



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

OCCUPATIONAL LICENSE APPLICATION AND FEE SHEET

All businesses in the Village require an Occupational License/Certificate of Use to operate. Licenses are issued on an annual basis from September 1 to September 1. Statements are mailed in August and must be paid by October 1 of each year to avoid a late fee. Should a business open during the year, a new Occupational License/Certificate of Occupancy must be obtained for that year. Businesses relocating to a new location within the Village pay a small fee to update license information.

DOCUMENTATION REQUIREMENTS:

If you apply for an Occupational License for a business under a corporation or DBA (Doing Business As/Fictitious name), a Declaration of Incorporation and pertinent documents for DBA status must be presented to the Occupational License Specialist. A copy of the lease for leased space must also be shown to complete the application.

FEE SHEET:

New Business Certificate of Use: (One time fee when first opening in the Village)	\$120.00
Relocation in the Village/Change of Address:	\$ 3.00
Change of Business Name:	\$ 3.00
Yearly Occupational License:	
Fixed Rate for up to five (5) employees of a company:	\$ 68.26*
Rate per individual for more than five (5) employees:	Rates change**
Rate per individual professional (e.g., sole proprietor)	Rates change***

* Fee listed is an approximate amount. This fee depends on the type of business with the \$68.28 amount applying to 90% of applications. Contact the Occupational License Specialist at (305) 365-7563 for details (for example, a restaurant is assessed on a per seat basis and a beauty salon assessed on a per chair basis).

** Fees change after five employees. Contact the Occupational License Specialist at (305) 365-7563 for details.

*** The fee is approximately \$39.38 per person. Contact the Occupational License Specialist at (305) 365-7563 for rates applicable to your business.



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OCCUPATIONAL LICENSE / CERTIFICATE OF USE APPLICATION

Application Date: _____

Permit No: L0 _____

Fee Charged: _____

Check No.: _____

Address of Business: _____

Unit No. _____

Doing Business As:

Business Name: _____

Business Use: _____

Owner of Business:

Name of Owner (Individual): _____

Name of Corporation: _____

Corporation Officer: _____

Telephone No.: _____

Applicant Information:

Name (Please Print): _____

Mailing Address: _____

_____ Zip Code: _____

Phone: _____

Signature: _____

An Occupational License Fee must be submitted with this application

Comments (Office Use Only):