

PRIVATE BUSINESS ON COUNTY PROPERTY

SUMMARY

All individuals who want to conduct private business on County property on a short-term basis must obtain a permit.

PROCEDURE

1. The person or firm wishing to do business must submit to the Internal Services Department (ISD) an Application to Conduct Business on County Property.
2. If the property is not managed by ISD, a notification is sent to the managing department requesting their approval.
3. ISD prepares the Permit Agreement and submits to the County Attorney's Office (CAO) for legal sufficiency review.
4. Once approved for legal sufficiency and signed by the Permittee, the Permit Agreement is forwarded to the County Mayor for execution.
5. Applicant submits applicable fees and a certificate of insurance to ISD.
6. ISD notifies the applicant of the final action.

Exceptions

Businesses that have a concession, lease, or other written authorization of the Board of County Commissioners are not required to obtain a permit. The same applies to vendors providing goods and services to airlines and shipping lines.

Businesses in ISD-managed buildings must coordinate their requests with the building manager and have a permit approved by the ISD Director and the County Mayor or County Mayor's Designee.

CONTACT(S):

Department/Division

Internal Services Department/Real Estate Development Division
111 NW 1 Street, Suite 2460
Miami, FL 33128
(305) 375-5754

REFERENCE DOCUMENT(S):

Administrative Order 8-5, Private Business on County Property