt Home Application.

Commercial Businesses must obtain a City of Miramar Certificate of Use. We cannot issue a license to a post office box (PO Box) address. The Certificate of Use must be approved by the City of Miramar's Community Development Department before the business tax application can be accepted and processed.

### **COMMUNITY DEVELOPMENT DEPARTMENT**

2200 CIVIC CENTER PLACE, 1ST FLOOR  
PHONE: (954) 602-3200  
[WWW.MIRAMARFL.GOV/149/COMMUNITY-ECONOMICDEVELOPMENT](http://WWW.MIRAMARFL.GOV/149/COMMUNITY-ECONOMICDEVELOPMENT)

#### **BUILDING PERMITS & INSPECTIONS**

2200 CIVIC CENTER PLACE, 1ST FLOOR  
PHONE: (954) 602-3200  
[WWW.MIRAMARFL.GOV/150/BUILDING-PERMITSINSPECTIONS](http://WWW.MIRAMARFL.GOV/150/BUILDING-PERMITSINSPECTIONS)

The Building Division staff reviews all permits to ensure that they meet the codes, and to identify and correct any concerns/issues before any non-compliant work occurs.

#### **THE BUILDING DIVISION PROVIDES THE FOLLOWING SERVICES:**

Reviews all building permit applications for compliance with all National, State, County, and Municipal Codes to preserve the health, safety, welfare of the public.

These services include the following:

- Certificate of Use for Business (As per City Ordinance 10-3/ Sec. 1203)
- Business tax receipt and inspections
- Issues permits (Structural, Electrical, Plumbing & Mechanical)
- Issues garage sales permits
- Reviews plans in compliance with building code
- Building code compliance
- Performs all necessary building inspections
- Completes permit history research
- Maintains files of building plans and blueprints



While you are here, copies of building plans and blueprints may be purchased by completing a Public Records Request Form, which is available at the Building Division or by downloading the form: <https://miramarfl.justfoia.com/forms/Launch/d705cbd6-1396-49b7-939e-8d86c5a87deb>

## ONLINE DOCUMENTATION PROCESS

This approach ensures that services are comprehensive and seamless from the customer's perspective, providing all necessary information through our website. Staff will then work in partnership with the customer to facilitate and coordinate the process until the completion of the project. Various building permit applications can be downloaded from: <http://www.miramarfl.gov/151/Applications-Forms>

## MIRAMAR BUILDING CODE COMPLIANCE

The Miramar Building Code Compliance Section is responsible for investigating all violations of the Florida Building Code. Violations range from unlicensed contractors and unpermitted construction work to all unresolved violations of the applicable building codes. Violations are investigated for validity by the Building Code Compliance Inspectors.

## BUILDING CODE COMPLIANCE VIOLATION PROCESS

Code Violations can be reported by the public and other County/State agencies through complaint letters or phone calls. The Florida Building Code mandates the Building Official to issue Notices of Violations and Citations for any person, firm, corporation or agent who commences work without first applying for a building permit. Any such person, firm, corporation or agent who fails to comply with a Notice of Violation or Citation may be brought before the Unsafe Structures Board or the Municipal Court for disciplinary action.



## PLANNING & REDEVELOPMENT

2200 CIVIC CENTER PLACE, 1ST FLOOR  
PHONE: (954) 602-3264  
[WWW.MIRAMARFL.GOV/167/  
PLANNINGREDEVELOPMENT](http://WWW.MIRAMARFL.GOV/167/PLANNINGREDEVELOPMENT)

Before signing a lease, please contact a city planner to make sure that the location is zoned for the business you wish to operate. In addition, business owners are required to complete a Zoning Certificate of Use application, which is available at the Planning & Redevelopment office or by downloading the form.

<http://www.miramarfl.gov/151/Applications-Forms>

Planning & Redevelopment also provides the following services:

- Confirming Zoning districts and business uses
- Reviewing and answering questions relating to signs
- Providing city maps on zoning, Land Use and Residential Care Facility Locations.
- Issuing permits on Portable Storage Containers (PODs), tree removal, painting, repainting of buildings, alcohol or beverage certification and temporary permits on special events and signage.

## SIGNAGE

The City recognizes the importance of business signage and the website link below provides direct access to the City's regulations, which we developed to make as user friendly as possible. Please refer to this for your needs; if you still have questions please contact the Planning & Redevelopment Department. [https://www.municode.com/library/fl/miramar/codes/land\\_development\\_code](https://www.municode.com/library/fl/miramar/codes/land_development_code) (Click on Chapter 10)

Permits are required for signs and renovations. Also, exterior painting or any other exterior modifications may be required to receive approval of the City's Community Appearance Board for compliance with the City's Community Design Plan.





## ECONOMIC & BUSINESS DEVELOPMENT DEPARTMENT

2200 CIVIC CENTER PLACE, 2ND FLOOR  
 PHONE: (954) 602-3043  
 EMAIL: EBD@MiramarFL.gov  
**WWW.MIRAMARFL.GOV/185/BUSINESSDEVELOPMENT**

The City of Miramar welcomes all companies interested in investing in our community. The following incentives and programs are available (within funding limitations) to assist in your decision making. At your convenience, our Economic Development staff is available to speak and/or meet with you to discuss your plans in greater detail.

### INCENTIVES:

#### FINANCIAL PERFORMANCE-BASED INCENTIVE\*

This is a cash incentive based on the company performance in meeting economic development commitments established in an agreement with the City, such as number of new jobs created. For consideration of this type of incentive, details are requested from the company (ie: average employee salary, anticipated hiring, proposed capital investment, etc.) for evaluation. All such incentives are subject to staff and City Manager recommendation for approval, as well as City Commission approval.



#### BUSINESS COUNSELING (SCORE)

In partnership with SCORE and the Miramar-Pembroke Pines Regional Chamber of Commerce, this program provides free technical assistance for small business management. SCORE is a non-profit association dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship. Topics include marketing, loans and business plans. SCORE is associated with the Small Business Administration (SBA) which has additional resources. Visit these websites for more information: [www.score.org](http://www.score.org) or [www.sba.gov](http://www.sba.gov)

#### MICRO ENTERPRISE JOB CREATION

This program provides very small businesses (5 or fewer employees) with financial support for their economic development efforts/activities. The business must be in existence for at least 1 year and have a commercial location. on a reimbursement basis quarterly, up to a maximum of \$10,000 for a year.

#### COMMERCIAL REHABILITATION

This program assists commercial property owners in historic Miramar with building façade renovations. City funds are combined with owner funds to complete property improvements. The level of city support varies, but is typically in the range of 40% - 60% of total project cost.



#### SOUTH FLORIDA REGIONAL PLANNING COUNCIL REVOLVING LOAN FUND

The South Florida Regional Planning Council Revolving Loan Fund provides loans of \$50,000 to \$300,000 to medium-sized businesses in Broward, Miami-Dade, and Monroe Counties. The loans are for existing businesses that are looking to expand or relocate, create jobs and/or retain jobs. Examples of loan uses include financing to expand a new location, upgrading equipment, and providing needed working capital. The loans provide opportunities for businesses to obtain financing where credit is not otherwise granted. Applicant criteria to receive a loan includes: the applicant must:

- Attempt to secure conventional financing first before applying
- have a 10% to 20% equity stake in the project

Funding cannot be used for the acquisition of a business, business assets, or stock.

For more information visit [www.sfrregionalcouncil.org](http://www.sfrregionalcouncil.org) or call (954) 985-4416.





### SMALL BUSINESS ADMINISTRATION

The SBA provides a number of financial assistance programs for small businesses that have been specifically designed to meet key financing needs, including: debt financing, surety bonds, and equity financing.

### EXPEDITED PERMITTING INCENTIVE

This involves assigning staff to guide construction plans through the review and approval process in order to reduce the total time to issue a permit. This would apply to an interior buildout or new construction project. This requires staff and City Manager approval.



### MIRAMAR-PEMBROKE PINES REGIONAL CHAMBER OF COMMERCE MEMBERSHIP INCENTIVE

Since 1969, the Chamber has been advancing the interests of its members through advocacy, leadership and engagement. The City of Miramar helps support this effort through a membership incentive. For any new Miramar business, or one that has never been a member of the chamber, the city provides a grant toward its first year membership. [www.miramarpembrokepines.org](http://www.miramarpembrokepines.org)



## MIRAMAR INCENTIVES AND BUSINESS ASSISTANCE PROGRAMS:

### PARTNER ORGANIZATIONS

The City of Miramar works closely with our economic development partners at the County and State levels and can of contact with them. For additional details, we suggest your company review the information found on Greater Ft. Lauderdale Alliance website: [www.gfalliance.org](http://www.gfalliance.org); hover over the “Relocation & Expansion” tab, and select the “Incentives” option from the drop down menu. Another option, which describes business attraction and recruitment tools and resources, is the Broward County website: [www.broward.org](http://www.broward.org) in the search box, type “Business Attraction and Recruitment”.

### Guaranteed Loan Programs (Debt Financing)

SBA does not make direct loans to small businesses. Rather, SBA sets the guidelines for loans, which are then made by its partners (lenders, community development organizations, and micro-lending institutions). The SBA guarantees that these loans will be repaid, thus eliminating some of the risk to the lending partners. So when a business applies for an SBA loan, it is actually applying for a commercial loan, structured according to SBA requirements with an SBA guaranty. SBAGuaranteed loans may not be made to a small business if the borrower has access to financing on reasonable terms.

### Bonding Program (Surety Bonds)

SBA’s Surety Bond Guarantee (SBG) program helps small business contractors who cannot obtain surety bonds through regular commercial channels.

### Venture Capital Program

SBA’s Small Business Investment Company (SBIC) Programs are a public-private investment partnership created to help fill the gap between the availability of growth capital and the needs of small businesses.

For more information, please visit [www.sba.gov](http://www.sba.gov) or call (800) 827-5722.





### ENTERPRISE FLORIDA

Enterprise Florida is the official economic development organization for the State of Florida. Enterprise Florida helps businesses:

- Locate to Florida
- Expand within Florida
- Find available properties
- Export from Florida

Please visit [www.enterpriseflorida.com](http://www.enterpriseflorida.com) for more information on how they can assist you.



### Broward County Office of Economic and Small Business Development (OESBD)

The Broward County Office of Economic and Small Business Development (OESBD) supports Broward County businesses by providing a comprehensive roster of client-focused services. Technical assistance is available to local businesses on a range of topics, from information on current public procurement opportunities to financing. As an affiliate of Kauffman FastTrac, the OESBD offers a wide variety of workshops and programs to start and grow your business.

To learn more, visit the County's web-page at [www.broward.org/econdev](http://www.broward.org/econdev) or call (954)357-6400.



### GREATER FORT LAUDERDALE ALLIANCE

The Greater Fort Lauderdale Alliance is the primary economic development organization for the Greater Fort Lauderdale/Broward county area. The Alliance focuses on creating, attracting, expanding, and retaining high wage jobs and capital investment in high value targeted industries to develop vibrant communities and improve the quality of life for our area's citizens. They provide leadership in delivering economic development services for clients, prospects, investors, and partners.

#### The Four Foundations of the Alliance economic development service areas:

- Marketing and promoting Broward County;
- Managing expansion, relocation, and retention projects;
- Conducting and providing market research and business intelligence; and
- Securing and enhancing private/public leadership and investment.

To learn more about the exciting opportunities the Alliance has to offer, please visit their website at [www.gfalliance.org](http://www.gfalliance.org).





## EMERGENCY MANAGEMENT

14801 SW 27TH STREET  
PHONE: (954) 438-1222  
[WWW.MIRAMARFL.GOV/EM](http://WWW.MIRAMARFL.GOV/EM)

Please visit the City's web site to register in our Emergency Notification System CodeRED. CodeRED is a super high-speed telephone dialing system for notifying citizens of emergency conditions. CodeRED allows emergency management personnel to telephone the entire or specifically targeted areas of the City to inform citizens of an emergency situation that requires immediate action (such as a boil-water notice, missing child or evacuation notices).

The following are a few of the topics that may interest you and more information is on our web site at [www.miramarfl.gov/em](http://www.miramarfl.gov/em):

- Latest information on current events such as public health concerns and dangerous weather conditions
- Information on preparing and securing your business for emergencies, like hurricanes
- Information on emergency planning for business and industry
- Information on when access is permitted after a disaster
- Emergency Preparedness tips for your employees can be found at: [www.miramarfl.gov/286/Hurricane-Preparedness](http://www.miramarfl.gov/286/Hurricane-Preparedness)

## ENGINEERING SERVICES

2200 CIVIC CENTER PLACE, 2ND FLOOR  
PHONE: (954) 602-3318  
[WWW.MIRAMARFL.GOV/196/ENGINEERING-SERVICES](http://WWW.MIRAMARFL.GOV/196/ENGINEERING-SERVICES)

The Construction & Facilities Management Department reviews building permits to assess water and wastewater impact fees. Businesses are advised to check with this department before submitting a building permit for any interior work and before changing the use of a space (for example, retail to restaurant) to determine what fees apply.

## CODE COMPLIANCE DIVISION

11765 CITY HALL PROMENADE  
PHONE: (954) 602-3174  
[WWW.MIRAMARPD.ORG/1192/CODE-COMPLIANCE](http://WWW.MIRAMARPD.ORG/1192/CODE-COMPLIANCE)

The Code Compliance Division is concerned about preserving the integrity of the community, maintaining higher property values, and improving the quality of life for all Miramar residents.

They also work with residents, neighborhood associations, public service agencies, and other city departments to facilitate voluntary compliance with city laws and codes. The division empowers community self-help programs, develops public outreach programs and establishes community priorities for enforcement programs.

## FIRE PREVENTION BUREAU

14801 SW 27TH STREET  
PHONE: (954) 602-4801  
[WWW.MIRAMARFD.ORG](http://WWW.MIRAMARFD.ORG)

The Fire Prevention Bureau provides the following life safety services. Fire Safety Inspections - It is the duty of the Fire:

- Prevention Bureau to annually inspect all buildings and premises in the City of Miramar.
- Site Plan Review - Prior to issuing any permit for construction, erection, alteration, repair or demolition, the Fire Prevention Bureau reviews all plans in conjunction with the building department.
- Building Plans and Specification - Building plan review allows the Fire Prevention Bureau to ensure that buildings are constructed to provide an acceptable degree of public safety from fire and other hazardous condition. Plan review notifies the building owner of code requirements prior to building construction.
- Consultation Staff members are available to explain fire codes, fire related sections of building codes and standards to assist the citizens of Miramar, professional engineers, architects, contractors and members of the building trade in their duties.

## PROCUREMENT DEPARTMENT

2200 CIVIC CENTER PLACE  
PHONE: (954) 602-3053  
[WWW.MIRAMARFL.GOV/160/PROCUREMENTDEPARTMENT](http://WWW.MIRAMARFL.GOV/160/PROCUREMENTDEPARTMENT)

The Procurement Department is responsible for managing the purchasing activity of the organization, which includes the acquisition of products, services and construction in support of the goals and operations of the City of Miramar.

Interested vendors who wish to do business with the City of Miramar are encouraged to contact the Procurement Department to provide information about their products and services and to request notification of solicitations for future needs.

## BUSINESS INCLUSION AND DIVERSITY(BID)

2200 CIVIC CENTER PLACE, 2ND FLOOR

PHONE: (954)602-3318

**WWW.MIRAMARFL.ORG/1522/BUSINESS-INCLUSIONDIVERSITY- BID-PROGRAM**

The City of Miramar has implemented a new Business Inclusion & Diversity (BID) Program that offers innovative programs and services to help small businesses grow.

The BID program evidences Miramar's desire to implement measures to ensure more inclusion for ALL businesses; especially the small, minority, and disadvantaged trades that the Diversity Study has identified as underutilized.

The City's mission is to promote diversity in the procurement process in order to accurately reflect the demographics of its rather diverse business and residential Community. As part of BID's effort to foster diversity and inclusion, training programs and services are offered to firms.

The programs, trainings, services, and development support is being offered to pave the way and eliminate barriers for small businesses desiring to do business with the City of Miramar.

BID Programs and Services:

- Monthly Business Development Trainings
- Monthly Certification Workshops: CBE, SBE, DBE, Broward County
- FDOT construction certifications: MOT, Safety Awareness, Structures and Bridges
- BID Contractor's List to Increase Diversity & Subcontractor Utilization
- East Miramar Networking Events & Business Development Workshops
- BID Academy - Partnering with Institutional Stakeholders: NSU, FIU, and Broward College
- Apprenticeship Partnership - Partnering with Local Unions and Trade Organizations
- Community "Think Tank" - Seeking to Advance Community Forum Initiatives to Foster Inclusion
- "Hack the Business" - Helping Firms Explore Technologically Advanced Ways to Grow Businesses

## MISC. KEY INFORMATION

To establish water/sewer service account:  
(954) 602-3028

Commercial Garbage service via Waste Pro:  
(954) 967- 4200

City Rental facilities, and Parks:

- Miramar Cultural Center/ArtsPark's: (954) 602-4500
- Miramar Multiservicea Center: (954) 889-2703
- Parks and Fields: (954) 602-3173
- Special Events: (954) 602-3319

For a ll other inquiries, questions or concerns please call City of Miramar's Customer Care Center at:  
(954) 602-HELP (4357)

## FOR MORE INFORMATION ABOUT OUR CITY:

CITY WEB

**WWW.MIRAMARFL.GOV**

PLEASE SIGN UP FOR E-NEWS (FREE)  
BUSINESS PULSE - MIRAMAR TODAY

**<https://www.miramarfl.gov/1165/Notify-Me>**

CITY TV &

Xfinity Channel

RADIO

1280am

## OTHER RESOURCES:

URBAN LEAGUE OF BROWARD COUNTY

**<http://www.cccdcorp.org/loan-fund>**

FLORIDA VIRTUAL ENTREPRENEUR CENTER

**FLVEC.COM**

GROWFL SECOND STAGE COMPANIES

**GROWFL.com**

# MIRAMAR



# **GUIDE TO DOING BUSINESS IN & WITH MIRAMAR**

**ECONOMIC AND BUSINESS DEVELOPMENT**

2200 Civic Center Place, 2nd Floor

Miramar, FL 33025



[www.MiramarFL.gov](http://www.MiramarFL.gov)