GUIDE TO DOING BUSINESS IN & WITH MIRAMAR
MIRAMAR

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 it’s relationship to making your business as successful as possible.
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/DocumentsCenter/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: business-tax@miramarfl.gov
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

**BUILDING PERMITS & INSPECTIONS**

2200 CIVIC CENTER PLACE, 1ST FLOOR
PHONE: (954) 602-3200
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/issuues 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
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.

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.
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 or 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.sfregionalcouncil.org or call (954) 985-4416.
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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

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 contact with them. For additional details, we suggest your company review the information found on Greater Ft. Lauderdale Alliance website: www.gflalliance.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 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. SBA guaranteed 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 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 for more information on how they can assist you.

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.gflalliance.org.

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 or call (954)357-6400.
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

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

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.
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

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

MISC. KEY INFORMATION

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
GROWFI.com
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ECONOMIC AND BUSINESS DEVELOPMENT
2200 Civic Center Place, 2nd Floor
Miramar, FL 33025