

Town of Medley
7777 N.W. 72nd Avenue
Medley, Florida 33166-2213



Local Business Tax Receipt Dept
(305) 887-6913
(305) 887-9541
biztax@townofmedley.com

"The Perfect Location for Industrial Development"

Local Business Tax Receipt Notice

It is strongly recommended renewals are paid online and new applications be submitted via email: biztax@townofmedley.com

If there a change to an existing license, such as change of owner, change of address, etc., please contact our office via email: biztax@townofmedley.com

Renewal Fees Payment options:

1. Please visit our website:

<https://bsaonline.com/OnlinePayment/OnlinePaymentSearch?PaymentApplicationType=18&uid=2537>

2. Via e-mail by sending renewal forms with CC authorization
3. Via mail with required documents and payment

A Local Business Tax Receipt is required for each place of business, and a LBTR is required for each classified use of that business. (example: ABC Motors Inc would need three (3) separate local business tax receipts for: paint & body shop, mechanic, auto retail sales)

Also, if multiple businesses are operating in one location, each business is required to obtain its own Local Business Tax Receipt.

Local Business Tax Receipts must be renewed yearly and are subsequently valid from October 1st through September 30th of the following year. (FS 205.053)
Renewal documents and payments must be submitted yearly before September 30th in order to avoid late renewal penalties added to the renewal fees.

The current Local Business Tax Receipt must be prominently displayed at your place of business, in open view to the public, within 150 days of issuance.

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Phone: 305-887-9541
Fax: 305-887-6928

According to your type of business please submit the following with the Local Business Tax Receipt (LBTR) application:

Renewal:

Restaurants/ Cafeterias/ Convenience Stores/ Markets:

1. Copy of Agriculture Division of Food Safety
2. Copy of Agriculture Division of Alcohol & Tobacco License

Trailer Parks

Renewal fees are calculated annually. There is a \$125.00 renewal fee plus \$2.50 additional per trailer. Must contact the licensing department every year for the license fee.

Helpful Agencies

- | | |
|---|----------------|
| 1. Agriculture Department Consumer Services | (305) 639-3500 |
| 2. Division of Hotels & Restaurants for prepared food inspections | (850)-487-1395 |
| 3. Miami Dade County Local Business Tax Receipt (LBTR) | (305)-270-4949 |
| 4. Miami Dade Fire Department (Life Safety Inspection) | (786)-331-4800 |
| 5. State of Florida Sales Tax number | (305)-470-5001 |



Office Use Only

Town of Medley
Local Business Tax Receipt
Renewal Application

☐ Renewal ☐ Change of Owner ☐ Change of Name ☐ Change of Address

1. Business Name: _____ DBA: _____

2. Business Phone Number: _____ Fax: _____

3. Email: _____

4. Business Address: _____ Zip Code: _____

5. Mailing Address: _____ Zip Code: _____

6. Non-Profit Organization: ☐ Yes ☐ No If Yes, Provide a copy of Non-profit documentation.

7. Number of Employees, including owner: _____

8. Number of Trucks/ Mobile Homes Parked: _____

9. Business Type: ☐ Manufacturing ☐ Wholesale ☐ Retail ☐ Other(specify) _____

10. Property Owner/ Landlord Name: _____

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

Phone: _____

11. Business Owner

Manager(s) and or Emergency Contact

Name: _____

Name: _____

Phone: _____

Phone: _____

Restrictions: It is your responsibility to be aware of legal restrictions regarding your business that may be contained in the statutes, laws, codes, rules and regulations of the United States, the State of Florida, the County of Miami-Dade and the Town of Medley.

All contractors and sub-contractors are required to furnish a certificate of insurance showing the applicant to be insured for general liability coverage in the amount of no less than \$1,000,000 and property damage coverage of no less than \$500,000.

Permits are required for all SIGNS prior to installation. Contact the Building & Zoning Department to apply for a Sign permit.

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Ref: Alarm Registration Renewal Notice

The Town of Medley has enacted Alarm Registration Ordinance #C-302. If your location is protected by an alarm system you **MUST** register the alarm with the town.

Please complete the attached form and immediately forward it to the LBTR Department with a payment of \$50.00 if it's a **new** alarm registration application or \$35.00 if it's a **renewal** of an existing alarm registration form.

Remember that your Local Business Tax Receipt renewal and your Alarm Registration renewal are both due with the proper fees no later than September 30. If we receive payments and forms after September 30 in accordance with Florida Statute a late fee will be added.

Should you have any questions, please feel free to contact us at (305) 887-9541.

Sincerely,

Town of Medley

Local Business Tax Receipt Dept.



Town of Medley

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Alarm Registration Form C-302

Local Business Tax Receipt Dept

7777 NW 72 Avenue

Medley, Florida, 33166

Office: 305-887-9541

Fax: 305-887-6928

biztax@townofmedley.com

Please check one: ☐ New ☐ Renewal

You must notify your Alarm Company of the
Valid Permit Number for Police Response

Location of Property for Police to Respond

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Mailing Address (if not the same as above)

Address: _____

City: _____ State: _____ Zip: _____

Office Use Only

Date: _____ Clerk: _____

Decal No: _____

LBTR No: _____

Fees

Payment Type

Alarm Fee: _____ Cash: _____

Late Fee: _____ Check: _____

Total: _____ CC: _____

Business Applicants Only: Name, Address, & Phone # of Landlord, If any.

Name: _____ Phone: _____

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

Emergency Contact.

Name: _____ Phone: _____

Name: _____ Phone: _____

Alarm Company Servicing Alarm System

Alarm Company: _____ Phone: _____ Contact Name: _____

First time Alarm Permit Registration Fee \$50.00 for each Alarm account, Renewal fee \$35.00 for each Alarm.

- And is subject to the following penalty schedule after October 1

- October 1, 10% = \$38.50
- November 1, 15% = \$40.25
- December 1, 20% = \$42.00
- January 1, 25% = \$43.75

Mail or deliver your completed application with the above fee to the Local Business Tax Receipt Dep. at the above address. You will receive a new yearly decal sticker to be placed on the top right corner of your front door. Make your check or money order payable to: The Town of Medley.

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Fax: 305-887-6928
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Notice of Required Inspections
(Pressure Vessels, Boilers, Hot Water Heaters, Etc.)

To All Town of Medley Businesses

As per the Section 8-11 of the Miami Dade Municipal Code all pressure vessels within the limits of the Town of Medley must be inspected.

- (1) A Certificate of Inspection for a high-pressure boiler shall be for a period of not more than 6 months. (2) A Certificate of Inspection for a low-pressure boiler shall be for a period of not more than 12 months. A Certificate of Inspection is required if any of the following criteria is met or exceeded: A heat input capacity of 200,000 BTU/h (58.6 kW); a water temperature of 200° F (93° C); a nominal water capacity of 120 gallons (454 l). (3) A Certificate of Inspection for an unfired pressure vessel (operating at pressures in excess of 60 PSI and having a volume of more than 5 cubic feet) shall be for a period of not more than 12 months. (4) A Certificate of Inspection may, at the discretion of the Building Official, be for a shorter period or such certificate may be rescinded, and tests be ordered at any time when in the opinion of the Building Official, a condition exists making such retesting or reinspection desirable in the interest of safety. (5) A Certificate of Inspection shall be posted in a conspicuous location to the operator.

The inspection will consist of a visual check of the pressure vessel, the area where it is located, and any mechanical devices attached. If any pressure vessels or any mechanical devices attached are found to be defective, a licensed contractor must make the appropriate repairs and obtain the proper permits from the Town of Medley if applicable. For work exempt from permit and emergency repairs, please refer to Florida Mechanical Code - Section 105.2.

Note: High-pressure boilers must be inspected every six (6) months. Low-pressure boilers must be inspected every twelve (12) months. For additional pressure vessel requirements and more information, please refer to the Miami-Dade Code of Ordinances, Section 8-11

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Office Use Only

Fee: \$ _____ Date: _____
Cash: _____
Check #: _____
CC #: _____
Permit #: _____

**Application for Certificate of Inspection
for Boilers & Pressure Vessels**

(One form per vessel)

Name of Business: _____
Address of Business: _____
Contact Person: _____ Phone Number: _____
Type of Pressure Vessel: _____
Manufacturer's Name: _____ Age of Pressure Vessel: _____
Is the Pressure Vessel a High Boiler: _____ Low Pressure Boiler: _____
Service Contractor: _____ Phone Number: _____
Last date serviced: _____ Results: _____

Select One:

- ☐ Steam Boiler
- ☐ Hot Water Boiler
- ☐ Unfired Pressure Vessels
- ☐ Miniature Boiler
- ☐ Piping (per 1,000 of value)
- ☐ Air Compressor (Operating at pressures in excess of 60 PSI and having a volume of more than 5 CU-FT), each pressure vessel.

Inspector Use Only

Date Inspected: _____ Inspector Name: _____ Approved: _____ Denied: _____

Comments: _____

___ Low Boiler (1 year) ___ High Boiler (6-month) ___ Exhaust Vents ___ Automatic valves/Electric Connection

Next Inspection Due: _____