

SHIP AGENT BUSINESS PERMIT APPLICATION CHECKLIST

Permit Application

Certificate of Liability Insurance

- Certificates of Liability Insurance evidencing insurance must name **Miami-Dade County** and **PortMiami** as the Certificate Holder and must include Miami-Dade County and PortMiami as an Additional Insured as respects General Liability.
- The minimum insurance coverage shall not be less than \$100,000 per person and \$300,000 per accident for bodily injury and \$50,000 per accident for property damage.

Permit Fee

- Initial Fee: \$2,085.00 (Includes \$348.00 Non-Refundable Processing Fee and \$1,737.00 Permit Fee)
- Renewal Fee: \$1,737.00
- Permit renewals not received by the expiration date are considered late and the initial processing fee is required for reinstatement

Payment Guarantee

- Minimum amount \$20,000.00 or as otherwise determined by Port Director or designee
- Letter of Credit, Indemnity Bond or Cash Deposit accepted as payment guarantee

Local Business License / Corporation's Articles of Incorporation

Permit allows the holder to conduct business at PortMiami in accordance with rules and requirements of the Port Tariff, the Port Director and the Miami-Dade County Code. Companies are expected to comply with all applicable local, State and Federal regulations.