Review and Approval of a Municipal Certificate of Use
Use this feature of the Plan Status & Application Submittal Portal to submit municipal certificate of use/business license 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
Before Starting an 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.
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.
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 an Application

Once signed in, click the orange **Municipal CU** button under the **Submit for Review and Approval a Municipal Certificate of Use** section.

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** 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

- Once all the required documentation is ready, click the **New Certificate of Use Application** link to begin.
Starting and Completing an Application
Starting an Application

1. Make sure that you are using Google Chrome as your web browser.
2. Enter either the **Folio Number** or **Site/Business Address** where the business will be operating and click the green GIS button to validate the folio/address. Choose one option to validate by.

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

Once the **Folio Number** or **Site/Business Address** has been validated, the address can be corrected if it is not the exact business address or if there is a unit/suite number. *If the address is amended to do not click the green GIS button again.*
Completing the Application

3. Complete the Application Details section of the online form.

4. Most of the Property Owner section will be automatically completed from information on the Property Appraiser’s database. However, you can correct any of the fields
   a. Enter the Business Name
   b. Provide an email where notifications will be sent (optional)
   c. Provide mailing address and telephone number

5. Once completed press the green Next button.
Completing the Application

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

7. Once completed click the green **Next ▶️** button.
Completing the Application

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.”
      • You can use the links provided to view the definition of hazardous materials/waste.

9. Once completed click the green Next button.
Completing the 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. *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 done click the green **Save Application** button.
Completing the Application

- When the application has been “successfully created.” The system will display the Tracking and Process numbers.
- An email confirmation with further details on how to track the status of the application will be sent to the business owner and application contact.
- A link will be provided to the ePayment site to pay the Upfront Fees. *The review of the application cannot begin until the Upfront Fees have been paid.*

If you have questions about the municipal review process or encounter problems using this new feature, send an email to dermplanreview@miamidade.gov.
Application Details
Viewing a Certificate of Use Application

- After submitting an application for review, the status of the reviews can be accessed by:
  1. Searching for the MUA number in the Search status of Applications & Plans box on the home page, or
  2. Selecting the blue My Applications button.
Viewing a Certificate of Use Application

- **Searching** for an Application Number will take you directly to the Application Details and the status of the reviews along with any disapproval comments that must be addressed by the applicant.

- 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.

<table>
<thead>
<tr>
<th>Tracking Number</th>
<th>Process Number</th>
<th>Permit Number</th>
<th>Address</th>
<th>Contact Name</th>
<th>Property Type</th>
<th>Application Date</th>
</tr>
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<tbody>
<tr>
<td>MU20020077</td>
<td>MUA20020077</td>
<td></td>
<td>11401 NW 12 ST</td>
<td>JOSE M MARTINEZ</td>
<td>COMMERCIAL</td>
<td>8/7/2020</td>
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<td>MU20020073</td>
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<td></td>
<td>430 S DIXIE HWY</td>
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<tr>
<td>MU20020015</td>
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<td>1801 NW 117 AVE</td>
<td>JOSE M MARTINEZ</td>
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<td>8/4/2020</td>
</tr>
</tbody>
</table>
The **Summary** tab displays application details which is the information 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

The **Fees** tab will display fees assessed.

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.
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 link. This will create an email using your computer’s default email client. You can also hover over the reviewer name to see their email address.
C.U. Application Details – Fees and Conditions

- 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.

- The **Conditions** Tab will display all conditions the business must comply with when operating.
Submitting Corrections (Reworks)
Locating the Correction/Rework Function

- Selecting the *Tracking Number* link from any of the screens where it is available will display the application’s *Tracking Details*. 
Locating the Correction/Rework Function

- From this 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 submitted relating to the application.
Using the Import/Rework Function

- 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.
Using the Import/Rework Function

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 done click the green **Start Import** button.
Using the Import/Rework Function

5. Once the files have been *Imported Successfully*...
   - More files can be added by clicking the blue **Add more files** button, or
   - If no more files need to be added, click the blue **Next** button to continue with the process.

*If you attempt to submit a file with a duplicate name, the system will recommend a new file name for you to accept.*
Using the Import/Rework Function

6. Place a checkmark in the boxes next to all the review areas that you would like to route your corrections to.

7. Click the blue **Next** button.
Using the Import/Rework Function

8. Ensure every necessary document has been loaded.
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 \( \text{Back} \) button to navigate to the previous screens. *Do not use your browser’s back button.*
10. Click the green \textbf{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.”
Use the **Documents** tab to view a list of all the documents submitted under the application.

- The **Filter documents** 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 your Approval Document
Application Approval

- Once all reviews are approved and fees paid, the **Approval of Municipal Application for Certificate of Use or Business License** will be sent, as an attachment, to the email submitted at the time of application.

The “Approval of Municipal Application for Certificate of Use or Business License” will not be available until all pending fees have been paid and all reviews are approved.
Application Approval

- The approval document may also be accessed online on the portal on the Tracking Details page.
  - Locate the Certificate Number on the upper right-hand side of the page.
  - Click the number to download the PDF file.

![Image of portal with certificate number highlighted](image)

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