

Department of
Regulatory and
Economic Resources
(RER)



REVIEW AND APPROVAL
OF A
MUNICIPAL
CERTIFICATE OF USE



Introduction

- 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

The screenshot displays the 'Plan Status & Application Submittal Portal' for the Miami-Dade Department of Regulatory & Economic Resources. The page features a blue header with the Miami-Dade logo and a 'Sign In' link. The main content area is divided into several sections:

- Search status of Applications & Plans:** Includes a search bar with the placeholder text 'Enter tracking or application' and a magnifying glass icon. Below the search bar, it states: 'Search a tracking or application number (such as C, M, N and UP process numbers).' and 'Includes municipal building permit plan reviews that require County approvals (i.e. DERM, WASD, FIRE, etc.).'
- Register an Account:** Marked with a 'NEW!' tag. It lists benefits of registering an account with miamidade.gov, such as access to the 'My Applications' page, easy location and tracking of submissions, pre-population of contact information, and the ability to submit reworks. A blue button labeled 'My Applications' is present.
- Building Permit-Related Applications & Plans Submissions:** Describes the process for building-related permit applications, plans, corrections, revisions, extensions, re-issuances, subsidiary permits, and change of contractor. It includes a blue button labeled 'Building Permits'.
- DERM Program & Permit Review Submissions:** Describes the process for DERM program or permit review submissions, including Class I-VI permits, Tree permits, EQCB applications, and more. It includes a green button labeled 'DERM Permits'.
- Submit for Review and Approval a Municipal Certificate of Use:** Describes the process for submitting for review and approval of Municipal Certificates of Use, Occupancy, Occupational, or any other business license that allows the establishment of a business at a location (Municipal CU). It includes an orange button labeled 'Municipal CU'.

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.

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 and Section 2 - Municipal Information. Red annotations highlight specific fields: a bracket on the left side of Section 1, a bracket on the left side of Section 2, and a red line with arrows pointing to the "Municipal Certificate of Use Application Number" and "Signature" fields in Section 2.

Miami-Dade County Department of Regulatory and Economic Resources
MUNICIPAL APPLICATION FOR CERTIFICATE OF USE/OCCUPATIONAL LICENSE

*Section 1 & 2 must be completed prior to submittal for review accompanied with the municipal application along with the payment of the initial review fee. Submittal of application may result in further reviews and additional fees incurred.

DATE

SECTION 1 - BUSINESS INFORMATION (to be completed by Applicant)

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 E-MAIL

SQUARE FOOTAGE OF UNIT(S) PROPOSED USE/TYPE OF BUSINESS

Please note that a lease agreement may be requested to verify square footage.) Please note that some business types may require a DERM Operating Permit. To determine if your business requires an operating permit(s), please see page 2 of this application.

Signature of applicant confirms 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.

PRINT NAME SIGNATURE

SECTION 2 - MUNICIPAL INFORMATION (to be completed by Municipal Official or Staff)

MUNICIPAL CERTIFICATE OF USE APPLICATION NUMBER PREVIOUS USE/TYPE OF BUSINESS AT THIS LOCATION DATE OF LAST APPROVAL

Was a building permit required to establish/expand the current proposed use? ☐ YES ☐ NO If Yes, provide the following:

MUNICIPAL BUILDING PERMIT NUMBER MIAMI-DADE COUNTY MUNICIPAL BUILDING APPROVAL NUMBER

MUNICIPAL OFFICIAL PRINT NAME TITLE

SIGNATURE TELEPHONE NUMBER

dermplanreview@miamidade.gov. http://www.miamidade.gov/building

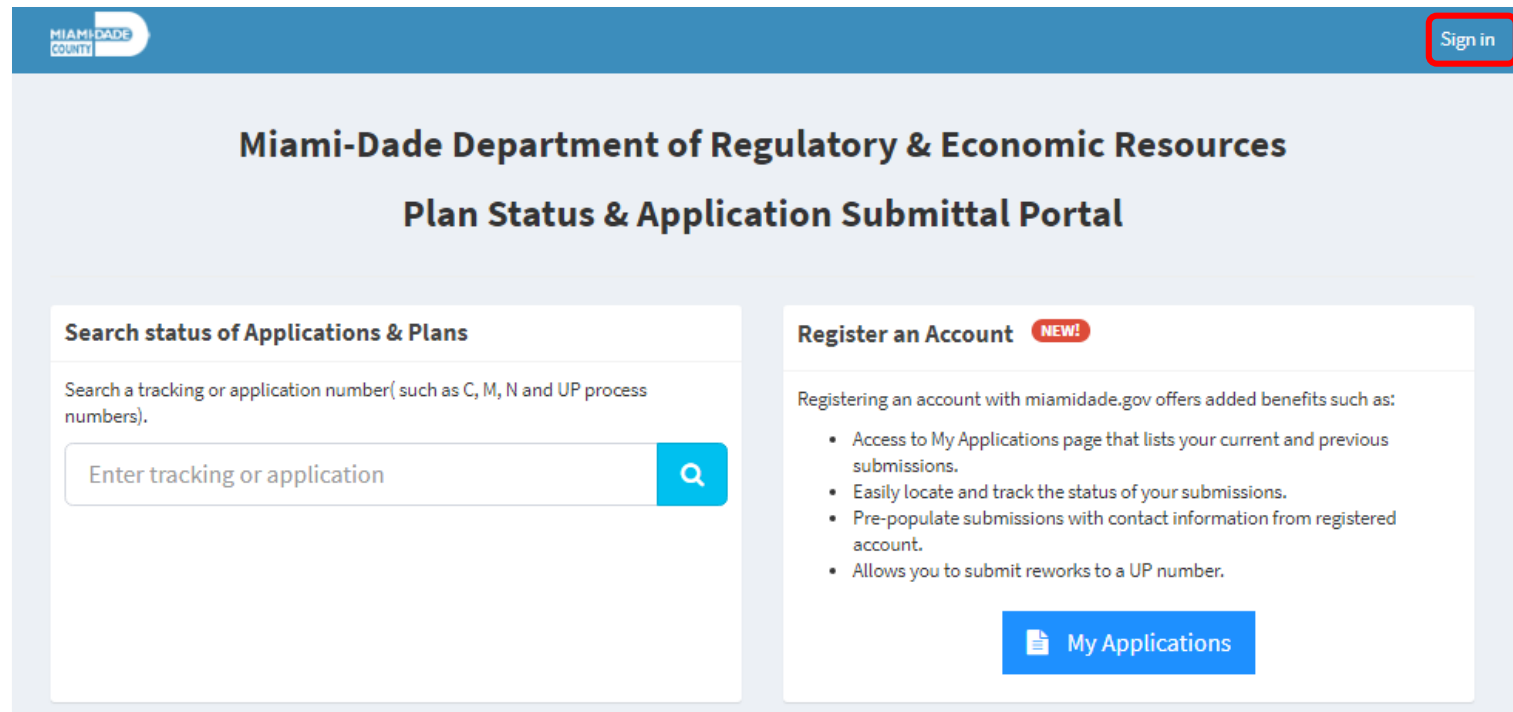
123.01-015 PAGE 1 8/00

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.



The screenshot shows the Miami-Dade Department of Regulatory & Economic Resources Plan Status & Application Submittal Portal. The header is blue with the Miami-Dade County logo on the left and a "Sign in" link on the right, which is highlighted with a red box and a red arrow. The main content area is light blue and contains two columns. The left column is titled "Search status of Applications & Plans" and includes a search bar with the placeholder text "Enter tracking or application" and a magnifying glass icon. The right column is titled "Register an Account" with a "NEW!" badge and lists benefits of registering an account. At the bottom of the right column is a blue button labeled "My Applications".

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 or application number(such as C, M, N and UP process numbers).

Enter tracking or application

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.

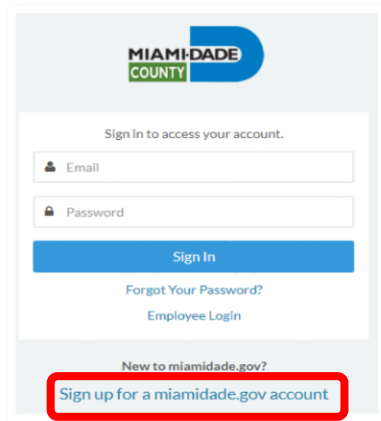
My Applications

Not registered with miamidade.gov?

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

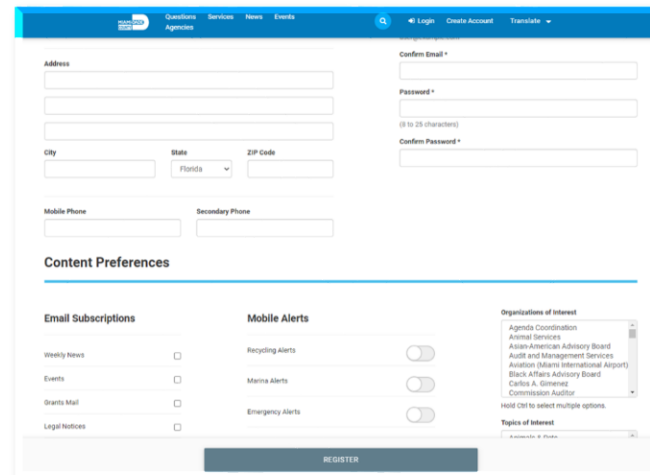
Step 1

Select sign up for a miamidade.gov account



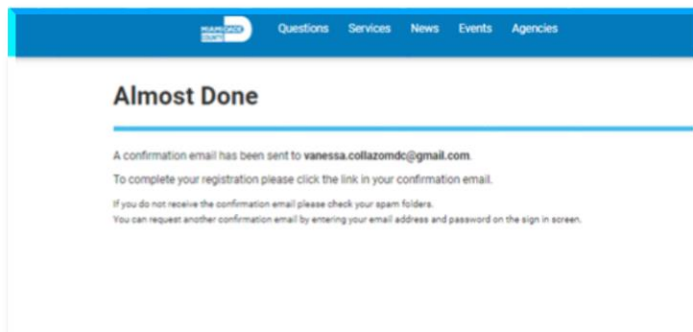
Step 2

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.

Sign in

Submit for Review and Approval a Municipal Certificate of Use

Use the link below to submit the following:
Applications for the following uses require County review and approval prior to the issuance of the 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 business may require a DERM operating permit application to be submitted prior to the approval of the municipal Certificate of Use application. Please refer to page 2 of the Miami-Dade County Approval of Municipal Certificate of Use application.

In certain cases, WASD, must approve the use before a business license is issued. 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.

Getting ready to submit:
Make sure that you are using Google Chrome as your web browser. Allow 10 to 15 minutes to complete the online application process.


As part of the application process you will be required to upload the following document(s) (total upload of documents should not exceed **4 Gb**):

- Completed **Miami-Dade County Approval of Municipal Certificate of Use application**. Ensure the application has been signed of by the municipal official/staff.
- 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). <https://www.miamidade.gov/permits/environmental-operating.asp>
- 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.

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.

Upon completion of the review you will receive an email with the disposition of your application. You may be required to submit additional documentation or information related to the business use, and/or pay additional fees. Once all reviews are approved and fees paid you will receive the final approval certificate via email.

If you have questions about the municipal review process or encounter problems using this new feature, send an email to dermplanreview@miamidade.gov.

 **New Certificate of Use application**

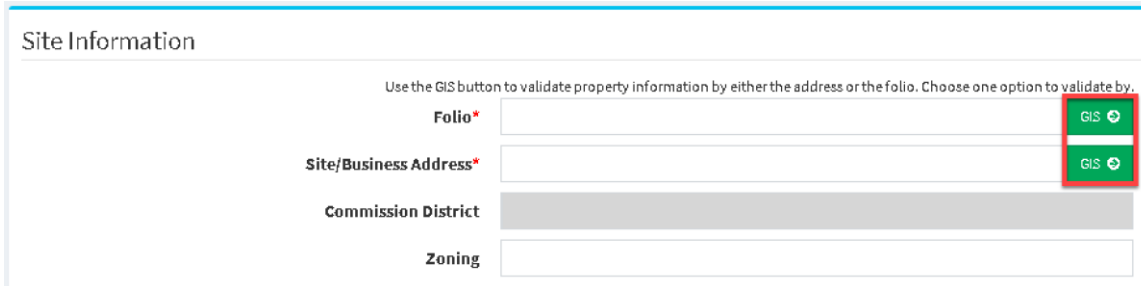


Starting and Completing an Application




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.



Site Information

Use the GIS button to validate property information by either the address or the folio. Choose one option to validate by.

Folio* 

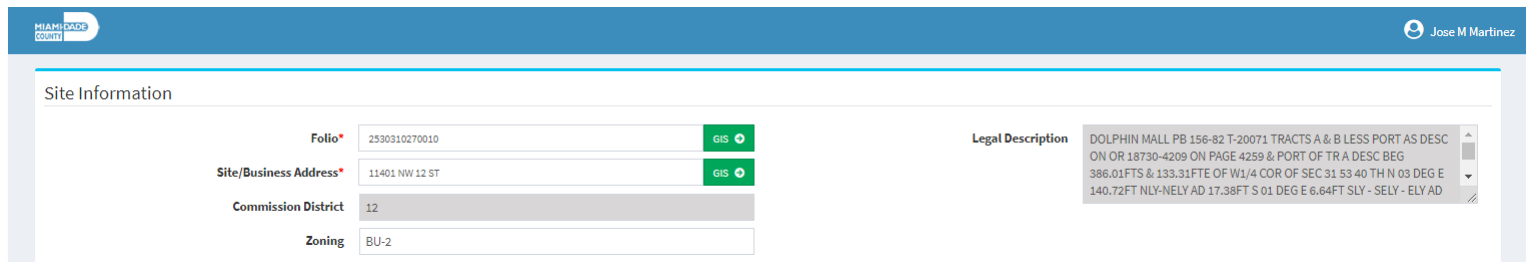
Site/Business Address* 

Commission District


Zoning


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.*



Site Information

Folio* 2530310270010 

Site/Business Address* 11401 NW 12 ST 

Commission District 12

Zoning BU-2

Legal Description DOLPHIN MALL PB 156-82 T-20071 TRACTS A & B LESS PORT AS DESC ON OR 18730-4209 ON PAGE 4259 & PORT OF TR A DESC BEG 386.01FTS & 133.31FTE OF W1/4 COR OF SEC 31 53 40 TH N 03 DEG E 140.72FT NLY-NELY AD 17.38FT S 01 DEG E 6.64FT SLY - SELY - ELY AD

Completing the Application

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

The 'Application Details' section contains the following fields:

- Application Date: 8/7/2020
- Doing Business As: [Empty text box]
- Certificate Type*: LAND (dropdown menu)
- Application Type*: PERMANENT (dropdown menu)
- SQFT*: 4000 (text box)
- Business Use*: RESTAURANT (dropdown menu)
- Use Specifics: [Empty text box]
- Previous Use*: RESTAURANT TAKE OUT ONLY (dropdown menu, highlighted with a red dashed border)
- Previous Use Specifics: [Empty text box]
- Municipal CU Application #: 1241256 (text box)
- Municipal Permit #: BD19-008146-001-ME001 (text box)
- Miami-Dade Building Approval #: C2020839110 (text box with a clear button 'x')

Property Owner

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
- Enter the Business Name
 - Provide an email where notifications will be sent (optional)
 - Provide mailing address and telephone number

The 'Property Owner' section contains the following fields:

- First Name*: DOLPHIN
- Last Name*: MALL ASSOC LTD PRTHSP
- Business Name*: Fulanito's Cafe (highlighted with a red border)
- Email*: fulanitocafe@gmail.com
- Phone*: 3057161234
- Address*: 432 COCONUT ISLE DR
- City*: FORT LAUDERDALE
- Country*: United States
- Unit: [Empty text box]
- State*: FL
- Zip Code*: 33301

Previous Next

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

Completing the Application

The screenshot displays a web form titled "Completing the Application". It is divided into two main sections: "Business Owner" and "Application Contact".

Business Owner Section:

- Radio buttons: ☒ Business Owner Individual, ☐ Entity, Corp, LLC, Etc.
- Fields: First Name* (MADISON), Last Name* (HOUSING LTD), Email (Required@field.com), Phone (3059999999), Address* (120 FORBES BLVD), City* (MANSFIED), Country* (USA), State* (MA), Zip Code* (02048), Unit.
- Button: Copy from Property Owner.

Application Contact Section:

- Fields: First Name* (MADISON), Last Name* (HOUSING LTD), Business Name* (empty), Email (Required@field.com), Phone (3059999999), Address* (120 FORBES BLVD), City* (MANSFIED), Country* (USA), State* (MA), Zip Code* (02048), Unit.
- Button: Copy from Business Owner.

At the bottom right, there are "Previous" and "Next" buttons.

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

Questions

Do you use, store, handle or generate hazardous materials? [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? [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 sewer? Describe the liquid waste and the quantity generated in gallons-per-day

☒ Fast - Food ☐ Take - Out ☐ Full Service ☒ Outdoor Seating

Indoor Areas SQFT Indoor Number of Seats

Outdoor Seating SQFT Outdoor Number of Seats

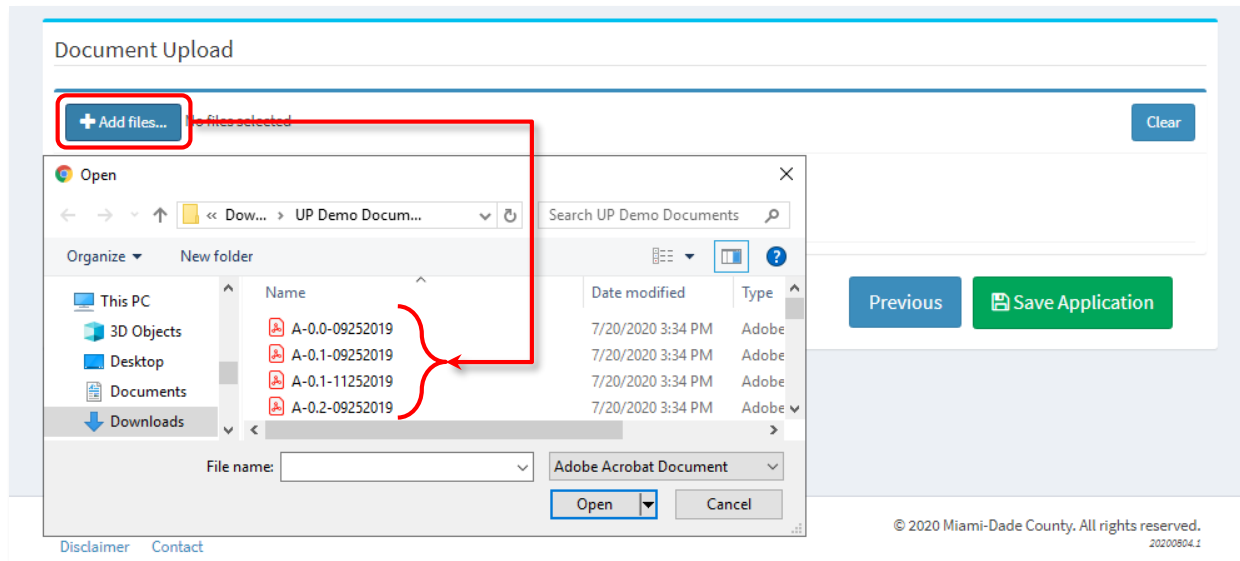
8. Respond to all the Questions.

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.

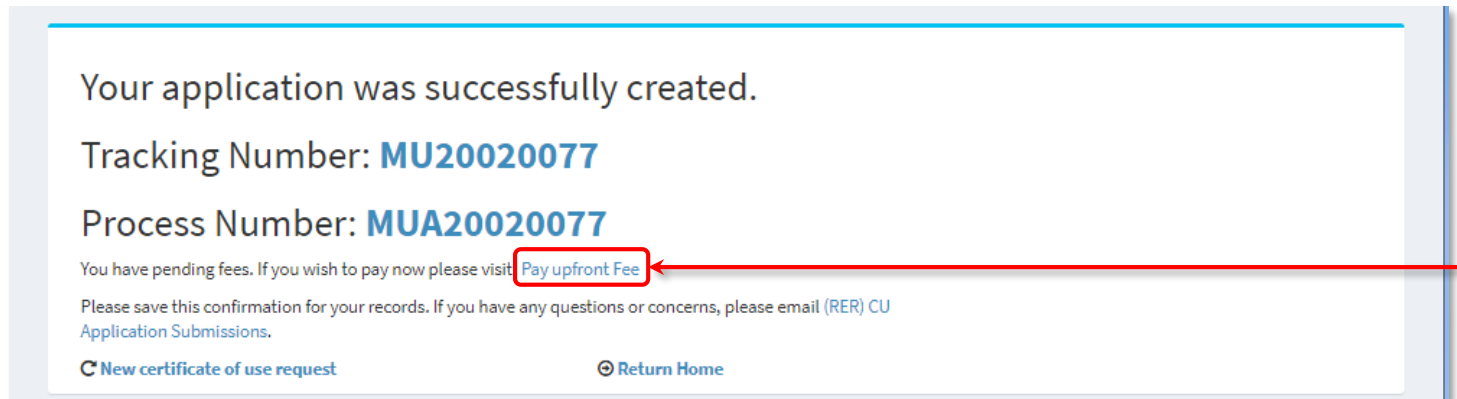
Completing the Application



10. Before the application can be saved relevant documents will need to be uploaded.

- Select the blue **+Add files...** button
- Pick the relevant files from your computer. *To select multiple files press the Ctrl key on the keyboard while choosing the documents.*
- Once all files are selected click **Open**
- 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

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

Search status of Applications & Plans

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

MUA20020015

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 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 application 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

Certificate of Use Application Details

Application: MUA20020077

Summary

Fees

Conditions

Questions

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

Task	Current Disposition	Current Disp. Date	Reviewed By	Task Status	Task Status Date	Assigned To	Est. Comp. Date
DERM CU CORE	D	8/12/2020	JOSE MARTINEZ	Checked Out	8/12/2020		8/12/2020
UPFRONT FEES	A	8/12/2020		Checked Out	8/12/2020		8/10/2020
CU WASA	A	8/12/2020	JOSE MARTINEZ	Checked Out	8/12/2020		8/12/2020


- 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.

C.U. Application Details – Disapproval Comments

Application: MUA20020077

Summary Fees Conditions Questions

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



Tasks/Reviews

Task	Current Disposition	Current Disp. Date	Reviewed By	Task Status	Task Status Date	Assigned To	Est. Comp. Date
DERM CU CORE	D	8/12/2020	JOSE MARTINEZ	Checked Out	8/12/2020		8/12/2020
UPFRONT FEES	A	8/12/2020	JOSE MARTINEZ	Checked Out	8/12/2020		8/10/2020
CU WASA	A	8/12/2020	JOSE MARTINEZ	Checked Out	8/12/2020		8/12/2020

- 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

Application: MUA20020077

\$ Fees Conditions Questions Summary

Fees

Invoice: I2020100161 **INVOICED**

Type	Code	Description	Qty	Amount	Surcharge	Applied Date	Paid Date
DERM	D014	Certificate Of Occupancy Rev	1	\$75.00		8/7/2020	
RSUR	SR01	RER 7.5% SURCHARGE	1	\$5.63		8/7/2020	
Total:				\$80.63			

- 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)




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**.

Application: MUA20020077

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



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](#)) [Application Submissions](#).

[New certificate of use request](#)

[Return Home](#)

Search:

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

Locating the Correction/Rework Function

The screenshot displays a web application interface for managing applications. At the top, there is a search bar with the value 'MUA20020046' and a magnifying glass icon. To the right of the search bar are three status indicators: 'Correction For Rework' (orange pencil icon), 'Import Errors' (red flag icon), and 'NO EXPEDITE' (blue lightning bolt icon). Below the search bar is a table with application details. The table has two columns: 'Contact Name' and 'Submittal Type', 'Submittal Status' and 'Last Notified', 'Municipality' and 'Plan Revision', and 'Tracking Date' and 'Storage Location'. The details for application MUA20020046 are: Contact Name: KEANOUSH AMIRIZADEH, Submittal Type: Electronic, Submittal Status: Rework, Last Notified: 8/20/2020 10:34 AM / Email, Municipality: DORAL, Plan Revision: (blank), Tracking Date: 8/20/2020 10:31 AM, and Storage Location: None. To the right of the details table is a sidebar titled 'Applications' with two tabs: 'Process' and 'Certificate'. The 'Process' tab is active, showing the application ID 'MUA20020046'. Below the sidebar is a navigation bar with three buttons: 'Tracking' (blue), 'Import/Rework' (green), and 'Documents' (blue). The 'Import/Rework' and 'Documents' buttons are highlighted with a red box, and a red arrow points from the 'Documents' button to the text below. Below the navigation bar is a table with a 'Filter by reviews' dropdown and a table of application tasks. The table has columns: Task, Reviewer, Service Type, Entry Date, Exit Date, Est. Comp. Date, Extension, Destination, Building Location, and Comments. The tasks listed are: 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), and INTAKE (8/20/2020 10:31 AM, 8/20/2020 10:31 AM, 8/21/2020 10:31 AM).

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 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

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.**

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

Using the Import/Rework Function

1 Upload files 2 Reviews to rework 3 Confirm

← Add files... 0 files selected Clear Start Import Next

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

Document	Size	Status
----------	------	--------

File name: "A-0.2-11252019" "A-0.1-09252019" Adobe Acrobat Document

Open Cancel

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

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 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

1 Upload files — 2 Reviews to rework — 3 Confirm

Back Next

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

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

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.

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

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 6

1 Upload files 2 Reviews to rework 3 Confirm

Back 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 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 **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 Document List Function

Header: MU20020046 | Correction For Rework | Import Errors | NO EXPEDITE

Applications: Process (MUA20020046), Certificate

Document 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	Storage Location: None

Filter documents

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

Documents 7

- 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.

MIAMI-DADE COUNTY APPROVAL OF MUNICIPAL APPLICATION FOR CERTIFICATE OF USE OR BUSINESS LICENSE	
FOLIO: 2530310270010 ZONING DISTRICT: BU-2	CERT NO: 20020010MU PROCESS NO: MUA20020010 DATE OF ISSUANCE: August 03, 2020
	
THIS APPROVAL MUST BE POSTED ON PREMISES	
CORP NAME / DBA: BUSINESS ADDRESS: DOLPHIN 100 MIRACLE MILE STE 310 CORAL GABLES FL, 33134 BUSINESS USE: ADULT BOOK STORE USE SPECIFICS:	
LEGAL DESCRIPTION: DOLPHIN MALL PB 156-82 T-20071 TRACTS A & B LESS PORT AS DESC ON OR 18730-4209 ON PAGE 4259 & PORT OF TR A DESC BEG 386.01FTS & 133.31FTE OF W1/4 COR OF SEC 31 53 40 TH N 03 DEG E 140.72FT NLY-NELY AD 17.38FT S 01 DEG E 6.64FT SLY - SELY - ELY AD 21.53FT S 84 DEG E 379.79FT ELY - NELY AD 11.77FT N 51 DEG E 84.84FT NELY - NLY AD 11.78FT N 06 DEG E 92.67FT SELY AD 21.13FT S 39 DEG E 35.62FT SELY - ELY AD 35.04FT WLY - SWLY - SLY AD 45.49FT S 06 DEG W 72.95FT SLY - SWLY AD 23.56FT S 51 DEG W 56.40FT SWLY - WLY AD 23.56FT N 84 DEG W 104.02FT WLY - SWLY - SLY AD 39.27FT S 06 DEG W 90.34FT SLY - SWLY AD 24.02FT SWLY - SLY AD 30.64FT NLY - NWLY AD 52.59FT N 06 DEG E 112.77FT N 84 DEG W 225.47FT S 05 DEG W 16.52FT SLY - SWLY - WLY AD 7.68FT N 86 DEG W 16.63FT S 03 DEG W 48.57FT S 01 DEG E 25.78FT NWLY - NLY AD 30.58FT TO POB & LESS PORT OF TR A DESC BEG 231.04FTS & 153.8FTE OF W1/4 COR OF SEC 31 53 40 TH N 01 DEG W 48.09FT ELY AD 21.73FT S 84 DEG E 27.85FT ELY - SELY AD 26.81FT S 55 DEG E 7.43FT S 83 DEG E 48.55FT N 65 DEG E 8.49FT ELY AD 27.03FT S 84 DEG E 66.42FT ELY - NELY AD 23.48FT N 51 DEG E 151.74FT NELY - ELY AD 130.68FT S 06 DEG W 48.66FT NWLY - WLY - SWLY AD 96.34FT S 51 DEG W 151.74FT SWLY - WLY AD 58.71FT N 84 DEG W 66.42FT WLY - SWLY AD 3.41FT S 85 DEG W 18.77FT N 83 DEG W 72.19FT N 55 DEG W 18.80FT WLY AD 4.26FT N 86 DEG W 27.85FT WLY - SWLY AD 16.57FT TO POB & LESS PORT OF TR A DESC BEG 458.69FTS & 145.89FTE OF W1/4 COR OF SEC 31 53 40 TH N 01 DEG W 47.15FT ELY AD 11.59FT S 87 DEG E 14.82FT ELY AD 3.56FT N 68 DEG E 18.44FT S 84 DEG E 72.41FT S 55 DEG E 18.37FT SELY - ELY AD 3.23FT S 83 DEG E 56.14FT ELY - SELY AD 51.36FT SLY AD 9.31FT SWLY - SLY AD 36.61FT SLY AD 4.97FT NWLY - WLY AD 38.03FT N 83 DEG W 56.14FT WLY - NWLY AD 25.60FT N 55 DEG W 6.65FT N 84 DEG W 49.67FT S 68 DEG W 7.43FT WLY AD 22.44FTN 87 DEG W 14.83FT WLY AD 8.04FT TO POB LOT SIZE 4610185 SQ FT MIL FAU 30 3031 000 0010 FAU 30 3031 027 0010	
PAGE 1 OF 2	

MIAMI-DADE COUNTY APPROVAL OF MUNICIPAL APPLICATION FOR CERTIFICATE OF USE OR BUSINESS LICENSE	
FOLIO: 2530310270010 ZONING DISTRICT: BU-2	CERT NO: 20020010MU PROCESS NO: MUA20020010 DATE OF ISSUANCE: August 03, 2020
	
THIS APPROVAL MUST BE POSTED ON PREMISES	
----- C O N D I T I O N S -----	
(R E R)	THIS CERTIFICATE OF USE DOES NOT RELIEVE THE APPLICANT FROM COMPLIANCE WITH ANY FEDERAL, STATE, OR LOCAL REGULATIONS.
(R E R)	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.
(R E R)	YOU ARE ALSO REQUIRED TO ALLOW MIAMI-DADE COUNTY INSPECTORS ACCESS AT ANY REASONABLE TIME TO CONDUCT AN INSPECTION.
(D E C U)	MUST COMPLY WITH IW
(D E C U)	DRY USE ONLY
(D E C U)	NO MELTING
PAGE 2 OF 2	

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.

The screenshot displays the Miami-Dade County portal interface. At the top, the Miami-Dade County logo is on the left, and a 'Sign in' link is on the right. Below the header, a search bar contains the text 'MU20020056'. To the right of the search bar are three links: 'Correction For Rework' (with a pencil icon), 'Import Errors' (with a red star icon), and 'NO EXPEDITE' (with a lightning bolt icon). The main content area is divided into two sections. The left section, titled 'Tracking Details', contains a table with the following information:

Contact Name:	ARIANNE OLIVA	Submittal Type:	Electronic
Submittal Status:	Issued	Last Notified:	8/24/2020 12:41 PM / Email
Municipality:	SWEETWATER	Plan Revision:	
Tracking Date:	8/24/2020 11:33 AM	Storage Location:	None

The right section, titled 'Applications', contains a table with two columns: 'Process' and 'Certificate'. The 'Process' column has the value 'MUA20020056'. The 'Certificate' column has the value '20020056MU', which is highlighted with a red rectangular box.

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.

Questions/Assistance?

If you have questions about the municipal review process or encounter problems using this new feature, send an email to dermplanreview@miamidade.gov.