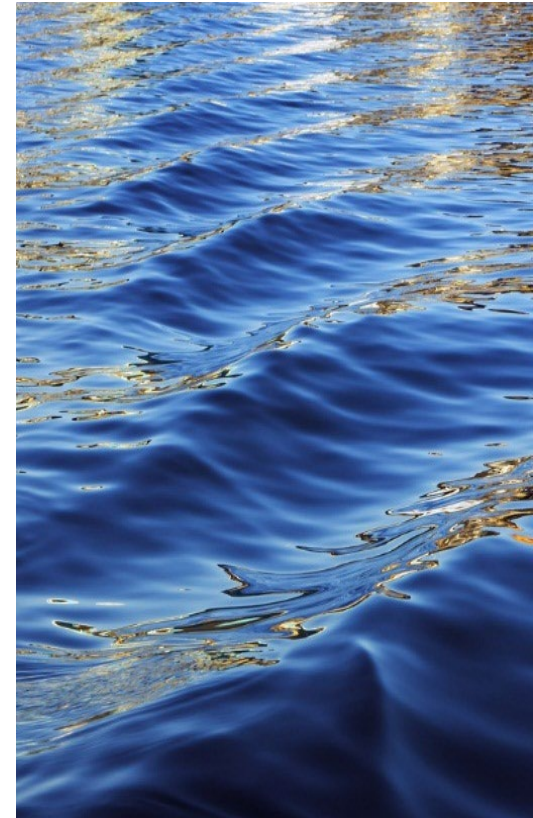


# DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES (RER)



Applying for a  
Municipal or  
Unincorporated  
Certificate of Use



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## APPLYING FOR A MUNICIPAL OR UNINCORPORATED CERTIFICATE OF USE

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# INTRODUCTION

- Use this feature of the **Plan Status & Application Submittal Portal** to submit *Certificate of Use applications* for the following:
  - Establishment of a new business at any location
  - Relocation of an existing business
  - A change in a business use or operation
  - An expansion in a business use or operation
  - Temporary uses that exceed 45 days
  - Pop-up business that exceeds 45 days in the same location

The screenshot displays the Miami-Dade Department of Regulatory & Economic Resources Plan Status & Application Submittal Portal. The header includes the Miami-Dade County logo and a 'Sign in' link. The main title is 'Miami-Dade Department of Regulatory & Economic Resources Plan Status & Application Submittal Portal'. The portal is divided into four main sections:

- Search status of Applications & Plans:** This section features a search bar with the placeholder text 'Enter tracking, application or permit number' and a magnifying glass icon. Below the search bar, it states: 'Search a tracking, application or permit number(such as C, M, N, TREE and UP process numbers). Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the Building Permit Selection Menu.' There is a link for 'Advanced Search'.
- Register an Account:** This section has a 'NEW!' badge. It states: 'Registering an account with miamidade.gov offers added benefits such as:' followed by a list of benefits:
  - Access to My Applications page that lists your current and previous submissions.
  - Easily locate and track the status of your submissions.
  - Pre-populate submissions with contact information from registered account.
  - Allows you to submit reworks to a UP number.There is a blue button labeled 'My Applications'.
- Building Permit-Related Applications & Plans Submissions:** This section states: 'For submittals processed at the Miami-Dade Permitting & Inspection Center or Overtown Transit Village 2nd Floor: new building-related permit applications, plans, corrections, revisions, extensions, re-issuances, subsidiary permits, change of contractor. Includes municipal building permit plan reviews that require County approvals (i.e.DERM, WASD, FIRE, etc.).' There is a blue button labeled 'Building Permits'.
- DERM Program & Permit Review Submissions:** This section states: 'For submittals that require DERM program or permit review such as Class I-VI permits, EQCB applications and more. Not to be used for municipal building permit plan reviews that require County approvals (i.e. DERM, WASD, FIRE, etc.).' There is a green button labeled 'DERM Permits'.

# BEFORE STARTING A MUNICIPAL APPLICATION

Prior to applying with Miami-Dade County for review and approval of a Municipal Certificate of Use, the process **must** begin at the offices of the municipality where the business will be operating.

1. Complete *Section 1 - Business Information* of the **Municipal Application for Certificate of Use/Occupational License** Form.
2. A representative of the municipality will complete *Section 2 - Municipal Information*.

The Municipal Certificate of Use Application Number (if applicable to that municipality), and a signature **are required** before applying with Miami-Dade County.

The image shows a form titled "Municipal Application for Certificate of Use/Occupational License" from the Miami-Dade County Department of Regulatory and Economic Resources. The form is divided into two main sections. Section 1, "BUSINESS INFORMATION (to be completed by Applicant)", includes fields for site/business address, unit/suite, property tax folio number, business owner name, business name or DBA, mailing address, city, state, zip, corporate officer/partner/authorized representative name & title, telephone number, email, square footage of units, and proposed use/type of business. It also contains a signature line for the applicant. Section 2, "MUNICIPAL INFORMATION (to be completed by Municipal Official or Staff)", includes fields for the municipal certificate of use application number, previous use/type of business at this location, date of last approval, a checkbox for whether a building permit was required, municipal building permit number, Miami-Dade County municipal building approval number, municipal official print name, title, signature, and telephone number. Red arrows and brackets highlight specific areas: a bracket on the left groups the two sections; a red arrow points from the "Municipal Certificate of Use Application Number" field in Section 2 to the red text block; another red arrow points from the "Signature" field in Section 2 to the same red text block. At the bottom of the form, contact information for dermplanreview@miamidade.gov and http://www.miamidade.gov/building is provided, along with a Miami-Dade County logo.

# BEFORE STARTING AN UNINC. APPLICATION

Prior to applying with Miami-Dade County for review and approval of a Certificate of Use, complete the Application for Certificate of Use form.

1. Complete *the Business Information* section of the form.
2. Specify the *Nature of Business* and accurately answer all the relevant questions.
3. Sign the agreement.
4. Scan the completed form as a PDF and have it accessible as you will need to upload it during the application process.

Unincorporated Miami-Dade County Department of Regulatory and Economic Resources  
Zoning Permit Section - 11805 S.W. 20th Street, Suite 106, Miami, FL 33175 - Phone: 786-315-2600

**Application for Certificate of Use**

Date: \_\_\_\_\_ Building permit #: \_\_\_\_\_

**Business Information**

Business Address: \_\_\_\_\_ Unit/Suite: \_\_\_\_\_  
(List all unit numbers above)

Property Tax Folio: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Corporation Name: \_\_\_\_\_

Business Name or DBA: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Nature of Business**

Describe the type of business \_\_\_\_\_

☐ Short-term Event ☐ Farm Stand ☐ Food Truck

☐ Office ☐ Retail ☐ Warehouse ☐ Wholesale ☐ Temp RV ☐ Other

Square Footage of Unit(s): \_\_\_\_\_

Are you sharing spaces with another business? Yes \_\_\_\_\_ No \_\_\_\_\_

Will used merchandise be sold on the property? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of applicant verifies the above information is true and correct. I understand the conditions under which my Certificate of Use (CU) is being approved and accept that no changes or refunds can be made once issued. I am authorized to sign for the business and understand that any misrepresentation of information on this application may result in the revocation of the CU and/or possible enforcement action being initiated against the business and/or its authorized representatives. I further understand that a Certificate of Occupancy (CO) is a prerequisite to obtaining a Certificate of Use.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

**Department Use Only:**

Zoning: \_\_\_\_\_ Processor: \_\_\_\_\_

Conditions under which approved: \_\_\_\_\_

Resolutions: \_\_\_\_\_

Process Number: U \_\_\_\_\_

# GETTING READY TO SUBMIT

A **miamidade.gov** account is required to apply for the Review of a Municipal Certificate of Use.

- If you have a **miamidade.gov** account, you can sign in using the link on the upper right-hand corner of the **Plan Status & Application Submittal Portal**.
  - If you use other Miami-Dade County applications, such as **MeetQ**, you already have a **miamidade.gov** account.
  - If you don't currently have a miamidade.gov account, you can register after clicking the **Sign In** link.

MIAMI-DADE COUNTY

Sign in

## Miami-Dade Department of Regulatory & Economic Resources

### Plan Status & Application Submittal Portal

#### Search status of Applications & Plans

Search a tracking, application or permit number(such as C, M, N, TREE and UP process numbers).

Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the Building Permit Selection Menu.

[Q Advanced Search](#)

#### Register an Account **NEW!**

Registering an account with miamidade.gov offers added benefits such as:

- Access to My Applications page that lists your current and previous submissions.
- Easily locate and track the status of your submissions.
- Pre-populate submissions with contact information from registered account.
- Allows you to submit reworks to a UP number.

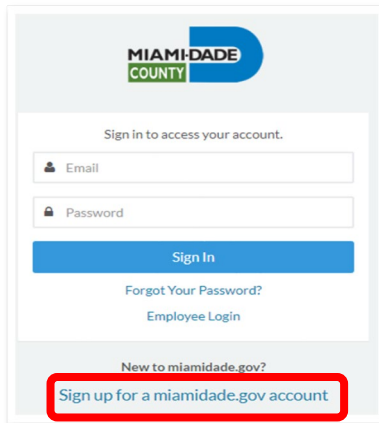


# NOT REGISTERED WITH MIAMIDADE.GOV?

If you are not registered with **miamidade.gov**, you must sign up for a **miamidade.gov** account.

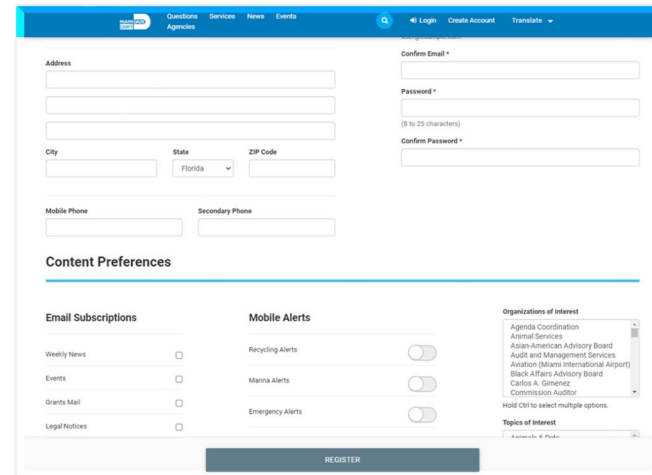
## Step 1

Select sign up for a miamidade.gov account



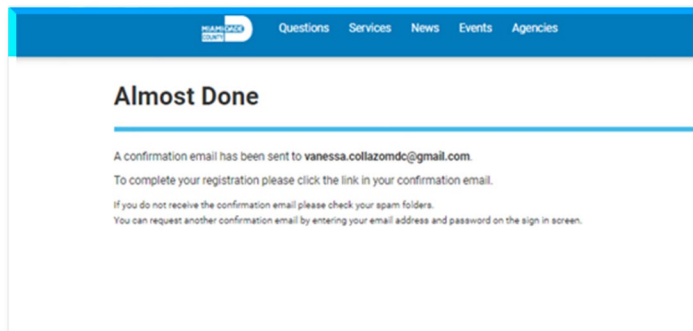
## Step 2

Complete the registration process.



## Step 3

After completion, click '**Confirm**' in the confirmation email to access the portal.





# Starting and Completing an Application



# STARTING AN APPLICATION - PORTAL

- Once signed in, click the orange **Certificate of Use** button under the **Apply for a Municipal or Unincorporated Certificate of Use** section.



**Apply for a Municipal or Unincorporated Certificate of Use**

Submit to apply for a Certificate of Use (CU) for an unincorporated Miami-Dade County business or submit to apply for Miami-Dade County review/approval of a Municipal Certificate of Use.

Prior to opening a business in unincorporated Miami-Dade County, a Certificate of Use must be obtained. In addition, before the establishment of a business at a location within a municipality, an Approval of Municipal Application for Certificate of Use must be obtained. A CU is also required when an industrial or commercial building is erected, altered, enlarged, or an existing building goes through a change of occupancy, name, or type of business.

Starting a business without obtaining a CU may result in fines to both the business owner as well as the property owner.

 **Certificate of Use**

- As part of the application process, you will need to upload some of the following documents. Have them available in PDF format, *no larger than 4 Gb in size*:
  - The signed and completed **Miami-Dade County Approval of Municipal Certificate of Use or a Certificate of Use Application**.
  - Executed Lease Agreement *clearly showing square footage, specific unit, and designated usage*.
  - A business process letter from business owner explaining business use.
  - Any *applicable* DERM Operating Permit Application(s).
  - A copy of your Water Utility Company's water and/or sewer bill if not serviced by Miami-Dade Water and Sewer or identify the Water Utility Company.

# STARTING AN APPLICATION - INSTRUCTIONS

- Once all the required documentation is ready, click the **Apply for a New Certificate of Use** link to begin.

MIAMI-DADE  
COUNTY

Sign in

## Submit a Certificate of Use for Review and Approval

**Use the link below to submit the following:**

Applications for the following uses require Miami-Dade County review and approval prior to the issuance of a Certificate of Use or Municipal business license:

- Establishment of a new business at any location
- Relocation of an existing business
- A change in a business use or operation
- An expansion in a business use or operation
- Temporary uses that exceed 45 days
- Pop-up business that exceeds 45 days in the same location

Certain businesses may require a Division of Environmental Resources Management (DERM) Operating Permit Application to be submitted prior to the Certificate of Use application. Please refer to the [Environmental Operating Permits](#) page for additional information.

For certain uses, the Miami-Dade County Water and Sewer Department (WASD), must review and approve the Certificate of Use or business license prior to issuance. If the proposed use results in an increase in water or sewage usage, verification review and approval is required by WASD and, in some cases, the Municipal utility. An example of when a WASD review would be required would be when a restaurant increases their capacity by adding inside or outside seating.

For additional information regarding WASD requirements, please email the WASD New Business Supervisors List at [NewBusinessSupvList@miamidade.gov](mailto:NewBusinessSupvList@miamidade.gov).

**Getting ready to submit:**

Please review these instructions and guidelines before completing the Application Submission form. Ensure that you are using Google Chrome as your web browser. Allow 10 to 15 minutes to complete the online application process.

First-time users are encouraged to review the [Municipal CU User Guide](#).

As part of the application process, you will need to upload document(s), total capacity for documents should not exceed **4 GB**. Typical documents you would upload with an application are:


- If applying a Certificate of Use within Unincorporated Miami-Dade County, you must submit one of the following applications for the intended business use:
  - [Alcohol Sales](#)
  - [Business Use](#)
  - [Mobile Food Services Operations Special Event](#)
  - [Home Occupation](#)
  - [Short-Term Event](#)
  - The following CUs are applied for at the following links:
    - [Short-Term Vacation Rental](#)
    - [Portable Mini-Storage Unit](#)
    - [Vehicle or Boat Sales](#)
- If applying for a Municipal Certificate of Use Approval, you must submit a [Miami-Dade County Approval of Municipal Certificate of Use application](#). Ensure the application has been signed by the Municipal official/staff along with the following documents:
  - An executed Lease Agreement clearly showing square footage, specific unit, and designated usage. NOTE: If sq. ft. is not found in lease, tenants MUST provide a notarized letter signed by the landlord clearly indicating name, square footage, unit number and designated usage along with their lease.
  - A business process letter from business owner explaining business use.
    - For example: Animal Clinics – number of kennels for boarding, pet grooming sq. ft. area; Public Park – stating the Park's visitor capacity; Restaurants – state if dinnerware is disposable or metal, disposable plates or ceramic, indoor/outdoor seating area, etc.
    - Specify if you use, store, handle or generate hazardous materials/waste. Explain if you generate liquid waste other than domestic sewer.
  - Any applicable DERM Operating Permit Application(s)

Once the application is submitted you will receive an application number and a confirmation email with further details on how to track the status of the application. You can then proceed to upload the documents and pay the initial application review fee. Forms of payment accepted are Mastercard, Visa, Discover, American Express, or e-check.

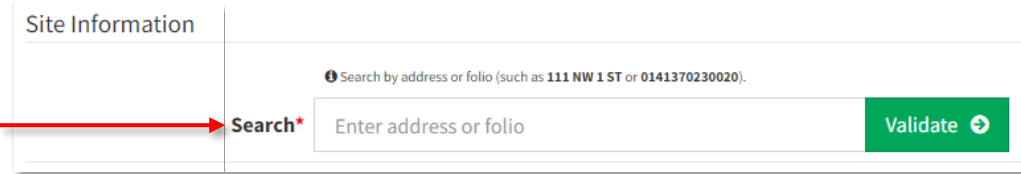
If you have questions about the Certificate of Use review process or for further assistance, email [RER-CUINFO@miamidade.gov](mailto:RER-CUINFO@miamidade.gov) or call (786) 315-2660.

[➔ Apply for a New Certificate of Use](#)

# STARTING AN APPLICATION

1. Make sure that you are using Google Chrome  as your web browser.
2. In the *Search* field, enter either the **Folio Number** or **Site/Business Address** where the business will be operating and click the green **Validate** button.

During the application process, fields with a red asterisk (\*) are required to be completed in order to continue.



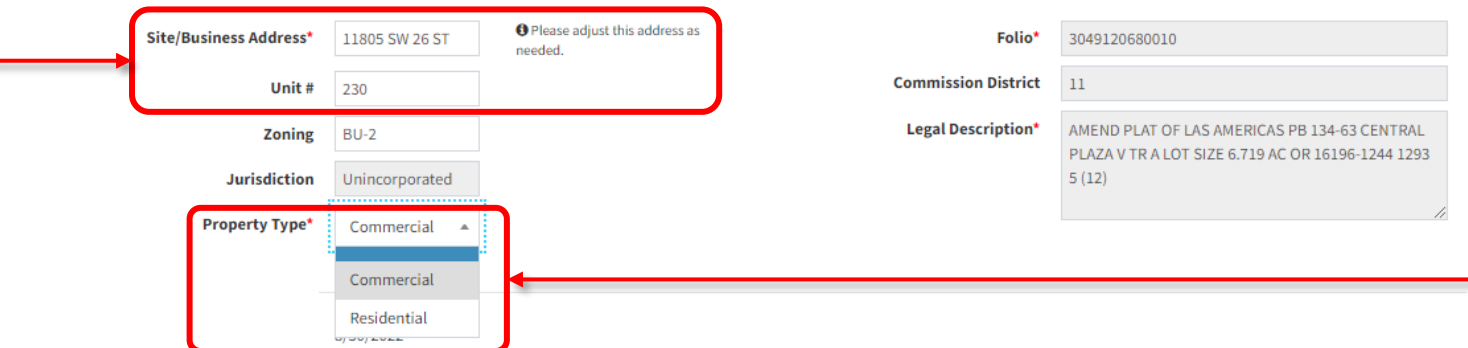
Site Information

Search by address or folio (such as 111 NW 1 ST or 0141370230020).

Search\* Enter address or folio Validate

Properties designated as **Confidential** by the Property Appraiser cannot use the Portal to apply for a Certificate of Use. Please contact the Zoning Counter at (786) 315-2660

- Once the **Folio/Address** has been validated, the fields and questions will adapt to a Municipal CU or an Unincorporated CU application based on the *Jurisdiction*.
- The **Site/Business Address** can be corrected if it is not the exact business address retrieved from the property appraiser or if there is a unit/suite number.



Site/Business Address\* 11805 SW 26 ST Please adjust this address as needed.

Unit # 230

Zoning BU-2

Jurisdiction Unincorporated

Property Type\* Commercial Commercial Residential

Folio\* 3049120680010

Commission District 11

Legal Description\* AMEND PLAT OF LAS AMERICAS PB 134-63 CENTRAL PLAZA V TR A LOT SIZE 6.719 AC OR 16196-1244 1293 5 (12)

3. For **Uninc. CU applications**, specify if the *Property Type* where the business is operating is **Residential** or **Commercial** (this is not required for Municipal CU Applications).

# COMPLETING AN APPLICATION

3. Complete the **Application Details** section of the online form, ensuring all the required fields are completed.

Application Details

Application Date 8/7/2020

Doing Business As

Certificate Type\* LAND

Application Type\* PERMANENT

SQFT\* 4000

Business Use\* RESTAURANT

Use Specifics

Previous Use\* RESTAURANT TAKE OUT ONLY

Previous Use Specifics

Municipal CU Application # 1241256

Municipal Permit # BD19-008146-001-ME001

Miami-Dade Building Approval # C2020839110

Property Owner

4. Most of the **Property Owner** section will be automatically completed from information on the Property Appraiser's database. However, any of the fields can be corrected.

*The Municipal CU Application # does not appear as an option when applying for an Unincorporated Certificate of Use.*

Property Owner

First Name\* SUNSHINE

Last Name\* GASOLINE DIST INC

Corporate/Entity Name

Email

Phone\*

Address\* 1650 NW 87TH AVE

City\* MIAMI

Country\* USA

Unit #

State\* FL

Zip Code\* 33172

Previous Next

5. Once completed press the green **Next** button.

# COMPLETING AN APPLICATION

The screenshot shows a web form with two main sections: 'Business Owner' and 'Application Contact'. A red arrow points to the 'Business Owner Individual' radio button, which is selected. The form contains various input fields for personal and contact information, including first and last names, address, city, state, zip code, email, and phone. There are also buttons for 'Copy from Property Owner' and 'Copy from Business Owner', and 'Previous' and 'Next' navigation buttons at the bottom right.

**Business Owner** Copy from Property Owner

☒ Business Owner Individual  
☐ Entity, Corp, LLC, Etc.

First Name\* MADISON  
Last Name\* HOUSING LTD  
Email Required@field.com  
Phone 3059999999

Address\* 120 FORBES BLVD  
City\* MANSFIED  
Country\* USA  
Unit  
State\* MA  
Zip Code\* 02048

**Application Contact** Copy from Business Owner

First Name\* MADISON  
Last Name\* HOUSING LTD  
Business Name\*  
Email Required@field.com  
Phone 3059999999

Address\* 120 FORBES BLVD  
City\* MANSFIED  
Country\* USA  
Unit  
State\* MA  
Zip Code\* 02048

Previous Next

## 6. Complete the **Business Owner** and **Application Contact** Information.

- If the **Business Owner** information is the same as the Property Owner, you can copy the information from the Property Owner section by pressing the blue **Copy from Property Owner** button.
- If the **Business Owner** is a corporate entity, change the selection.
- If the **Application Contact** information is the same as the Business Owner, you can copy the information from the Business Owner section by pressing the blue **Copy from Business Owner** button.

## 7. Once completed click the green **Next** button.

# COMPLETING AN APPLICATION

Questions

Do you use, store, handle or generate hazardous materials? No [Refer to definition of hazardous materials in Section 24-5 of Miami-Dade County Code of Ordinances](#)

Do you use, store, handle or generate hazardous waste? No [Refer to definition of hazardous materials in Section 24-5 of Miami-Dade County Code of Ordinances](#)

Do you generate liquid waste other than domestic sewage? Yes Describe the liquid waste and the quantity generated in gallons-per-day

Fast - Food ☐ Take - Out ☐ Full Service ☐ Indoor/Outdoor Seating ☒ Drive-thru Lane ☒

Indoor Areas SQFT 9999 Indoor Number of Seats 99

Outdoor Seating SQFT 9999 Outdoor Number of Seats 99

Number of Drive-thru Lanes 9

Are you sharing space with another business? Yes

Will there be jewelry lending? Yes

Will there be painting (body shop)? Yes

Does the business require the use of a walk-in cooler? Yes

Previous Next

The definition of hazardous materials/waste can be viewed through the provided links.

## 8. Respond to all the Questions.

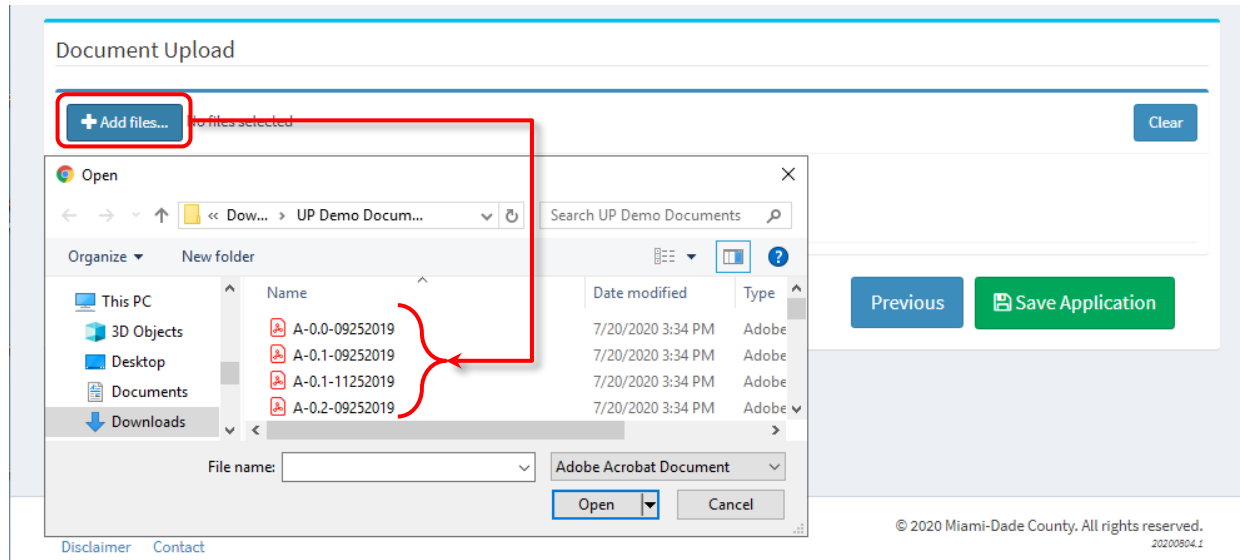
### a. Certain responses will require additional information. For example:

- Responding “Yes” to “Do you generate liquid waste other than domestic sewer?” Will require a description of “the liquid waste and the quantity generated in gallons-per-day.”
- Choosing “Fast Food, Take Out, Full Service” for restaurants will require the “Indoor Areas SQFT and Indoor Number of Seats.”
- Selecting “Outdoor Seating” will also require the “Outdoor Seating SQFT and Outdoor Number of Seats.”
- The bottom four (4) questions are only displayed on Unincorporated CU applications.

## 9. Once completed, click the green **Next** button.



# COMPLETING AN APPLICATION



10. Before the application can be saved, relevant documents will need to be uploaded.
  - a. Select the blue **+Add files...** button.
  - b. Pick the relevant files from your computer. (For all Municipal CU applications, the **Municipal Application for Certificate of Use/Occupational License** form must be uploaded and for all Unincorporated CU applications, the **Application for Certificate of Use** form must be uploaded.) *To select multiple files, press the Ctrl key on the keyboard while choosing the documents.*
  - c. Once all files are selected click **Open**.
  - d. Once completed, click the green **Save Application** button.

# COMPLETING AN APPLICATION

Your application was successfully created.

Record Number **U22090656**

[New certificate of use request](#) [Return Home](#)

Your application was successfully created.

Tracking Number: **MU22094972** Process Number: **MUA22094972**

[New certificate of use request](#) [Return Home](#)

- When the application has been “successfully created.” The system will display the:
  - Tracking and Process numbers for Municipal CUs.
  - Record Number for Unincorporated Certificates of Use.
- Selecting the **Record** or **Process Number** links will open the Application Details page.
  - Use the **Fees** tab on the Application Details page to pay Upfront Fees or any pending Invoiced Fees.

Application: U22090664

[Summary](#) [Contacts](#) **[Fees](#)** [Conditions](#) [Questions](#)

[\\$ Make a Payment](#)



# Application Details

# VIEWING A CERTIFICATE OF USE APPLICATION

## Miami-Dade Department of Regulatory & Economic Resources Plan Status & Application Submittal Portal

### Search status of Applications & Plans

Search a tracking, application or permit number(such as C, M, N, TREE and UP process numbers).

Enter tracking, application or permit number



Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the Building Permit Selection Menu.

Q Advanced Search

### Register an Account NEW!

Registering an account with miamidade.gov offers added benefits such as:

- Access to My Applications page that lists your current and previous submissions.
- Easily locate and track the status of your submissions.
- Pre-populate submissions with contact information from registered account.
- Allows you to submit reworks to a UP number.

My Applications

- After applying for review, the status of the reviews can be accessed by:
  1. Searching for the MUA or U number in the **Search status of Applications & Plans** box on the home page, or
  2. Selecting the blue **My Applications** button.
  3. **Advanced Search** allows searching by Address or Folio.

Search by address ▼

Enter application address



Address

Folio

Process Number ↑↓

Permit Number ↑↓

Address ↑↓

Contact Name ↑↓

Property Type ↑↓

Application Date ↓↑

# VIEWING A CU APPLICATION

- **Searching** for an Application Number will take you directly to the Application Details and the review(s) status along with any disapproval comments that must be addressed.
- Selecting **My Applications** from the home page will list all applications submitted by you under your account.
  - Click on the *Process Number* to see the **Application Details**.
  - Click on the *Tracking Number* to view the **Tracking Details**, submit reworks, important additional documents, and view uploaded documents.


Search: <input type="text"/>						
Tracking Number	Process Number	Permit Number	Address	Contact Name	Property Type	Application Date
MU20020077	MUA20020077		11401 NW 12 ST	JOSE M MARTINEZ	COMMERCIAL	8/7/2020
MU20020073	MUA20020073		430 S DIXIE HWY	JOSE M MARTINEZ	COMMERCIAL	8/6/2020
MU20020015	MUA20020015		1801 NW 117 AVE	JOSE M MARTINEZ	COMMERCIAL	8/4/2020

# CU APPLICATION DETAILS

Application: U2022091100

[Summary](#)
[Contacts](#)
[Fees](#)
[Conditions](#)
[Questions](#)

Process Number: <b>U2022091100</b>	Tracking Number: <b>U2022091100</b>	Certificate Number: <b>U2022091100</b> <span>In Progress</span>
Property Type: <b>Commercial</b>	Alternate ID:	Created Date: <b>8/24/2022</b>
Application Date: <b>8/24/2022</b>	Application Type: <b>PERMANENT</b>	Modified Date: <b>8/25/2022</b>
Address: <b>5491 NW 72 AVE</b>	Certificate Type: <b>LAND</b>	Municipal CU App #:
Square Footage: <b>4,000</b>	Folio: <b>30-3023-049-0210</b>	Municipal Permit #:
Business Use: <b>WHOLESALE SALES. STONE, MARBLE WHOLESALE SALES AND OFFICE</b>		Building Approval #:
Previous Use: <b>WHOLESALE SALES. NATURAL STONE WHOLESALE (U2021006182)</b>		Zoning: <b>IU-2</b>
Doing Business As: <b>MIAMI POOL AND STONE SUPPLY, LLC.</b>		



Task	Current Disposition	Current Disp. Date	Reviewed By	Task Status	Task Status Date	Assigned To	Est. Comp. Date
PERMIT INSPECTION	<span>A</span>	8/26/2022		Checked Out	8/26/2022		
DERM CU CORE	<span>D</span>	8/25/2022	KAIRUZ, GUILLERMO	Checked Out	8/25/2022	KAIRUZ, GUILLERMO	8/25/2022
ZONING CU	<span>A</span>	8/24/2022	GARCIA, MARLENE	Checked Out	8/24/2022		8/25/2022
UPFRONT FEES	<span>A</span>	8/24/2022		Checked Out	8/24/2022		8/25/2022
FIRE CU				Pending			

- The **Summary** tab displays application details provided during the application process (e.g. Property Type, Address, the Use, Square Footage, etc.)
  - Also listed are the assigned reviews, current dispositions, completion dates, application status, etc.
- The **Fees** tab will display fees assessed.
- The **Contacts** tab will display the application contacts and allow the addition of more contacts, if necessary.
- The **Conditions** tab will show conditions stipulated for the use to be allowed.
- The **Questions** tab displays the responses provided at the time of the application.




# APPLICATION DETAILS – DISAPPROVAL COMMENTS

Application: U2022091100

Summary Contacts Fees Conditions Questions

Process Number: U2022091100	Tracking Number: U2022091100	Certificate Number: U2022091100 <span>In Progress</span>
Property Type: Commercial	Alternate ID:	Created Date: 8/24/2022
Application Date: 8/24/2022	Application Type: PERMANENT	Modified Date: 8/25/2022
Address: 5491 NW 72 AVE	Certificate Type: LAND	Municipal CU App #:
Square Footage: 4,000	Folio: 30-3023-049-0210	Municipal Permit #:
Business Use: WHOLESALE SALES. STONE, MARBLE WHOLESALE SALES AND OFFICE		Building Approval #:
Previous Use: WHOLESALE SALES. NATURAL STONE WHOLESALE (U2021006182)		Zoning: IU-2
Doing Business As: MIAMI POOL AND STONE SUPPLY, LLC.		



Task	Current Disposition	Current Disp. Date	Reviewed By	Task Status	Task Status Date	Assigned To	Est. Comp. Date
PERMIT INSPECTION		8/26/2022		Checked Out	8/26/2022		
DERM CU CORE		8/25/2022	<a href="#">KAIRUZ, GUILLERMO</a>	Checked Out	8/25/2022	KAIRUZ, GUILLERMO	8/25/2022
ZONING CU		8/24/2022	<a href="#">GARCIA, MARLENE</a>	Checked Out	8/24/2022		8/25/2022
UPFRONT FEES		8/24/2022		Checked Out	8/24/2022		8/25/2022
FIRE CU				Pending			

- The details of the disposition can be accessed by clicking on any of the disposition icons.
- When all dispositions are entered in a review cycle, an automatic email will be sent to application contacts.
- If you need to discuss the disposition, an email can be sent to the reviewer by clicking on their name hyperlink. This will create an email using your computer's default email client. *You can also hover over the reviewer's name to see their email address.*

# APPLICATION DETAILS – FEES AND CONDITIONS

Application: U2022091100

Summary Contacts **Fees** Conditions Questions

Fees *\*Uninvoiced fees are subject to change pending completion of application process.*

[\\$ Make a Payment](#)

Type	Code	Description	Qty	Orig. Amount	Amount Credited	Amount	Surcharge	Applied Date	Paid Date
COCC	C007	INDUSTRIAL USES (EXCEPT)	4000	\$184.94		\$184.94			
ZINS	C024	C.U. & T.C.U. INSP	1	\$89.97		\$89.97			
<b>Total:</b>						<b>\$274.91</b>			

Invoice: **I2022117740** PAID

Type	Code	Description	Qty	Orig. Amount	Amount Credited	Amount	Surcharge	Applied Date	Paid Date
COCC	C050	CU UPFRONT FEE	1	\$103.00	\$0.00	\$103.00	\$7.72	8/24/2022	8/24/2022
RSUR	SR01	RER 7.5% SURCHARGE	1			\$7.72	\$0.00	8/24/2022	8/24/2022
<b>Total:</b>						<b>\$110.72</b>			

- The **Fees** Tab will display all fees assessed on the application.
  - **Invoiced Fees** are still pending payment.
- Payments can be made by selecting the green **\$ Make a Payment** button.

Application: MUA20020077

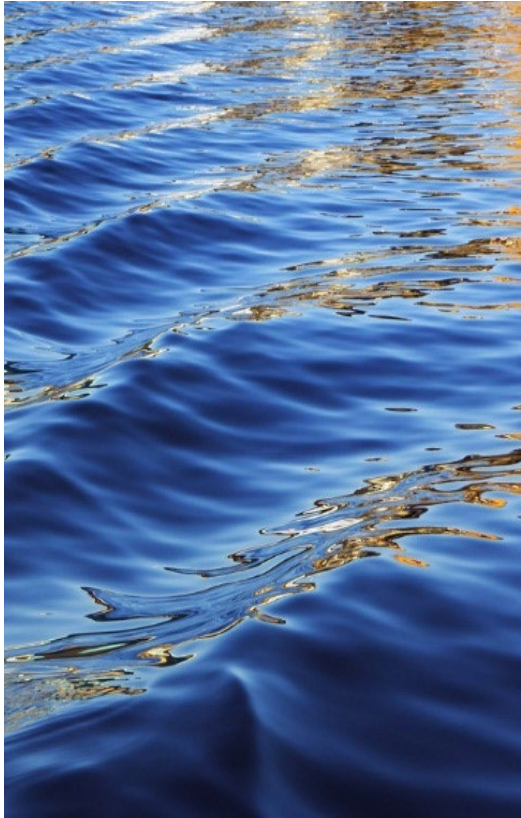
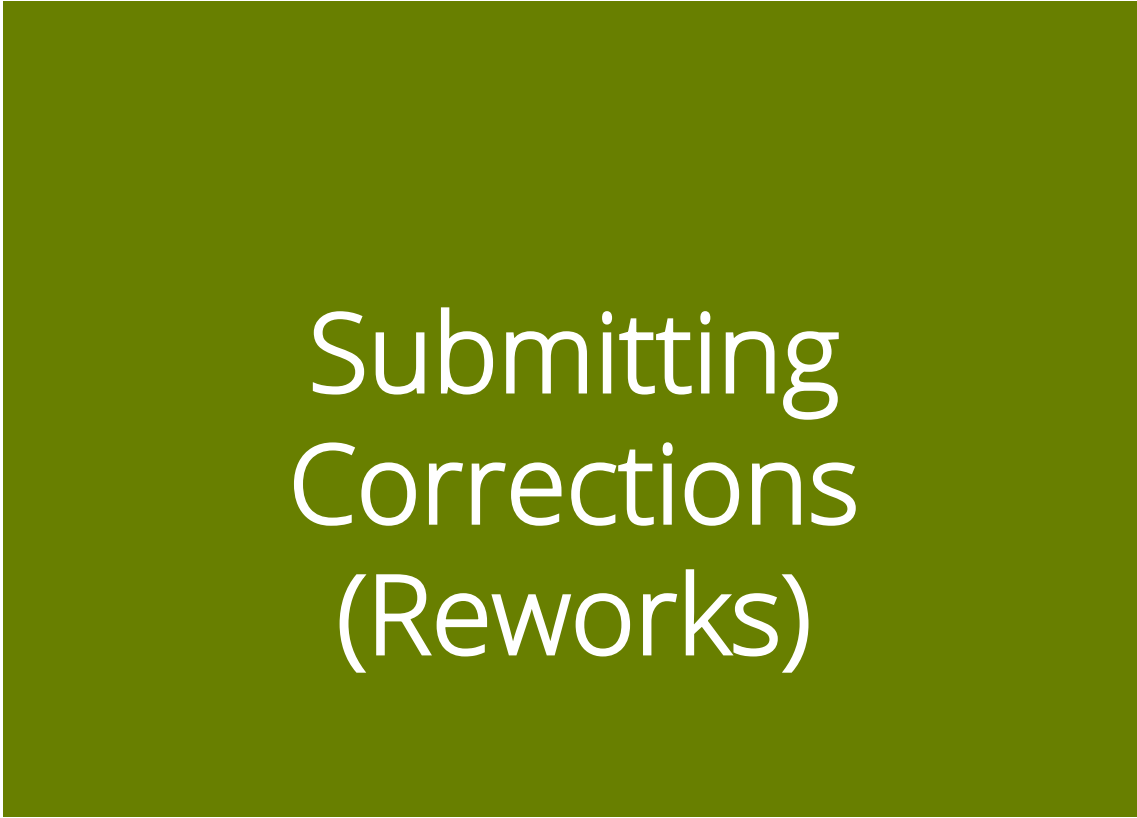

Fees **Conditions** Questions

Summary

Conditions

Code	Description	Task Type	Created
0031	THE CERTIFICATE OF USE IS VALID FOR AN UNLIMITED TIME OR AS INDICATED BELOW PROVIDED THERE ARE NO CHANGES TO THE USE, BUSINESS NAME OR OWNERSHIP; OR EXPANSIONS, ALTERATIONS OR ADDITIONS TO THE APPROVED USE. ALL CHANGES LISTED ABOVE WILL REQUIRE ISSUANCE OF A NEW CERTIFICATE OF USE.	RER	08/07/2020 4:23 PM
0033	YOU ARE ALSO REQUIRED TO ALLOW MIAMI-DADE COUNTY INSPECTORS ACCESS AT ANY REASONABLE TIME TO CONDUCT AN INSPECTION.	RER	08/07/2020 4:23 PM
0032	THIS CERTIFICATE OF USE DOES NOT RELIEVE THE APPLICANT FROM COMPLIANCE WITH ANY FEDERAL, STATE, OR LOCAL REGULATIONS.	RER	08/07/2020 4:23 PM

- The **Conditions** Tab will display all conditions the business must comply with when operating.



# Submitting Corrections (Reworks)


# CORRECTION (REWORK) FUNCTION

- Selecting the *Tracking Number* link from any of the screens where it is available will display the application's **Tracking Details**.

Application: MUA20020077

Summary Contacts Fees Conditions Questions

Process Number: <b>MUA20020077</b>	Tracking Number: <b>MU20020077</b>	Created Date: 8/7/2020
Property Type: <b>Commercial</b>	Alternate ID:	Created By: <b>JOSE M MARTINEZ</b>
Application Date: 8/7/2020	Application Type: <b>PERMANENT</b>	Modified Date: 8/7/2020
Address: <b>11401 NW 12 ST</b>	Certificate Type: <b>LAND</b>	Modified By: <b>JOSE M MARTINEZ</b>
Square Footage: <b>4,000</b>	Folio: <b>25-3031-027-0010</b>	Municipal CU App #: <b>1241256</b>
Business Use: <b>RESTAURANT.</b>		Municipal Permit #: <b>BD19-008146-001-ME001</b>
Previous Use: <b>RESTAURANT TAKE OUT ONLY.</b>		Building Approval #: <b>C2020839110</b>
Doing Business As:		Zoning: <b>BU-2</b>



Your application was successfully created.

Tracking Number: **MU20020077**

Process Number: **MUA20020077**

You have pending fees. If you wish to pay now please visit: [Pay upfront Fee](#)

Please save this confirmation for your records. If you have any questions or concerns, please email [\(RER\) Customer Support](#) or [Application Submissions](#).

[New certificate of use request](#)

[Return Home](#)

Search:

Tracking Number	Process Number	Permit Number	Address	Contact Name	Property Type	Application Date
<b>MU20020077</b>	MUA20020077		11401 NW 12 ST	JOSE M MARTINEZ	COMMERCIAL	8/7/2020
MU20020073	MUA20020073		430 S DIXIE HWY	JOSE M MARTINEZ	COMMERCIAL	8/6/2020
MU20020015	MUA20020015		1801 NW 117 AVE	JOSE M MARTINEZ	COMMERCIAL	8/4/2020

# CORRECTION (REWORK) FUNCTION

The screenshot displays the RER Strategic Management Training application interface. At the top, there is a search bar with the value 'MU20020046' and a magnifying glass icon. To the right of the search bar are three icons: a pencil for 'Correction For Rework', a red flag for 'Import Errors', and a lightning bolt for 'NO EXPEDITE'. Below the search bar is a table with two columns: 'Contact Name' and 'Submittal Type'. The 'Contact Name' is 'KEANOUSH AMIRIZADEH' and the 'Submittal Type' is 'Electronic'. Below this table is another table with two columns: 'Submittal Status' and 'Last Notified'. The 'Submittal Status' is 'Rework' and the 'Last Notified' is '8/20/2020 10:34 AM / Email'. Below this table is a third table with two columns: 'Municipality' and 'Plan Revision'. The 'Municipality' is 'DORAL' and the 'Plan Revision' is 'None'. Below this table is a fourth table with two columns: 'Tracking Date' and 'Storage Location'. The 'Tracking Date' is '8/20/2020 10:31 AM' and the 'Storage Location' is 'None'. On the right side of the interface is a sidebar with two sections: 'Applications' and 'Tracking'. The 'Applications' section has a 'Process' button and a 'Certificate' button. The 'Tracking' section has a 'Tracking' button, an 'Import/Rework' button, and a 'Documents' button. A red box highlights the 'Import/Rework' and 'Documents' buttons. A red arrow points from the 'Documents' button to the text in the list below.

Task	Reviewer	Service Type	Entry Date	Exit Date	Est. Comp. Date	Extension	Destination	Building Location	Comments
+ DERM CU CORE		IP	8/20/2020 10:35 AM		8/20/2020 11:35 AM				
STORAGE			8/20/2020 10:34 AM	8/20/2020 10:35 AM					
+ DERM CU CORE	AMIRIZADEH, KEANOUSH	IP	8/20/2020 10:32 AM	8/20/2020 10:34 AM	8/20/2020 11:32 AM				
IMPORT			8/20/2020 10:31 AM	8/20/2020 10:31 AM	8/21/2020 10:31 AM				
+ UPFRONT FEES			8/20/2020 10:31 AM	8/20/2020 10:32 AM	8/21/2020 10:31 AM				
INTAKE			8/20/2020 10:31 AM	8/20/2020 10:31 AM	8/21/2020 10:31 AM				

- From this tracking screen, you can access the following functionality:
  - **Import** additional/missing/corrected documents and submit the application back to disapproved review areas (**Rework**) after initial reviews are done.
  - Access a list of all the **Documents** that have been added to the application.

# IMPORT/REWORK FUNCTION

MU20020046

Correction For Rework Import Errors NO EXPEDITE

Contact Name: KEANOUSH AMIRIZADEH

Submittal Type: Electronic

Submittal Status: Rework

Last Notified: 8/20/2020 10:34 AM / Email

Municipality: DORAL

Plan Revision:

Tracking Date: 8/20/2020 10:31 AM

Storage Location: None

Applications

Process Certificate

MUA20020046

Tracking Import/Rework Documents

Complete the following steps to submit a rework:

1 Upload files 2 Reviews to rework 3 Confirm

Start Import/Rework

Instructions

**General Instructions and Guidelines**

Please, review these instructions and guidelines before completing the Permit Application Submission form. **Ensure that you are using Google Chrome as your web browser.**

- Plans and supporting documentation meeting established Concurrent Review Guidelines
  - All drawings and supporting documents in the plan package must be in PDF format.
  - PDF files shall have only one layer (flattened) without any embedded objects.
  - PDF files shall not be encrypted or password protected.
  - Documents should be scanned at no greater than 300 dpi.
  - Adobe Portfolio PDF types are not accepted.
- File naming and size limit
  - The file name shall not contain:
    - Any leading or trailing spaces.
    - Special characters such as: parenthesis "(", ")", double periods ".", question marks "?", etc.
  - The discipline is the primary method of classification for file names. Each file shall contain the discipline code as the first letter of the file name, followed by a user-definable numerical field that closely corresponds to the sheet sequence number.
    - For example A-101

- If a review was disapproved and corrections are required (rework), or additional documents uploaded, you must use the **Import/Rework** tab.
  - Important: *General Instructions and Guidelines* for importing and reworking a review are provided on the right-hand side of the page.
- To begin the Import/Rework process, select the green **Start Import/Rework** button.

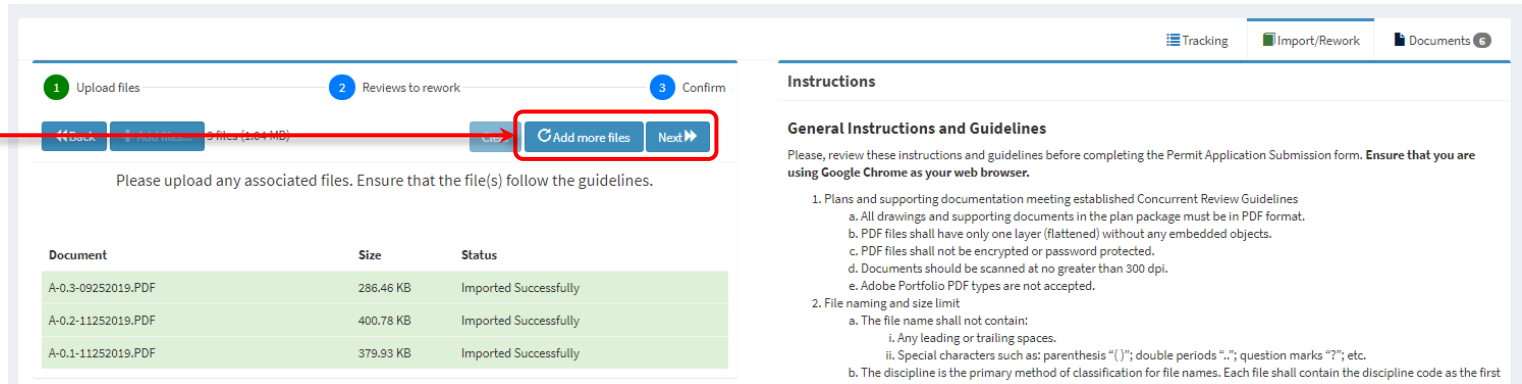


# IMPORT/REWORK FUNCTION STEPS 1-4

The screenshot displays the RER Strategic Management Training interface. At the top, there's a header with a search bar containing 'MU20020046' and navigation links for 'Correction For Rework', 'Import Errors', and 'NO EXPEDITE'. Below this, a table shows submission details for 'KEANOUSH AMIRIZADEH', including 'Submittal Status: Rework', 'Municipality: DORAL', 'Tracking Date: 8/20/2020 10:31 AM', 'Submittal Type: Electronic', 'Last Notified: 8/20/2020 10:34 AM / Email', 'Plan Revision: None', and 'Storage Location: None'. On the right, an 'Applications' sidebar shows 'Process' and 'Certificate' tabs, with 'MUA20020046' listed under 'Process'. The main content area has three steps: '1 Upload files', '2 Reviews to rework', and '3 Confirm'. The 'Upload files' step is active, showing a '+ Add files...' button highlighted with a red box. Below it, a message says 'Please upload any associated files. Ensure that the file(s) follow the guidelines.' and a table with columns 'Document', 'Size', and 'Status'. A file explorer window is open, showing a list of files with names like 'A-0.0-09252019', 'A-0.1-09252019', 'A-0.1-11252019', 'A-0.2-09252019', 'A-0.2-11252019', and 'A-0.3-09252019'. The 'Open' button in the file explorer is also highlighted with a red box. A red arrow points from the '+ Add files...' button to the file explorer window.

1. Select the blue **+Add files...** button.
2. Pick the relevant files from your computer. *To select multiple files, press the Ctrl key on the keyboard while choosing all the documents.*
3. Once all files are selected, click **Open**
4. Once completed, click the green **Start Import** button.

# IMPORT/REWORK FUNCTION STEPS 5-7



1 Upload files 2 Reviews to rework 3 Confirm

Please upload any associated files. Ensure that the file(s) follow the guidelines.

Document	Size	Status
A-0.3-09252019.PDF	286.46 KB	Imported Successfully
A-0.2-11252019.PDF	400.78 KB	Imported Successfully
A-0.1-11252019.PDF	379.93 KB	Imported Successfully

**Instructions**

**General Instructions and Guidelines**

Please, review these instructions and guidelines before completing the Permit Application Submission form. **Ensure that you are using Google Chrome as your web browser.**

- Plans and supporting documentation meeting established Concurrent Review Guidelines
  - All drawings and supporting documents in the plan package must be in PDF format.
  - PDF files shall have only one layer (flattened) without any embedded objects.
  - PDF files shall not be encrypted or password protected.
  - Documents should be scanned at no greater than 300 dpi.
  - Adobe Portfolio PDF types are not accepted.
- File naming and size limit
  - The file name shall not contain:
    - Any leading or trailing spaces.
    - Special characters such as: parenthesis "(", ")", double periods ".", question marks "?", etc.
  - The discipline is the primary method of classification for file names. Each file shall contain the discipline code as the first

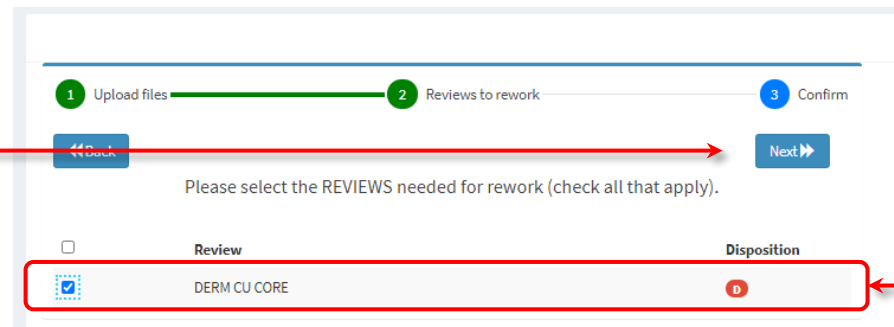
5. Once the files have been *Imported Successfully*:

- More files can be added by clicking the blue **Add more files** button, or
- If no additional files need to be added, click the blue **Next ►►** button to continue with the process.

*If a file with a duplicate name is submitted, the system will recommend an alternate file name.*

6. Check-off all the Review checkboxes to where corrections are being routed.

7. Click the blue **Next ►►** button.



1 Upload files 2 Reviews to rework 3 Confirm

Please select the REVIEWS needed for rework (check all that apply).

Review	Disposition
<input checked="" type="checkbox"/> DERM CU CORE	D

# IMPORT/REWORK FUNCTION STEPS 8-10

The screenshot displays the application interface for MU20020046. At the top, there's a search bar with the application number and a status bar with icons for 'Correction For Rework', 'Import Errors', and 'NO EXPEDITE'. Below this is a table with application details: Contact Name (KEANOUSH AMIRIZADEH), Submittal Type (Electronic), Submittal Status (Rework), Last Notified (8/20/2020 10:34 AM / Email), Municipality (DORAL), Plan Revision, Tracking Date (8/20/2020 10:31 AM), and Storage Location (None). On the right, an 'Applications' sidebar shows the process and certificate details. The main content area features a progress bar with three steps: 1. Upload files, 2. Reviews to rework, and 3. Confirm. A red arrow points from the 'Submit' button in the 'Confirm' step to the 'Submit' button in the 'Reviews to rework' step. Below the progress bar, a message states: 'Ensure you have imported all necessary documents before proceeding. You have selected to rework to the below requested reviews: DERM CU CORE'. To the right, the 'Instructions' section provides general instructions and guidelines for the submission process.

Applications

Process	Certificate
MUA20020046	

Tracking Import/Rework Documents 6

1 Upload files 2 Reviews to rework 3 Confirm

Submit

Ensure you have imported all necessary documents before proceeding.  
You have selected to rework to the below requested reviews:  
DERM CU CORE

**Instructions**

**General Instructions and Guidelines**

Please, review these instructions and guidelines before completing the Permit Application Submission form. **Ensure that you are using Google Chrome as your web browser.**

- Plans and supporting documentation meeting established Concurrent Review Guidelines
  - All drawings and supporting documents in the plan package must be in PDF format.
  - PDF files shall have only one layer (flattened) without any embedded objects.
  - PDF files shall not be encrypted or password protected.
  - Documents should be scanned at no greater than 300 dpi.

8. Ensure every necessary document has been uploaded.
9. Verify that all the reviews that need to be reworked are listed on the screen.
  - a. If additional documents need to be uploaded or reviews selected, please use the blue **Back** button to navigate to the previous screens. **Do not use your browser's back button.**
10. Click the green **Submit** button to complete the process.
  - a. A message will appear on the upper right-hand corner of the screen confirming *"Review(s) checked-in successfully."*

# VIEWING DOCUMENTS

MU20020046

Correction For Rework Import Errors NO EXPEDITE

Contact Name: KEANOUSH AMIRIZADEH

Submittal Status: Rework

Municipality: DORAL

Tracking Date: 8/20/2020 10:31 AM

Submittal Type: Electronic

Last Notified: 8/20/2020 10:34 AM / Email

Plan Revision:

Storage Location: None

Applications

Process Certificate

MUA20020046

Tracking Import/Rework Documents 7

filter

Import Date	Document Name	Document Type	Document Status
8/20/2020 10:31:39 AM	SECTION C DETAILS.pdf	PLAN	Active
8/20/2020 10:35:09 AM	DERM ASBESTOS.pdf	PLAN	Active
8/20/2020 10:35:29 AM	CONTACT SHEET 8-20-2020.PDF	PLAN	Active
8/21/2020 10:22:44 AM	CONTACT SHEET 8-21-2020.PDF	PLAN	Active
8/21/2020 9:55:01 AM	A-0.1-11252019.PDF	PLAN	Active
8/21/2020 9:55:01 AM	A-0.2-11252019.PDF	PLAN	Active
8/21/2020 9:55:02 AM	A-0.3-09252019.PDF	PLAN	Active

Show 10 entries

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

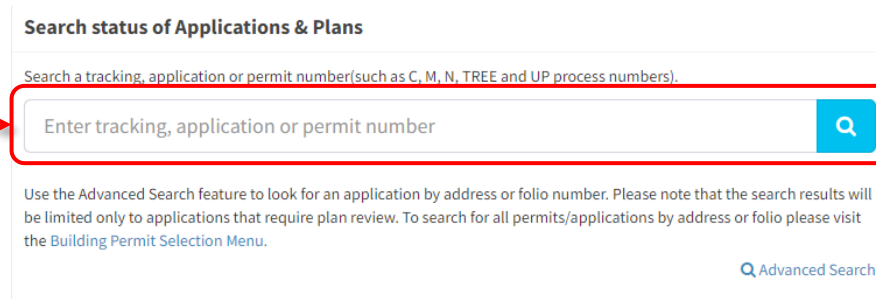
- Use the **Documents** tab to view a list of all the documents submitted under the application.
- The **Filter** field allows you to filter the list by any of the available columns.
- Click on the *column headings* to change the sort order of the lists (i.e. sort by Import Date or Document Name).



# Viewing and Printing the Certificate of Use

# PRINTING THE CERTIFICATE OF USE

- The Certificate of Use can be printed at any time once all the reviews have been approved and all fees have been paid. To print the *Unincorporated Certificate of Use* or *Approval of Municipal Application for Certificate of Use* or *Business License*:
1. Search for the Unincorporated CU Record Number or Municipal Process Number from the EPS Portal using the Search status of Applications & Plans box.



Search status of Applications & Plans

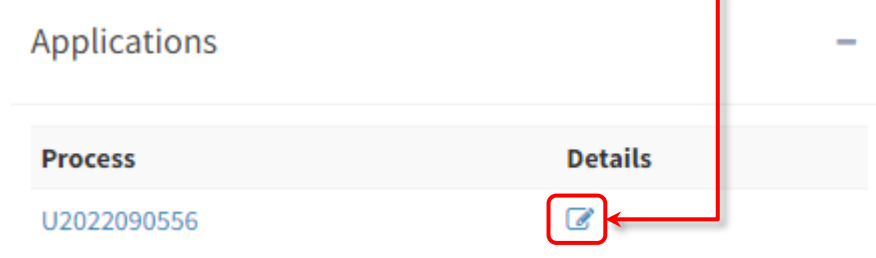
Search a tracking, application or permit number(such as C, M, N, TREE and UP process numbers).

Enter tracking, application or permit number


Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the [Building Permit Selection Menu](#).

[Advanced Search](#)

2. Select the **Details** icon on the Applications tile.



Applications

Process	Details
U2022090556	


3. On the subsequent page, select  **Print Certificate of Use** on the upper left-hand corner of the page.

**The Certificate of Use will not be available until all fees have been paid and all reviews are approved.**



# SAMPLE CERTIFICATES OF USE

## UNINCORPORATED CERTIFICATE OF USE

**MIAMI-DADE COUNTY**  
DEPARTMENT OF PLANNING AND ZONING  
RENEWABLE CERTIFICATE OF USE

FOLIO: [REDACTED] CERT NO: [REDACTED]  
ZONE: RU PROCESS NO: [REDACTED]  
DATE OF ISSUANCE: August 17, 2022 BLDG PERMIT NO: N/A  
EXPIRATION DATE: September 30, 2023

**THIS CERTIFICATE MUST BE POSTED ON PREMISES**

BUSINESS NAME / DBA: [REDACTED]  
BUSINESS ADDRESS: [REDACTED]  
CORPORATION NAME: [REDACTED]  
CONTACT PERSON: [REDACTED]  
MAILING ADDRESS: [REDACTED]  
BUSINESS USE: HOME OCCUPATION  
USE SPECIFICS: HOME OFFICE - RENEWAL ANNUALLY  
LEGAL DESCRIPTION: SHORES-CALUSA PB 108-21. LOT 29 BLK 8

-----CONDITIONS-----


( RER ) NO CLIENTS/EMPLOYEES/SIGNS/MERCHANDISE/COMMERICAL VEHICLES

THIS CERTIFICATE OF USE IS VALID FOR A LIMITED TIME AS INDICATED ABOVE PROVIDED THERE ARE NO CHANGES IN THE USE, BUSINESS NAME OR OWNERSHIP. ALSO, THERE MAY BE NO EXPANSIONS, ALTERATIONS OR ADDITIONS TO THE APPROVED USE. ALL CHANGES LISTED ABOVE WILL REQUIRE ISSUANCE OF A NEW CERTIFICATE OF USE.

THIS CERTIFICATE OF USE DOES NOT RELIEVE THE APPLICANT FROM COMPLIANCE WITH ANY FEDERAL, STATE, OR LOCAL REGULATIONS. YOU ARE ALSO REQUIRED TO ALLOW ZONING INSPECTIONS AT ANY REASONABLE TIME BY REPRESENTATIVES OF THE DEPARTMENT. FOR MORE INFORMATION, PLEASE CONTACT THE ZONING PERMIT SECTION AT (786) 315-2666. IN ADDITION TO THE ZONING PERMIT SECTION, APPLICANT MUST ALSO CONTACT THE BUILDING DEPARTMENT AT (786) 315-2100 FOR OCCUPANCY REQUIREMENTS AND LOCAL BUSINESS TAX RECEIPT AT (305) 270-4949.

PAGE 1 OF 1

## MUNICIPAL CERTIFICATE OF USE APPROVAL

**MIAMI-DADE COUNTY**  
APPROVAL OF MUNICIPAL APPLICATION  
FOR CERTIFICATE OF USE OR BUSINESS LICENSE

FOLIO: [REDACTED] CERT NO: [REDACTED]  
ZONING DISTRICT: I DATE OF ISSUANCE: August 17, 2022  
MUNICIPAL APPLICATION NO: [REDACTED] PROCESS NO: [REDACTED]

**THIS APPROVAL MUST BE POSTED ON PREMISES**

CORP NAME / DBA: [REDACTED]  
BUSINESS ADDRESS: [REDACTED]  
BUSINESS USE: OFFICE USE ONLY  
USE SPECIFICS: FOR CONSTRUCTION CO.  
LEGAL DESCRIPTION: GARSH COMMERCE PARK PB 168-009 T-22875 TR A LOT SIZE 116750 SQ FT FAU [REDACTED] FKA  
GARSH COMMERCE PARK CONDO (TERMINATED) FAU [REDACTED]

-----CONDITIONS-----

( DECU ) NO HAZARDOUS MATERIALS  
( DECU ) OFFICE USE ONLY  
( RER ) THIS MIAMI-DADE APPROVAL OF A MUNICIPAL CERTIFICATE OF USE IS VALID FOR AN UNLIMITED TIME OR AS INDICATED BELOW PROVIDED THERE ARE NO CHANGES TO THE USE, BUSINESS NAME OR OWNERSHIP. OR EXPANSIONS, ALTERATIONS OR ADDITIONS TO THE APPROVED USE. ALL CHANGES LISTED ABOVE WILL REQUIRE ISSUANCE OF A NEW CERTIFICATE OF USE.  
( RER ) THIS MIAMI-DADE APPROVAL OF A MUNICIPAL CERTIFICATE OF USE DOES NOT RELIEVE THE APPLICANT FROM COMPLIANCE WITH ANY FEDERAL, STATE, OR LOCAL REGULATIONS.  
( RER ) YOU ARE ALSO REQUIRED TO ALLOW MIAMI-DADE COUNTY INSPECTORS ACCESS AT ANY REASONABLE TIME TO CONDUCT AN INSPECTION.

PAGE 1 OF 1

# HAVE QUESTIONS? NEED SUPPORT?

- ❖ If you have questions about the *Unincorporated Certificate Of Use Review Process* or for further assistance, email [RER-CUINFO@miamidade.gov](mailto:RER-CUINFO@miamidade.gov) or call (786) 315-2660.
- ❖ If you have questions about the *Municipal Review Process* or encounter problems using this new feature, send an email to: [dermplannerreview@miamidade.gov](mailto:dermplannerreview@miamidade.gov).
- ❖ For additional information regarding WASD requirements, please email the WASD New Business Supervisors List at: [NewBusinessSupvList@miamidade.gov](mailto:NewBusinessSupvList@miamidade.gov).

