

All applications must be entirely filled out by the person applying for the license. Incomplete applications, such as those without full payment, signature or required documents will be immediately denied. A copy of the applicant's picture identification will be required if someone else is submitting the application and paperwork for the applicant.

## **MOTOR VEHICLE REPAIR SHOP INSPECTION INFORMATION GUIDE**

As soon as your initial application is complete, a Motor Vehicle Repair Enforcement Officer will conduct an inspection of your shop to ensure that it meets the requirements listed below. Once your shop passes an inspection, you will be issued a registration certificate. To pass the inspection, you must have:

1. A set of current manuals for motor vehicles to be repaired or a complete set of current printed or electronic crash manuals for repair work performed by the motor vehicle body repair or paint facility, whichever is applicable.
2. Active Local Business Tax receipt card, Certificate of Insurance and the required Motor Vehicle Repair Invoice.
3. Evidence of active management participation.
4. A "NOTICE TO CUSTOMERS" sign **not less than** 2 foot by 3 foot in English, Spanish and Creole as required by Section 8A-161.14 of the Miami-Dade County Code. For all mobile units, a "NOTICE TO CUSTOMERS" sign **not less than** 11 inches by 17 inches in English, Spanish and Creole as required by the Director.
5. Equipment, in good working order, as applicable:

Department of Regulatory and Economic Resources  
Office of Consumer Protection (or its Successor)  
Minimum Specialized Equipment Requirements  
Pursuant to Sec. 8A-161.34 and Sec. 8A-161.34.1 of the Code

The following minimum equipment requirements, unless otherwise stated, are separate from any other requirements set forth in any other provision of Chapter 8A, Article VIIA of the Code.

### **I. MOTOR VEHICLE MECHANICAL REPAIR FACILITIES – Chapter 8A – Article VIIA**

The following minimum specialized equipment requirements pertain to Motor Vehicle Mechanical Repair Facilities and take effect on the same date this Implementing Order becomes effective.

**A) For Certification Category:     Engine Repair**

1. Cooling System Pressure Tester

**B) For Certification Category:     Engine Performance**

1. Diagnostic Data Stream Scanner or any device that is used to communicate with a motor vehicle's computer to determine if any trouble codes are present and to read the output from numerous electrical sensors that feed information to the computer.

C) For Certification Category: Automatic Transmission

1. Diagnostic Data Stream Scanner or any device that is used to communicate with a motor vehicle's computer to determine if any trouble codes are present and to read the output from numerous electrical sensors that feed information to the computer.

D) For Certification Category: Steering & Suspension

1. Wheel Alignment Machine
2. Wheel Balancer

E) For Certification Category: Brakes

1. Brake Bleeder

F) For Certification Category: Electrical

1. Battery Charger
2. Digital Multimeter

G) For Certification Category: Air Conditioning and Heating

1. Recycling or recovery equipment
2. Leak detector
3. Air-conditioning charging station

## **II. MOTOR VEHICLE BODY REPAIR FACILITIES AND MOTOR VEHICLE PAINT FACILITIES – Chapter 8A – Article VIIA**

The following minimum specialized equipment requirements pertain to Motor Vehicle Body Repair Facilities and Motor Vehicle Paint Facilities take effect on the same date this Implementing Order becomes effective.

A) For Certification Category: Structural Repair

1. An operable metal inert gas welder (MIG).
2. An ability to raise (lift, rack or bench) motor vehicles for inspection.
3. Source of dimensions covering frames, upper body dimensions and wheel alignment specifications (blueprints) for the types of motor vehicles upon which repair work will be performed.
4. A measuring device suitable for each type of motor vehicle upon which repair work will be performed, symmetrical or asymmetrical, as well as body structural dimensions including the upper body.
5. A four-point anchoring system to hold motor vehicles in a stationary position during structural and body pulls and which is suitable for the type of motor vehicle upon which repair work is being performed.
6. Electrical or hydraulic equipment to make multiple and structural pulls for straightening.

B) For Certification Category: Painting & Refinishing

1. An on-site spray booth in good working order.
2. An operable paint application system with the ability to produce an appropriate finish.

# MIAMI-DADE COUNTY BUSINESS LICENSING INFORMATION

Every business in Miami-Dade County must have proper business licenses. The following is a list of commonly needed licenses and/or permits:

**FICTITIOUS NAME REGISTRATION:** If your business uses a name other than your own personal one, it must be registered under the Fictitious Name Act.

Contact: Secretary of State, Division of Corporation, Fictitious Name Registration, PO Box 1300, Tallahassee, FL 32303-1300. Telephone: 1(850) 488-9000

**CORPORATION FILING:** To file articles of incorporation.

Contact: Florida Department of State, Division of Corporations, Corporate Filings, PO Box 6327, Tallahassee, FL 32314. Telephone: 1(850)245-6052

**CERTIFICATE OF USE AND OCCUPANCY:** If your business is located in the unincorporated area of Miami-Dade County, you are required to obtain a Certificate of Use and Occupancy (Zoning Use Permit). Contact: Building Department, Zoning Permit Section, 11805 SW 26 Street, Miami, FL 33175. Telephone: 786-315-2100

If your business is located within a municipality, contact your municipal officials.

## **DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM):**

Prior to the issuance of the Certificate of Use and Occupancy, a review is required by DERM for compliance with environmental regulations. Depending on the type of business, a DERM Operating Permit may be required.

Unincorporated Areas - Contact: DERM, Planning Review Section, 11805 SW 26 Street, Miami, FL 33175. Telephone: 786-315-2800

Incorporated Areas – Contact: DERM, Overtown Transit Village North 701 NW 1st Court, Miami, FL 33136. Telephone: 305-372-6789

**LOCAL BUSINESS TAX RECEIPT:** Once you have obtained your Certificate of Use and Occupancy or Zoning Use Permit, you are required to obtain a Local Business Tax. Ensure the State MV number is on the LBT card.

Contact: Finance Department, Local Business Tax, 200 NW 2nd Ave, Miami, FL 33128, Miami, FL 33130. Telephone: 305-270-4949

If your business is located within a municipality, you may also need a municipal Occupational License. Contact your municipal officials.

**USED MOTOR VEHICLE PARTS DEALER’S PERMIT:** All paint and body shops, auto repair shops and auto parts dealers, who sell, use or install used motor vehicle parts, are required to obtain a Used Motor Vehicle Parts Dealer’s Permit.

Contact: Motor Vehicle Field Operations, 7795 West Flagler Street Suite 82C, Miami, FL 33144. Telephone: 305-265-3003 FAX: 305-265-3060

**OTHER REQUIRED INFORMATION:** Other information required from the State and Federal Governments include:

Sales Tax – Contact: Florida Department of Revenue, 3750 NW 87th Ave # 300, Doral, FL, 33178 Telephone: 305-470-5001

Federal Employer Identification Number – Contact: Internal Revenue Service, Federal Building, 51 SW 1st Ave, #705, Miami, FL 33126. Telephone: 1 (800) 829-3676

## **MOTOR VEHICLE NOTICE TO CUSTOMERS SIGN REQUIREMENTS**

Notice to customer sign requirements are as follows:

1. All motor vehicle repair shops shall post, in a visible place at each business location, a “NOTICE TO CUSTOMERS” sign measuring **not less than** two (2) feet in width and three (3) feet in length, written in a legible manner as follows:
2. All motor vehicle mobile units shall post, in a visible location to the customer, a “NOTICE TO CUSTOMERS” sign measuring **not less than** eleven (11) inches by seventeen (17) inches and written in a legible manner as follows:

**Under the provisions of the Miami-Dade County Code, all customers are entitled to an estimate before repair work is begun, and this business must comply with those provisions of the Miami-Dade County Code. If you have a complaint about the way services were provided, you may call the Miami-Dade County Department of Regulatory and Economic Resources at 786-469-2333.**

**Según las disposiciones del código del Condado de Miami-Dade, todos los clientes tienen derecho a un estimado antes de que se comiencen los trabajos de reparación. Esta empresa debe cumplir con tales disposiciones del código del Condado de Miami-Dade. Si tiene alguna queja acerca de la forma en que la prestaron servicios, puede llamar al Departamento de Recursos Económicos y de Regulación de Miami-Dade al 786-469-2333.**

**Dapre Kod lalwa Miami-Dade County tout kliyan ki bay fe yon repesyon nan yon shop, gen dwa ekzije yon estimasyon pri-a avan travay-la komanse. Biznis-la oblije resekte lawa Miami-Dade County sa-a. Si ou gen plent pou pote sou yo te bay sevis yo, ou met rele Miami-Dade County Depatman pou Resous Regilasyon ak Ekonomik lan nimer 786-469-2333.**