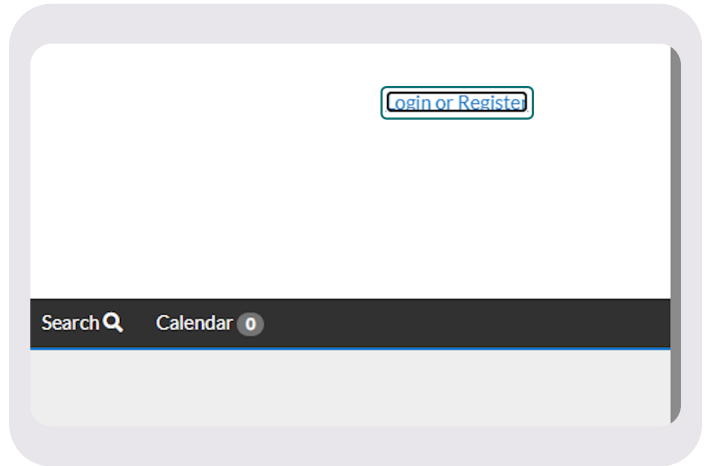




Please go to City of Coral Gables Self-Service Portal here. [🔗](#)

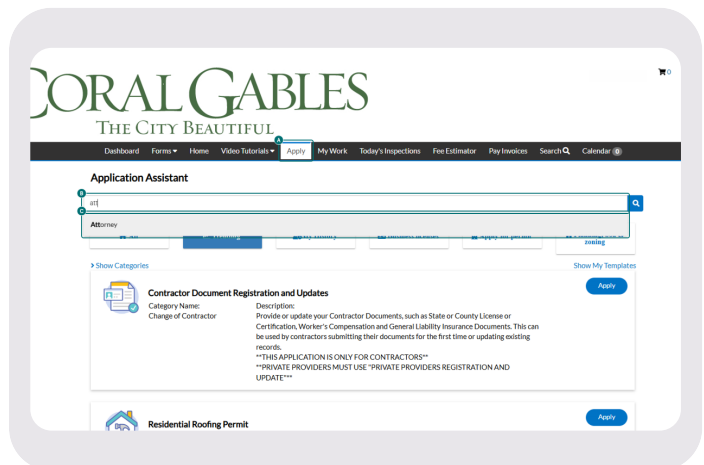
1

Click on Login or Register and access your account.



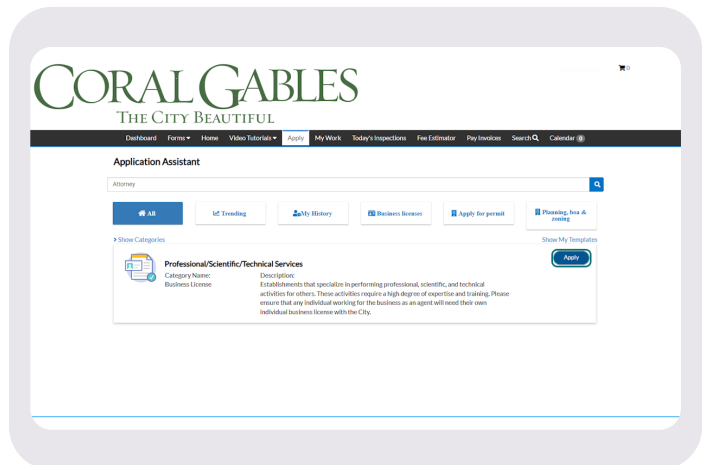
2

A. Click on Apply  
B. Type the category for your business  
C. Select t

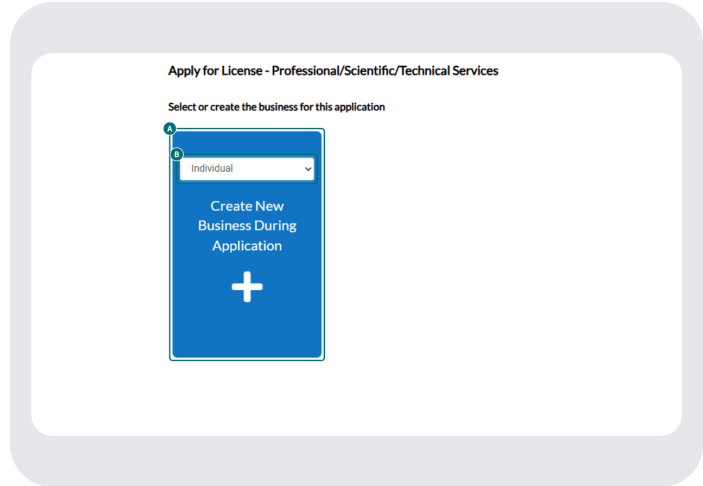


3

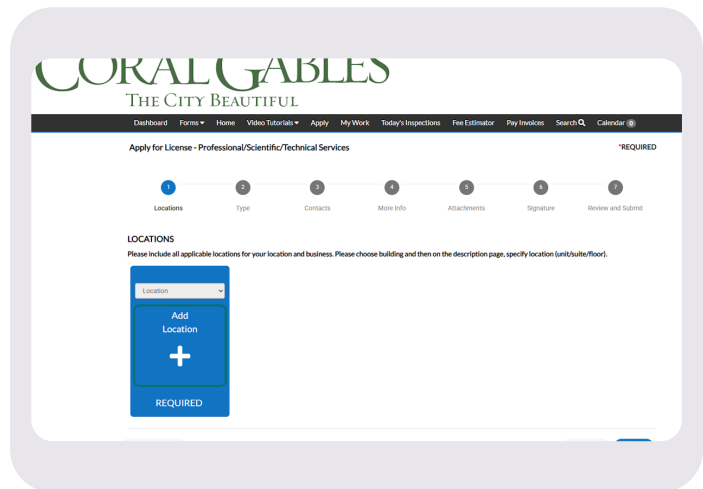
Click on Apply



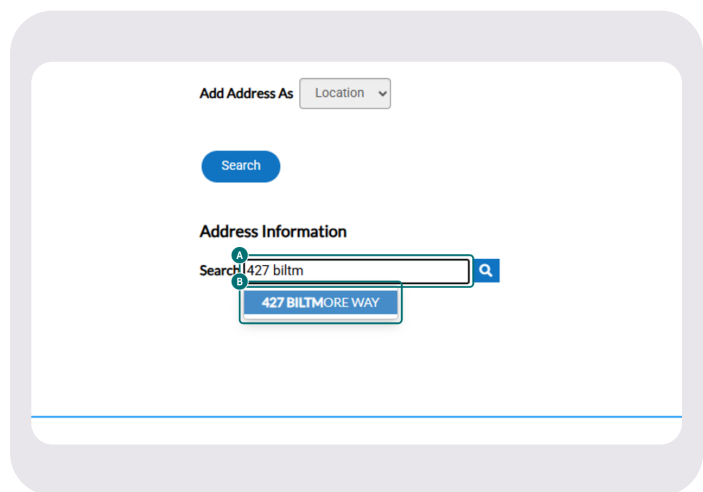
- 4 A. Click on Select Company Type...  
B. Select your business type



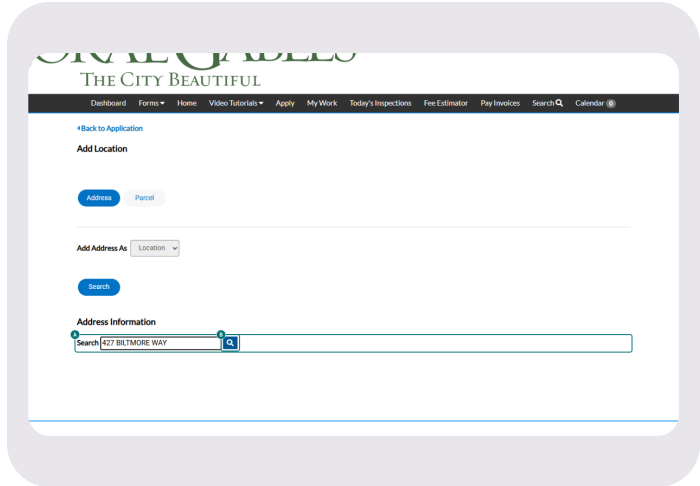
- 5 Click on Add...



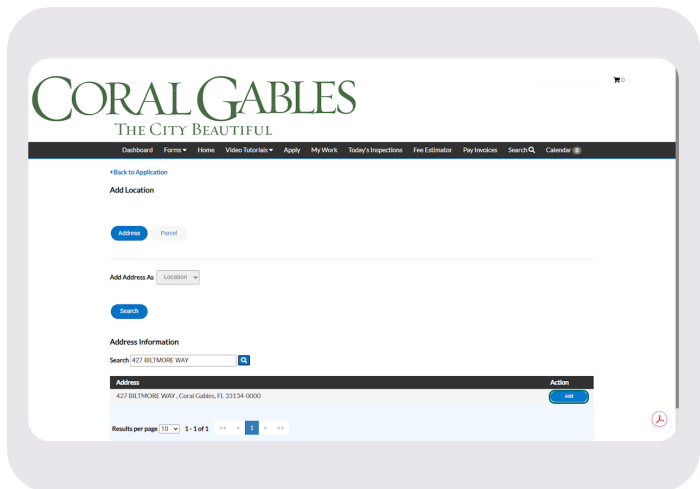
- 6 A. Type the location of your business  
B. Select the address of your business



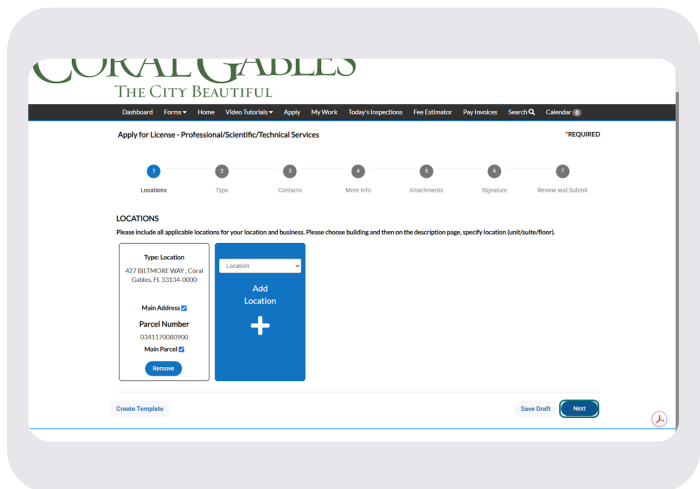
- 7 A. Click on Search  
B. Click on Search



- 8 Click on Add



- 9 Click on Next



10 Type Company Name, Business Description, and DBA per the instructions on this page.

Please enter all appropriate and detailed information for the description.  
Complete all required fields which contain an asterisk (\*).  
For Tax ID:  
Corporation or Non-Profit Organization, enter **Federal Taxpayer Identification Number (FEIN)**  
Individual or Sole Proprietorship, enter **Taxpayer Identification Number (TIN)** or **Social Security Number (SSN)**  
Individual or State-Licensed, enter professional name under **Company Name** and enter the corporation under **DBA**.

\* Company Type

\* Company Name

Business Description

DBA

11 Select Location

Business Description

DBA

\* Location

Tax ID

Industry Classification(s) [Select Industry Classification](#)

LICENSE DETAILS

12 Type Description

Industry Classification(s) [Select Industry Classification](#)

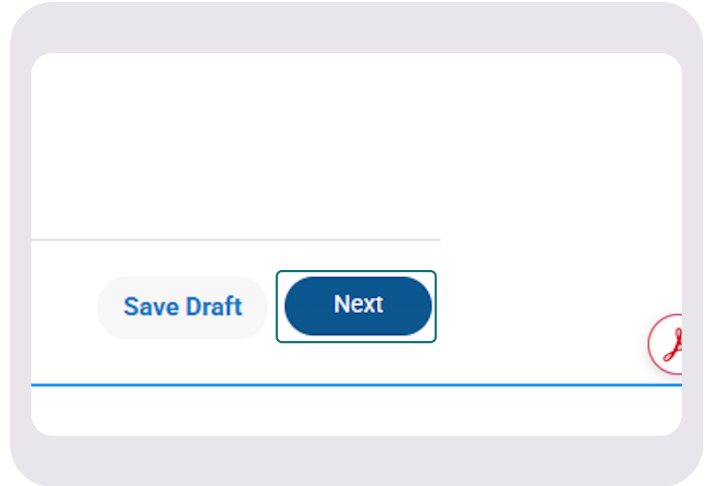
LICENSE DETAILS

License Type

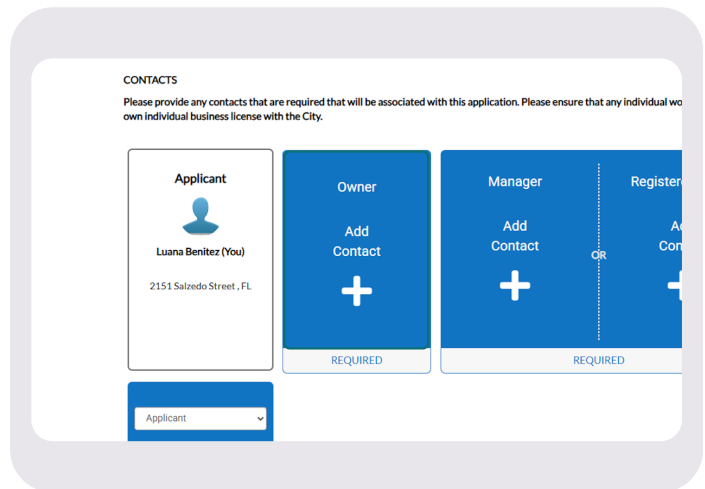
\* Description

[Back](#) [Create Template](#)

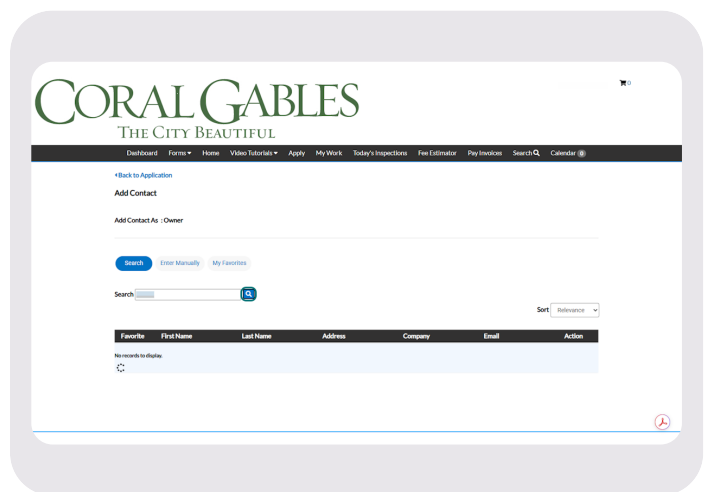
13 Click on Next



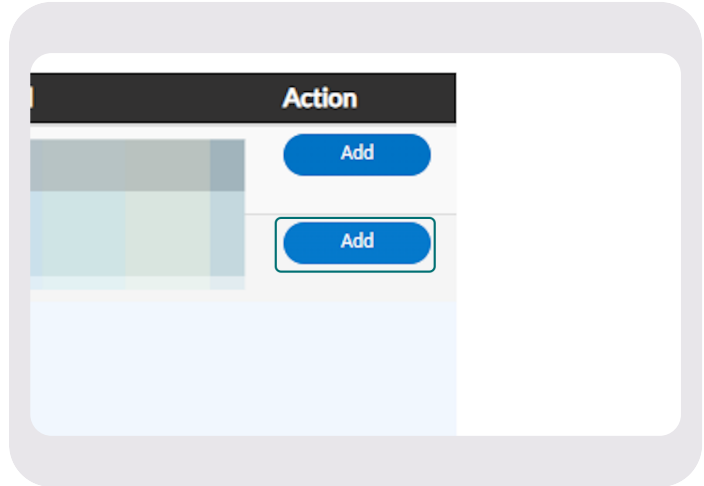
14 Click on Owner and add the owner of the business



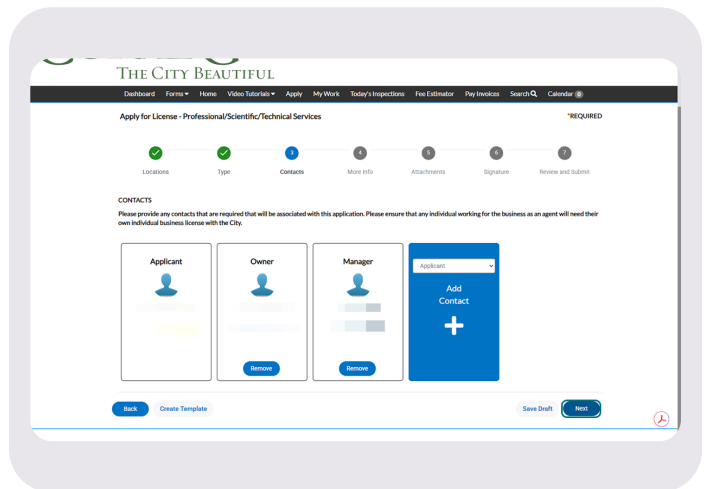
15 Click on Search



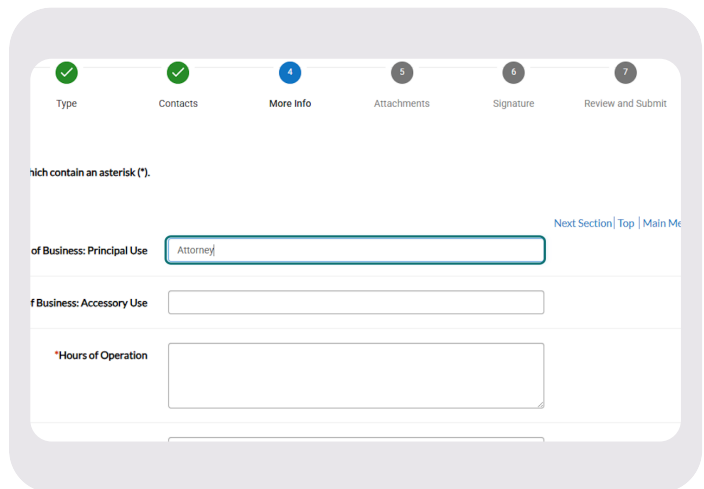
16 Add the Owner of the business. Repeat these steps for Manager/Registered Agent



17 Click on Next



18 Type Type of Business: Principal...



19 Type Hours of Operation

of Business: Principal Use  [Next Section](#) | [Top](#) | [Main Me](#)

f Business: Accessory Use

\*Hours of Operation

Prior Tenant (If known)

Floor, Suite, Or Unit

lease input 0

20 Type Interior Square Footage of T...

Prior Tenant (If known)

Floor, Suite, Or Unit

lease input 0

Square Footage of Tenant Space

share a space or sublease?

ase provide shared-space operator name

\*Waste Account Number

21 Answer the required information pertaining to your business

\*Hours of Operation

Prior Tenant (If known)

Floor, Suite, Or Unit

If Individual, please input 0

\*Interior Square Footage of Tenant Space

Do you share a space or sublease?

If Yes, please provide shared-space operator name

Commercial Waste Account Number (when applicable)

Commercial Equipment or Vehicles stored on Site?

22 Select Do you share a space or sub...

23 Select Are any tenant improvements...

24 Select Yes if you are already a registered business with the city. Select No if you are a new business.

25

A. If Yes, please type your customer number  
B. If yes, provide your Customer number

If Yes, Please describe and provide Permit number

Are you already registered with the City of Coral Gables for a BTR License?

If yes, provide your Customer number

Professional/Scientific/Technical Services

City of Coral Gables Business Types

- Abstract and/or Title Company
- Accountants, CPAs, Auditor or Related Services
- Advertising, Public Relations, & Related Services
- Appraiser
- Architectural Services
- Artist-Commercial/Graphic Design
- Attorneys/Lawyers
- Bookkeeping Services
- Consultant
- Draftsman, Self-Employed
- Draftsman,Employed
- Engineering Services
- Geologist

26

Select an option

Professional/Scientific/Technical Services

City of Coral Gables Business Types

- Abstract and/or Title Company
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- Architectural Services
- Artist-Commercial/Graphic Design
- Attorneys/Lawyers
- Bookkeeping Services
- Consultant
- Draftsman, Self-Employed
- Draftsman,Employed
- Engineering Services
- Geologist
- Holding Company
- Interior Decorator

27

A. Type How many persons/employees i...  
B. Type How much inventory does your...

Tax Reporting Service

Translation & Interpretation

Veterinarian/Veterinary Surgeon

Do you employ yourself?

How many persons/employees in your business?

How much inventory does your establishment hold?

Is location a multinational company?

Is location a Headquarters?

28

- A. Answer Is this location a multi-nati...
- B. Click on step 4 More Info

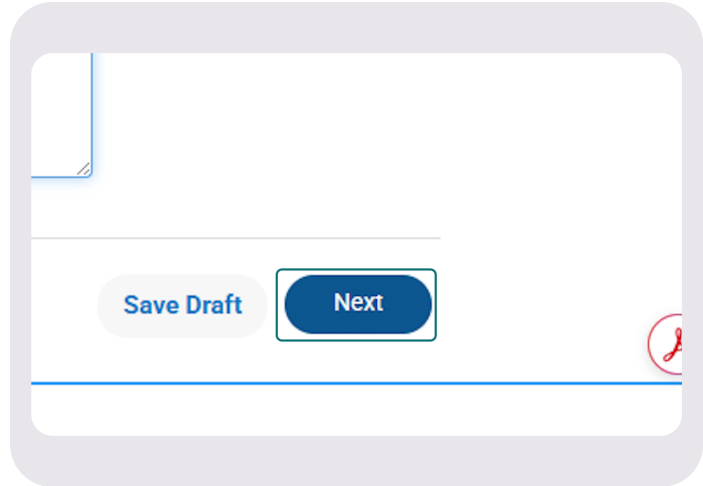
29

- A. Select Is this location a Head-quart...
- B. Type What is the core industry of...

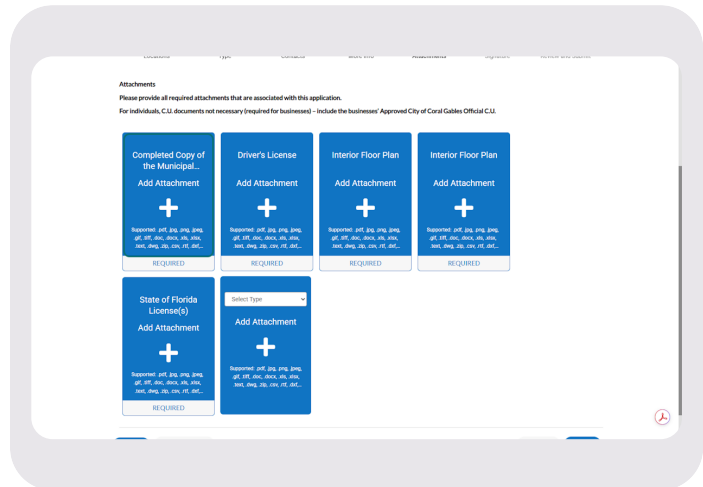
30

- Type the industry of your business

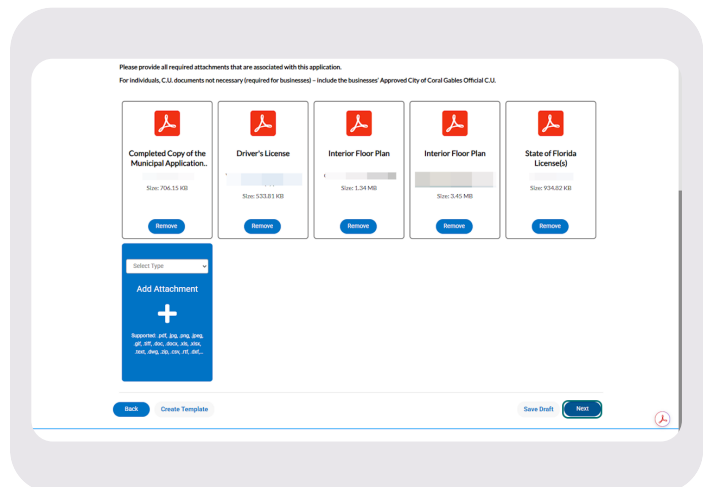
31 Click on Next



32 Upload all the Required files



33 Click on Next



34

A. Please type your name as consent to electronically sign this application.  
B. Type your name or draw your signature in the box provided.

The screenshot shows the 'Apply for License - Professional/Scientific/Technical Services' form. At the top, there is a navigation bar with 'THE CITY BEAUTIFUL' logo and various menu items. Below the navigation bar, a progress indicator shows seven steps: Locations, Type, Contacts, More Info, Attachments, Signature (highlighted with a blue circle), and Review and Submit. The 'SIGNATURE' section contains a disclaimer: 'Applicant is advised that all applicable fees shall be payable to the City of Coral Gables through the City's online services for processing of the Certificate of Use application upon receipt of Miami-Dade County approval. Applicant further acknowledges that issuance of a Business Tax Receipt is subject to payment of all applicable business taxes and fees as required by the City Code, including those associated with the applicable business classification.' Below the disclaimer, there is a text input field with the placeholder 'Type Name Here' and a 'Enable Type Signature' button. A large empty box for drawing a signature is also present, with a date 'July 01 2020' and a small 'X' icon in the bottom left corner.

35

Click Next.

This screenshot is similar to the previous one, showing the 'Apply for License - Professional/Scientific/Technical Services' form. The progress indicator shows the 'Signature' step is completed. At the bottom of the form, there are navigation buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'. A small red circular icon with a signature is visible in the bottom right corner.

36

Review your application and click on Submit.

This screenshot shows the bottom portion of the 'Apply for License' form. It features two prominent buttons: a light blue 'Save Draft' button and a dark blue 'Submit' button. A red circular icon with a signature is visible in the bottom right corner.