

The Town of Surfside would like to facilitate the process of the Annual Renewal for the Certificate of Use, Local Business Tax Receipt, Resort Tax Applications, Home Based Business, and Short -Term Rentals, please submit the following documentation. ALL applications must be received by September 30th 2020. Please bring in all of the required documentation to avoid delays. Penalties will be added if application is received after September 30, 2020.

- Certificate of Use Application
New Certificate fee of \$90.00 Renewal fee of \$45.00
- Local Business Tax Receipt Application
Application Registration Fee \$25.00
- Resort Tax Registration (If Applicable) \$100.00
- Copy of State of Florida Professional Business License
www.myflorida.com/dbpr
- Copy of Miami Dade County Local Business Tax Receipt
www.miamidade.gov/taxcollector
- Copy Corporation/Limited Liability Company/ Partnership Documents
www.sunbiz.org
- Copy of Fictitious Name Registration
1-850-245-6058
- **Copy of Miami-Dade Fire Rescue Dept. Annual Operating Permit
786-331-4800**
- Copy of Grease Discharge annual Operating Permit
www.miamidade.gov/derm
- Copy of State of Florida Alcoholic Beverages & Tobacco License
www.myfloridalicense.com
- Copy of State of Florida Hotel & Restaurant License
www.myfloridalicense.com
- Copy of Annual Food permit
1-850-245-5520
- Plan of the property with Square Footage and Dimensions

ALL Business' located in the Town of Surfside require a Certificate of Use and Local Business Tax Receipt.

Please submit all applications along with the above required documents that are applicable to your Business.

Please be advised that all documents need to be submitted annually with renewal applications.

Applications will not be accepted if **INCOMPLETE** or any of the above requirements are not turned in.

Payments will be accepted in the form of CASH, CHECK OR CREDIT CARD.

Failure to comply with Certificate of Use, Local Business Tax Receipts, Resort Tax, Short Term Rentals and Home Based Business Ordinances, will result in Fines, Penalties, and Revocation of Licenses.

FOR TOWN HALL OFFICIAL COMPLETION

INITIALS OF CLERK

Payment type: _____ Cash _____ Check _____ Credit Card **Total Amount:** _____

Certificate of Use: New Registration \$90.00 Renewal Registration \$45.00 _____ LBTR Registration Fee: \$25.00

_____ Resort Tax Application Registration \$100.00 _____ Short Term Rental Registration \$100.00

Current Renewal Local Business Tax Receipts Fees: \$ _____ Penalties (10% of licenses fees each month after
October 1st): _____ Date Received at Town Hall _____



CERTIFICATE OF USE & LOCAL BUSINESS TAX RECEIPT APPLICATION

LICENSE YEAR OCTOBER 1, 2020 to SEPTEMBER 30, 2021

____ NEW BUSINESS ____ RENEWAL ____ CHANGE OF USE ____ BUSINESS CHANGES

Applicant Name: _____ Position: _____

Applicant Address: _____

Name of Business: _____ Doing Business As: _____

Business Address: _____ City: _____ State: ____ Zip: _____

Business Phone Number: _____ Other Number: _____

Business E-Mail Address: _____

Business Owner Name: _____ Date of Business Commencement: __/__/__

Business Owner Address: _____ City: _____ State: ____ Zip: _____

Federal Employer Identification Number: _____ State &/or Federal License Numbers: ____ & ____

Type of business: _____ Commercial ____ Residential ____

Name of Corporation/ Partnership: _____ State of Incorporation: ____

Emergency Contact Name: _____ Emergency Contact Phone Number: _____

Emergency Contact Address: _____ City: _____ State: ____ Zip: _____

Is this an Entity required to pay Resort Tax? (HOTEL/APARTMENT/RESTAURANT): Yes ____ No ____ (Monthly filing & payment of Resort Tax is due by end of each month for prior month along with Sales & Use Tax report paid to State)

____ Room/Board ____ Food & Beverage ____ Short Term Rentals ____

If Business is a Restaurant, will there be a request for SIDE WALK CAFE? Yes ____ No ____

of seats on public sidewalk _____ Square Footage: _____

Hours of operation: _____ Number of employees: _____

Is this a HOME BASED BUSINESS? Yes ____ No ____ (Affidavit to be completed)

Please check all that applies to your business.

AMUSEMENT MACHINES

___ # of machines

- As primary business
- Ancillary business

ANTIQUES SHOP

- Retail/Merchant

APARTMENTS BUILDING (COMMERCIAL)

___ # of rooms

- Coin/car operating machine master laundry license ___ # of washers & dryers
- Dispensing machines
 - ___ # machines inside building
 - ___ # machines outside building

APARTMENTS BUILDING (SHORT TERM)

___ # of rooms

- Resort tax Annual Fee
- Coin/car operating machine master laundry license ___ # of washers & dryers
- Dispensing machines
 - ___ # machines inside building
 - ___ # machines outside building

APPAREL SHOP

- Retail/Merchant

AUTO MECHANIC REPAIRS OR SERVICE SHOP

- ___ # of Professional license*

BARBER SHOP

- ___ # of Professional license*

BEAUTY SALON

- ___ # of professional licenses*
- Retail/Merchant

CONTRACTORS

- General building
- Sub general contractor
- Sub building contractor

DISPENSING MACHINES

- ___ # of machines inside building

- ___ # of machines outside building

FINANCIAL INSTITUTIONS

- Banks & trust companies
- Saving & loan associations
- Money lenders excepts banks
- Mortgage loan company
- Personal finance company
- Coin/card operated machines ___ # of Automatic teller machines

HOTELS/MOTELS

___ Hotel/Motel License

___ # of rooms

- Resort tax Annual Fee
- Coin/card operated machine master laundry license ___ # of washer & dryers
- Dispensing machines
 - ___ # machines inside building
 - ___ # machines outside building
- ___ # of cabanas

INCOME TAX OFFICE

- ___ # of prepares

INSURANCE COMPANY OR AGENCY OFFICE

- ___ # of brokers
- ___ # of insurance agents
- ___ # of insurance adjusters

JELWELRY

- ___ # of brokers
- Jewelers inventory _____
- Retail/Merchant

LAUNDROMAT

___ # of dryers & washers

LIQUOR STORE

- Beer & wine (Consumption OFF premises)

MEDICAL PROFFESIONAL OFFICE

- ___ # of dentists
- ___ # of doctors, physicians
- ___ # of professional licenses*

SERVICE AGENCY***

PHARMACY

- ___ # of professional licenses*
- Health products store
- Retail/Merchant

PROFFESIONAL OFFICES

(ASSOCIATION/CORP/ATTORNEY FIRM

REAL ESTATE BROKERAGE OFFICES

- ___ # of brokers
- ___ # of agents

RESTAURANT

- Resort tax Annual Fee
- ___ # of seats
- Bar (Liquor license)
- Beer & wine (Consumption ON premises)
- Catering service

RESTAURANT TAKE OUT ONLY

- Resort tax Annual Fee
- _____ # of Employees

STOCKBROKERS &/OR SECURITY

COMPANY/ AGENCY

- Full service office
 - ___ # of brokers/sales person connected therewith
- Discount Office
 - ___ # of brokers/sales person connected therewith.

SUPERMARKET/ MINIMARKET/ MARKET

- Bakery goods
- Fish market
- Food sales retail inventory _____
- Fruits & vegetables
- Health product store
- Meat markets
- Retail/Merchant
- Beer & wine (Consumption OFF premises)

€ **OTHER** _____

***Professional license:** Acupuncturist, CNA, Chiropractic, Dental assistant, Licensed Marriage & family therapist, Licensed mental health counselor, LPN, Massage therapist, OT, OTA, Optician, Pharmacist, PT, PTA, Psychologist, RN, cosmetologist, manicurist, pedicurist, etc.

****Club:** Organization of persons associated together for a common purpose, including social clubs, incorporated or chartered by the state, which sell, dispense, or permit to be sold or dispensed any alcoholic beverage to members, guest or visitors.

*****Service Agency:** dry cleaning, interior decorators, alteration shop, fashion designer, etc.

THE UNDERSIGNED HAS CAREFULLY REVIEWED THIS APPLICATION AND ALL INFORMATION CONTAINED HEREIN HAS BEEN FREELY AND VOLUNTARILY PROVIDED. ALL FACTS, FIGURE, STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Print Name & Title

Date



Annual Resort Tax Application

Ordinance # 11-1574

As a prerequisite to filing for a Resort Tax Certificate, you must first obtain a Certificate of Use and a Local Business Tax Receipt from the Town of Surfside.

All businesses required to pay resort tax shall first register and obtain the Resort Tax Registration Certificate to be renewed annually. Please complete this Resort Tax Application and submit along with the annual \$100 registration fee made payable to the Town of Surfside. Once you have submitted this application, you will receive the Resort Tax Reports which are required to be filed monthly along with your State Revenue sales tax report as back up.

Certificate of Use Number: _____

Local Business Tax Receipt Number: _____

Type of Business _____

Existing Business

New Business Date of Commencement of Business: ___/___/___

Type of Resort Tax Collected (Check All that Apply)

Rooms _____ 4% Bed/Room Tax

Food and Beverage _____ 2% Food/Beverage Tax

Short Term Rental

Date of Application: ___/___/___

Resort Tax Certificate Number: _____

Business Name: _____ Doing Business As: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Business Phone Number: _____ Other Number: _____

Business E-Mail Address: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Owner/ Operator Name: _____ E-Mail: _____

Owner/ Operator Signature _____



SIDEWALK CAFÉ INSTRUCTIONS

*****A PEDESTRIAN PATHWAY (ADA ACCESS) ON THE SIDEWALK MUST BE MAINTAINED AT ALL TIMES*****

Step 1.

Set a meeting with the Town's Building Department to apply and obtain the necessary site plan:

The Town's Code of Ordinances*, Ord, No. 1587, § 2, 5-8-12, section 18-89, requires as a prerequisite to filing for a Sidewalk Café Permit, "a site plan drafted by the town building official or designee that shall accurately depict the layout and dimensions of the existing sidewalk area and adjacent private property; proposed location, size and number of tables, chairs, umbrellas, and any other sidewalk café furniture; and locations of doorways, steps, trees and/or landscaped areas, fountains, parking meters, fire hydrants, bus shelters, directory/kiosks, public benches, trash receptacles, and any other existing public fixtures, furnishings and/or other construction(s), within the proposed sidewalk café area."

Note: Any changes to the site plan will require the filing of a new site plan and there will be an additional associated fee.

*You can access the Ordinance at the following website: <http://library.municode.com/index.aspx?clientID=10940&stateID=9&statename=Florida>

or you can request a copy from one of the Town's Customer Service Representative.

Step 2.

The following are required to be on file with the Town or must be submitted with this application:

- Copy of last Certificate of Use and Local Business Tax Receipt
- Copies of current Certificates of Insurance (in the amounts and categories required by Section 18-93 of the Code of Ordinances)
- A notarized letter from the property owner authorizing a sidewalk café
- Photographs, drawings or manufacturer's brochures fully describing the appearance and dimensions of all proposed tables, chairs, umbrellas, and any other sidewalk café furniture related to the operation of the sidewalk café – outside furniture is only permitted during hours of operation
- Town issued Sidewalk Café Site Plan (produced after receipt of application)



SIDEWALK CAFÉ APPLICATION

LICENCE YEAR OCTOBER 1, _____ to SEPTEMBER 30, _____

Applicant Name: _____ Position: _____

Applicant Address: _____

Applicant Phone Number: _____ Applicant e-mail Address: _____

Name of Business: _____ D/B/A: _____

Business Address: _____ Suite: _____ Surfside, FL 33154

Business Phone Number: _____ Other Number: _____

Business E-Mail Address: _____

Business Owner Name: _____

Business Owner Address: _____ City: _____ State: _____ Zip: _____

of tables requested on sidewalk (R-O-W): _____ # of chairs requested on sidewalk (R-O-W): _____

FOR OFFICE USE ONLY

Applicant has met the Public Works Department requirements. Yes No

Applicant has no outstanding fines, monies, fees, taxes (including Resort tax) and meet the Certificate of Insurance requirement or other charges. Yes No

Applicant has met the Planning Department requirements. Yes No

Applicant has no open Code violations and lien(s) on the property. Yes No

Applicant has no open Building permit(s). Yes No

Comments:

Building Official Signature: _____ Date: _____

Approved to Issue _____

equipment shall be placed on the public right-of-way prior to the opening time of the business.

- Any sidewalk café equipment that remains on the public right-of-way during non-business hours will be subject to removal by the Town and any costs associated with the removal and storage of said equipment will be borne by the Permittee.
- No Use of Public Utilities and Property: Absolutely no use of publicly owned utilities (including electricity and water) or public property (including light poles, posts, benches, etc.) is permitted, except for the sidewalk area specifically provided herein.

REVIEWED AND APPROVED BY:

- Public Works Department: _____
- Fire Department: _____
- Office of Risk Management: _____
- Finance Department: _____
- Planning & Zoning Dept: _____
- Building Department: _____
- Town Manager: _____

NOTES:

No Outstanding Town Fees Certification: Finance director shall certify that there are no outstanding fines, monies, fees, taxes or other charges owed to the town by the applicant/permittee and/or the business establishment/restaurant. A sidewalk café permit will not be issued until all outstanding debts to the town are paid in full.

Non-Transferability of Permit: This Sidewalk Café Permit is Not Transferrable.

Americans with Disabilities Act Compliance: Sidewalk cafés shall comply with all applicable accessibility codes including, without limitation, the Americans with Disabilities Act (ADA), and state code provisions addressing accessibility for building construction, as same may be amended from time to time. Any café that would violate the terms of the lease agreement between the town and Florida Department of Transportation shall be deemed in violation of this division.

Site Plan: A copy of the approved sidewalk café site plan shall be maintained on the Permittee's premises and shall be available for inspection by town personnel at all times.

Violations and Renewals: A permittee who has been issued more than six violations pursuant to this division within a permit year, shall be prohibited from applying for and obtaining a sidewalk café permit for the following two consecutive permit years. Renewals shall be applied for and accompanied by the business tax receipt and certificates of use applications.

Operating without a Permit: Any continued operation of a sidewalk café without a valid and current permit is subject to having any and all sidewalk café furniture used in connection with the sidewalk café removed by the Town.

MINIMUM STANDARDS, CRITERIA, AND CONDITIONS FOR APPROVAL

- (a) The permittee shall take any and all actions to assure that its use of the public right-of-way in no way interferes with patrons of other sidewalk cafés, or limits their free, unobstructed passage thereto, or the use of the public right-of way (including sidewalks) by the general public.
- (b) Sidewalk cafés shall be located in such a manner that a distance of not less than five feet is maintained at all times as a clear and unobstructed five-foot pedestrian path around public amenities and areas such as, by way of example, fountains, landscaped areas (excluding town planters), and seating/shade structures. Notwithstanding the preceding, the town manager, in his reasonable judgment and discretion, and on a case-by-case basis, may approve and allow for a pedestrian path of less than five feet where an applicant/permittee's sidewalk café operation would be significantly impacted. In considering such cases, and in determining whether an applicant/permittee is "significantly impacted," the town manager may apply the criteria set forth in subsections 82-384(c)(1)—(4). A five-foot pedestrian path shall also be required and established where the town manager, in his reasonable judgment and discretion, determines that the operation of a sidewalk café inhibits pedestrian access to an adjacent business establishment or adversely affects the visibility of an adjacent storefront.
- (c) No tables, chairs, umbrellas, or other sidewalk café furniture shall be permitted within ten feet of a bus bench and/or bus shelter. A distance of five feet shall be maintained from taxi stands, fire hydrants, bike racks, directory signage/kiosks, and/or other similar public street furniture and/or fixtures.
- (d) No tables, chairs, umbrellas or other sidewalk café furniture shall be permitted within five feet of an alley, pedestrian crosswalk, or corner curb cut.
- (e) No object shall be permitted around the perimeter of an area occupied by tables and chairs which would have the effect of forming a physical or visual barrier discouraging the free use of the tables and chairs by the public, or which would have the effect of obstructing the pedestrian path or public access.
- (f) The area covered by a sidewalk café permit, and the sidewalk and street immediately adjacent to it, shall be maintained in a clean, neat and orderly appearance at all times by the permittee. The area of the sidewalk, curb and gutter immediately adjacent to the sidewalk café shall be cleared of all debris during hours of operation, and again at the close of each business day, or as may otherwise be determined by the town manager. The permittee shall be responsible for pressure cleaning the floor surface on which the sidewalk café is located at the close of each business day. The town shall pressure wash the right-of-way from time to time in accordance with such schedule as shall be established in the reasonable judgment and discretion of the town manager. In establishing said schedule, the town manager shall use reasonable efforts to assure that the town's pressure cleaning of the public right-of-way occurs at such times as will cause the least disruption to sidewalk café operations.

- (g) Tables, chairs, umbrellas and any other sidewalk café furniture shall be maintained in a clean, attractive, and orderly appearance, and shall be maintained and kept in good repair at all times.
- (h) All sidewalk café furniture shall be of high quality, design, materials, and workmanship and shall be maintained in such condition so as to ensure the safety and convenience of the public.
- (i) Only the sidewalk café furniture specifically shown on the approved sidewalk café site plan shall be allowed in the permit area.
- (j) All tables, chairs, umbrellas, and any other sidewalk café furniture shall be readily removable, and shall not be physically attached, chained, or in any other manner affixed to any public structure, street furniture, signage, and/or other public fixture, or to a curb and/or public right-of-way.
- (k) The stacking or piling up of chairs shall be prohibited on the right-of-way. Any and all other sidewalk café furniture may only be maintained in the permit area during hours of operation provided however, that planters that cannot be readily removed may remain within the permit area subject to the provisions hereof. Notwithstanding anything contained in this subsection, the town manager may require a permittee to store its tables, chairs and/or umbrellas off of the right-of-way if, in his reasonable judgment and discretion, the town manager determines that the sidewalk café permit area and immediately adjacent public right-of-way are not being adequately maintained in accordance with this division.
- (l) No storage of dishes, silverware or other similar sidewalk café equipment shall be allowed in the permit area, or in any other portion of the public right-of-way, or outside the structural confines of the building in which the restaurant is located.
- (m) There shall be no live entertainment or speakers placed in the permit area unless expressly permitted as a special event. Conditions such as hours and days of operation and audio levels will be regulated by the town's special events office, and these may vary during the year.
- (n) With the prior written approval of the town manager or his designee, one menu board and one specials board shall be permitted, per sidewalk café, for every 50 feet of frontage.
- (o) No food preparation, food storage, refrigeration apparatus or equipment, or fire apparatus or equipment, shall be allowed on the right-of-way. The use of garbage receptacles is also prohibited.
- (p) No food displays shall be permitted on the public right-of-way. No advertising signs or business identification signs shall be permitted on the public right-of-way except that the restaurant name and/or its logo may be permitted on umbrellas but such logos and/or lettering may not exceed six inches in height.
- (q) Umbrellas shall be fire-retardant, pressure-treated or manufactured of fire-resistant material. No portion of an umbrella shall be less than six feet eight inches above the right-of-way. Two or more umbrellas may not be clipped, zipped or otherwise fastened together in order to form a tent like structure. Clear plastics or other materials may not be fastened, rolled or otherwise be attached to umbrella edges in order to create an enclosure. No additional signage shall be permitted on the umbrellas.

- (r) Permittees may make written request to the town manager to use town electricity for powering floor fans during the summer months. Summer months are defined as the period beginning on May 1, and ending on September 30. The town manager will make electrical outlets operable upon payment of a flat fee, which fee shall be determined, and may be adjusted from time to time, in the reasonable judgment and discretion of the town manager, for each of the calendar days during the summer months. Town electrical outlets will be restricted to powering floor fans only. Using the electrical outlets for powering lights, menu board lighting, and any other electrical device is strictly prohibited. Any outside lighting must comply with existing building codes and is subject to approval. Permittees violating this restriction will have the electrical boxes deactivated and forfeit any monies paid for electrical use. Fans must be UL approved for outdoor use and fan blades must be fully encased for the safety of patrons and passersby. Extension cords are not allowed.
- (s) No permit shall be granted in an area designated in the sidewalk café site map as restricted for special and cultural events; provided however, that the town manager may approve temporary use of such area(s), on a case by case basis, and only for a defined, limited time.



TOWN OF SURFSIDE
9293 Harding Avenue, Surfside, Florida 33154
Phone: (305) 861-4863 Fax: (305) 861-1302

ANNUAL SHORT-TERM RENTAL REGISTRATION APPLICATION

Note: An Annual Short-Term Rental Registration Application is required for the short-term rental of all single-family, two-family, multi-family, and/or townhouse dwelling units.

Annual Fee: \$325.00 (Application Fee - \$75.00, Local Business Tax - \$150.00, Resort Tax - \$100.00)

Note: Per Town Code, Sec. 90-4.1.(a)(4) (g), incomplete registration applications are unacceptable and the registration shall not be issued.

=====
Address of Property Being Rented: _____

Property Owner Name: _____

Property Owner Mailing Address: _____

Property Owner's E-mail: _____

Property Owner Daytime Phone Number: _____

Name of Emergency Contact/Rental Agent for Property: _____

24-Hour Phone Number for Emergency Contact: _____
=====

Acknowledgments: The Property Owner does hereby agree to, affirm and acknowledge the following:

- **The Property Owner understands that no more than three (3) registrations shall be allowed within a 12-month time period;**
- The Property Owner agrees to abide by all of the Town's Short-Term Rental Rules, Regulations and Recommendations as published and distributed .
- The Property Owner understands that a short-term rental registration is required for, is issued for and shall be valid for each individual rental period;
- The Property Owner is subject to payment of the resort taxes as established by the laws of the Town of Surfside;
- The Property Owner shall be responsible for all code violations that may arise out of the rental of this property, including but not limited to any sub-lease agreements.

Town of Surfside

Short-Term Rental Rules, Regulations and Recommendations

Sanitation

- Halls, entrances, hall/stair runners and stairways shall be clean, ventilated, and well lighted day and night.
- Kitchen appliances and refrigeration equipment shall be kept clean, free from odors and in good repair.
- If dishes and glassware are provided, they must be sanitized between guests. Proper ware washing requires a three-component sink or commercial dish machine, OR the property owner/rental agent must post a notice in the kitchen that informs guests that the dishes and glassware have not been sanitized according to the public food service establishment standards.
- Toxic items must be properly stored and labeled.
- Potable water shall be supplied and adequate sanitary facilities (showers, hand wash sinks and toilets) must be connected to approved plumbing.
- Water from non-public systems (wells) shall be sampled and tested at least annually and as required by state water quality regulations. The most recent water sample report for the non-public water system shall be available upon request.
- The kitchen sink is required to have hot and cold running water under pressure.
- Ice making machines must use water from an approved source and shall be constructed, located, installed, operated and maintained to prevent contamination of the ice.
- Dwelling units must be kept free from vermin and insects.
- If provided, bedding and linens, sheets, pillowcases and all bedding items (mattresses, comforters and pillows) must be kept clean and in good condition.
- Soap must be available either individually wrapped or from a dispenser.
- Ice buckets shall be cleaned and sanitized between each guest or be provided with a sanitary single-service food-grade liner that is changed daily.

Safety

- A Type 2ABC Classification fire extinguisher, minimum five pound size, that has been inspected and tagged by a state licensed fire extinguisher inspection company, shall be placed in the kitchen. The fire extinguisher must be properly charged and accessible.
- Smoke detectors are required inside of each bedroom and in hallway leading to bedrooms. Specialized smoke alarms for the hearing impaired shall be available upon request without charge.

Safety (Continued)

- All bedrooms shall have emergency escape windows, and burglar bars are not permitted on bedroom windows.
- Electrical wiring must be in good repair.
- Heating and ventilation must be kept in good repair or installed to maintain a minimum of 68 degrees Fahrenheit throughout the dwelling.
- Railings shall be installed on all stairways and around all porches and steps.
- High hazard areas, such as laundry rooms and boiler rooms, shall be kept clean and free from debris and flammables.
- At least one (1) approved locking device is required that cannot be opened by a non-master guest room key on all outside and connecting doors.
- No double deadbolts can be used on entry and exit doors, and entry and exit doors must have a door knob.
- All dwellings must meet all local fire authority standards.

General Standards

- Dwelling units may not permit overcrowding by occupants, and no rooms other than a habitable room shall be used for living, eating, sleeping or cooking.
- For condominium building with interior hallways, an escape route diagram showing the location of stairwells shall be posted on or near the main exit door of the dwelling.
- If provided, baby cribs must meet safety standards established by the Consumer Products Safety Commission.