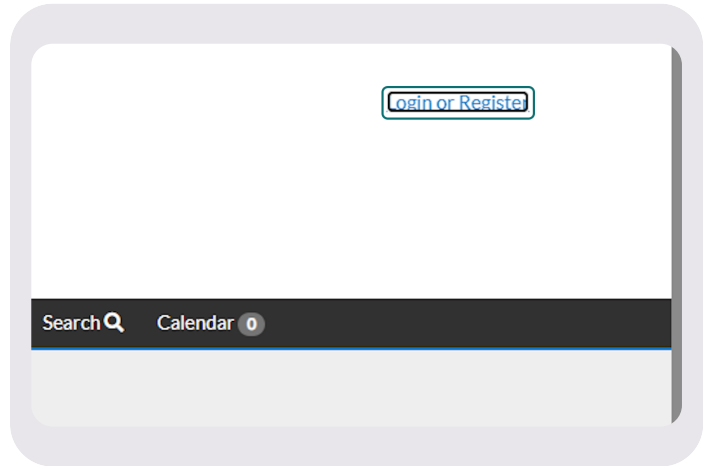




Please go to City of Coral Gables Self-Service Portal here. [🔗](#)

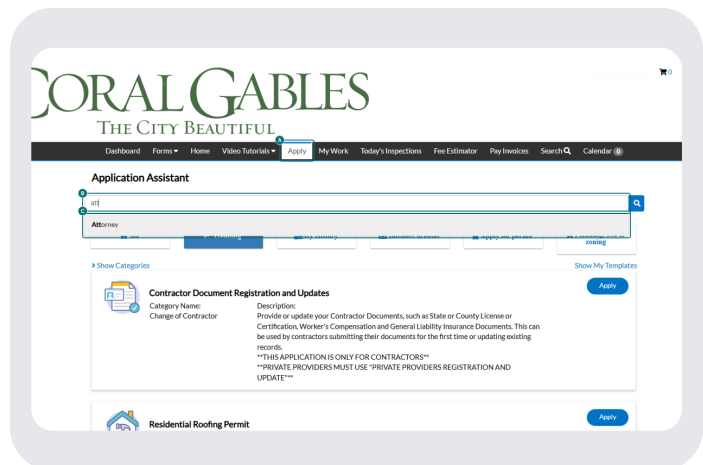
1

Click on Login or Register and access your account.



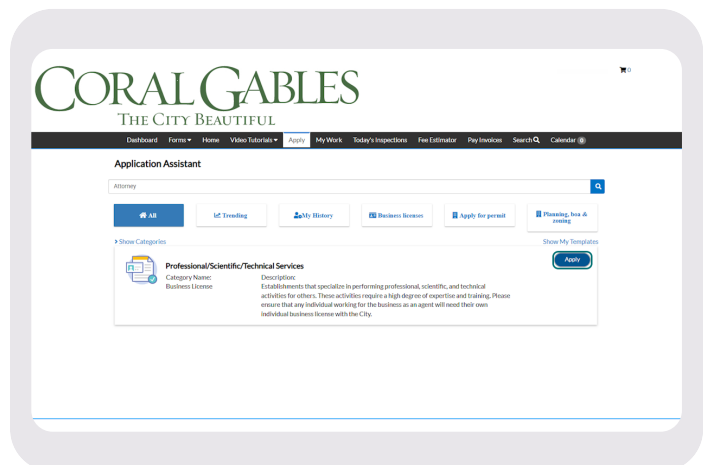
2

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



3

Click on Apply



4

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

Apply for License - Professional/Scientific/Technical Services

Select or create the business for this application

Individual

Create New Business During Application

+

5

- Click on Add...

CORAL GABLES  
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Apply for License - Professional/Scientific/Technical Services

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Please include all applicable locations for your location and business. Please choose building and then on the description page, specify location (unit/suite/floor).

Location

Add Location

+

REQUIRED

6

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

Add Address As Location

Search

Address Information

Search 427 biltm

427 BILTMORE WAY

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

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Back to Application

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 427 BILTMORE WAY

- 8
- Click on Add

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Back to Application

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 427 BILTMORE WAY

| Address                                       | Action |
|-----------------------------------------------|--------|
| 427 BILTMORE WAY, Coral Gables, FL 33134-0000 | Add    |

Results per page 10 1 - 1 of 1

- 9
- Click on Next

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Dashboard Forms Home Video Tutorials Apply My Work Today's Inspections Fee Estimator Pay Invoices Search Q Calendar

Apply for License - Professional/Scientific/Technical Services

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Please include all applicable locations for your location and business. Please choose building and then on the description page, specify location (suite/floor).

| Type Location                                 | Action       |
|-----------------------------------------------|--------------|
| 427 BILTMORE WAY, Coral Gables, FL 33134-0000 | Add Location |

Create Template Save Draft 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](#)

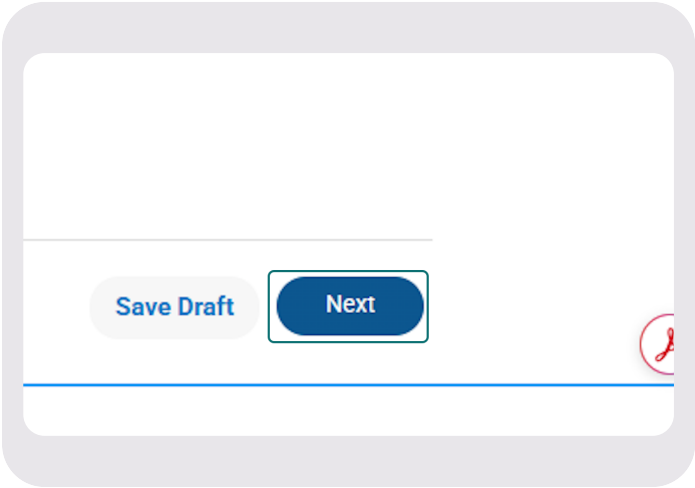
LICENSE DETAILS

License Type

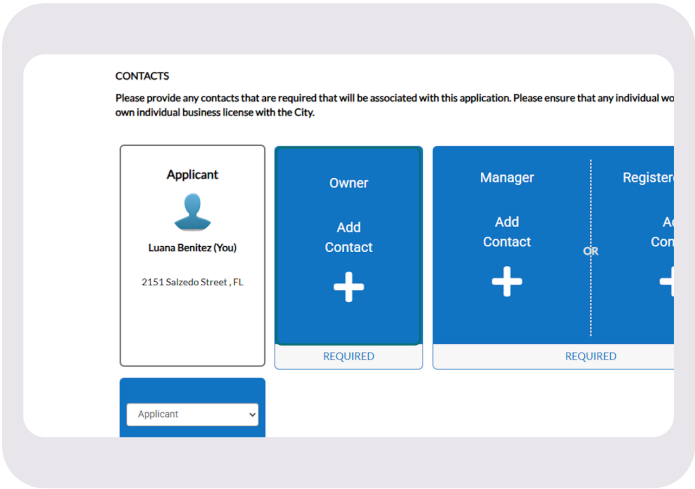
\* Description

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

13 Click on Next



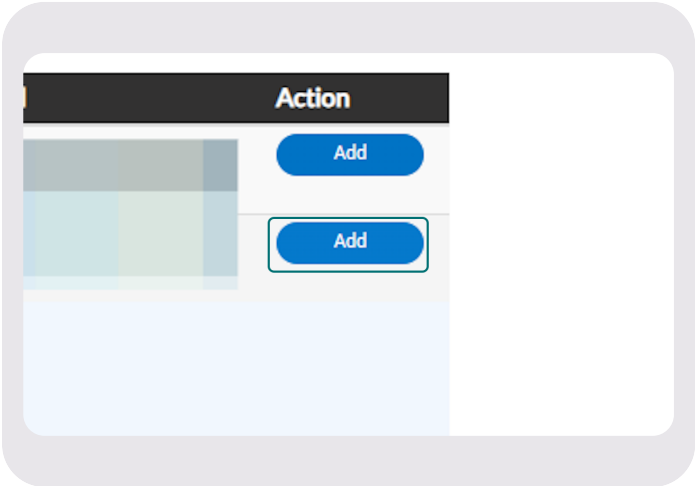
14 Click on Owner and add the owner of the business



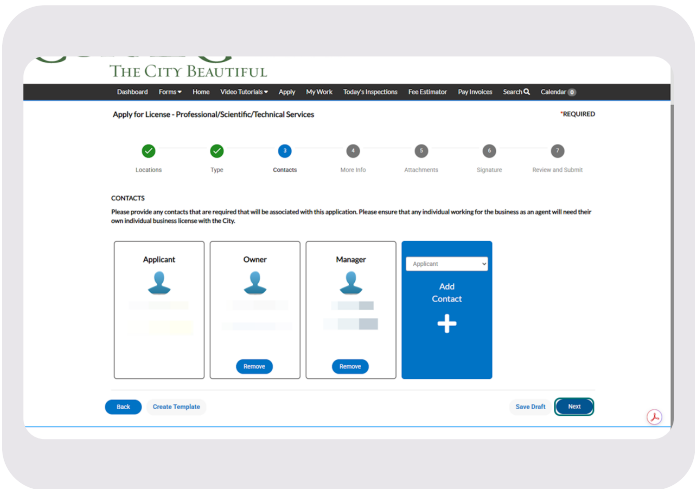
15 Click on Search



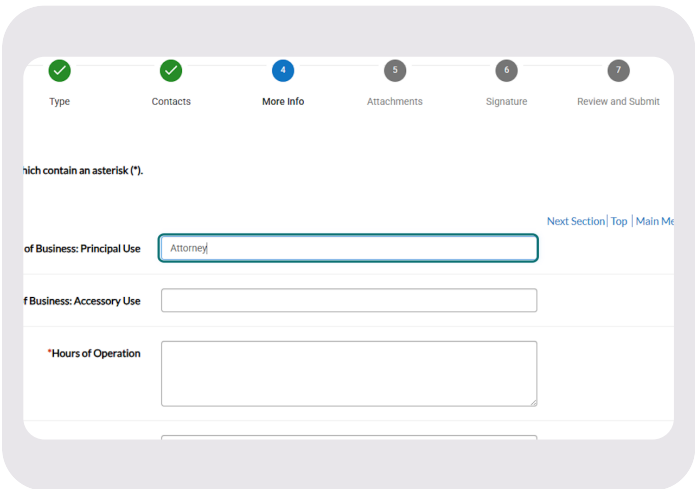
16 Add the Owner of the business. Repeat these steps for Manager/Registered Agent



17 Click on Next



18 Type Type of Business: Principal...



19 Type Hours of Operation

Next Section | Top | Main Menu

of Business: Principal Use

Attorney

of Business: Accessory Use

\*Hours of Operation

9 AM - 6 PM Monday - Friday  
10 AM - 3 PM - Saturday  
Closed - Sunday

Prior Tenant (If known)

Floor, Suite, Or Unit

Please input 0

20 Type Interior Square Footage of T...

Prior Tenant (If known)

Floor, Suite, Or Unit

Please input 0

Square Footage of Tenant Space

600

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

9 AM - 6 PM Monday - Friday  
10 AM - 3 PM - Saturday  
Closed - Sunday

Prior Tenant (If known)

Floor, Suite, Or Unit

If Individual, please input 0

\*Interior Square Footage of Tenant Space

600

Do you share a space or sublease?

No

If Yes, please provide shared-space operator name

Yes

Commercial Waste Account Number (when applicable)

Commercial Equipment or Vehicles stored on Site?

22

Select Do you share a space or sublease?

Form fields for step 22:

- Floor, Suite, or Unit:
- Please input 0:
- Square Footage of Tenant Space:
- Share a space or sublease?:
- Please provide shared-space operator name:
- Waste Account Number (when applicable):
- Equipment or Vehicles:

23

Select Are any tenant improvements being proposed?

Form fields for step 23:

- Equipment or Vehicles stored on Site?:
- List total number and type:
- Tenant improvements being proposed?:
- Please describe and provide Permit number:
- Are you registered with the City of Coral Gables for a BTR License?:

24

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

Form fields for step 24:

- Tenant improvements being proposed?:
- 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, Auditors, or Related Services
  - ☐ Advertising, Public Relations, & Related Services
  - ☐ Appraiser
  - ☐ Architectural Services
  - ☐ Artist-Commercial/Graphic Design
  - ☐ Attorneys/Lawyers
  - ☐ Bookkeeping Services
  - ☐ Consultant
  - ☐ Draftperson, Self-Employed



25

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

The screenshot shows a web form with the following elements:

- A text input field for "If Yes, Please describe and provide Permit number".
- A dropdown menu for "Are you already registered with the City of Coral Gables for a BTR License?" with "Yes" selected.
- A text input field for "If yes, provide your Customer number" containing the value "123456".
- A section titled "Professional/Scientific/Technical Services" with a sub-header "City of Coral Gables Business Types".
- A list of business types with checkboxes:
  - ☐ 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
  - ☐ Craftsman, Self-Employed
  - ☐ Craftsman/Employed
  - ☐ Engineering Services
  - ☐ Geologist

26

- Select an option

The screenshot shows a close-up of the "City of Coral Gables Business Types" list. The "Attorneys/Lawyers" option is selected, indicated by a blue checkmark in the checkbox.

27

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

The screenshot shows the following form fields:

- A list of business types with checkboxes:
  - ☐ Tax Reporting Service
  - ☐ Translation & Interpretation
  - ☐ Veterinarian/Veterinary Surgeon
- A text input field for "How many persons/employees in your business?" containing the value "1".
- A text input field for "How much inventory does your establishment hold?" containing the value "50".
- A dropdown menu for "Is location a multinational company?".
- A dropdown menu for "Is location a Headquarters?".

28

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

Professional Services Corporation/INTELLICUP OWNER

- ☐ Research & Development Services
- ☐ Surveying & Mapping Services
- ☐ Tax Reporting Service
- ☐ Translation & Interpretation
- ☐ Veterinarian/Veterinary Surgeon

Please include yourself

\*How many persons/employees in your business? 1

\*How much inventory does your establishment hold? \$ 0

\*Is this location a multinational company? No

\*Is this location a Headquarters? Yes

\*What is the core industry of this Business? Lawyer

Back Create Template Save Draft Next

29

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

How much inventory does your establishment hold? \$ 0

Is location a multinational company? No

Is location a Headquarters? Yes

What is the core industry of this Business? Lawyer

Save Draft Next

30

- Type the industry of your business

Professional Services Corporation/INTELLICUP OWNER

- ☐ Surveying & Mapping Services
- ☐ Tax Reporting Service
- ☐ Translation & Interpretation
- ☐ Veterinarian/Veterinary Surgeon

Please include yourself

\*How many persons/employees in your business? 1

\*How much inventory does your establishment hold? \$ 0

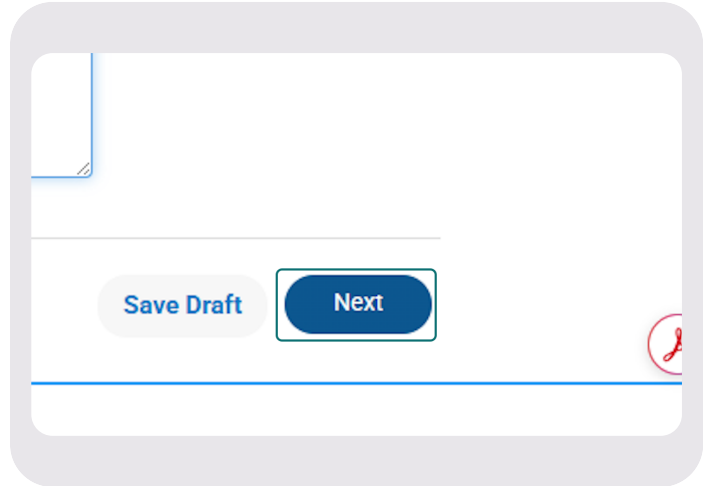
\*Is this location a multinational company? No

\*Is this location a Headquarters? Yes

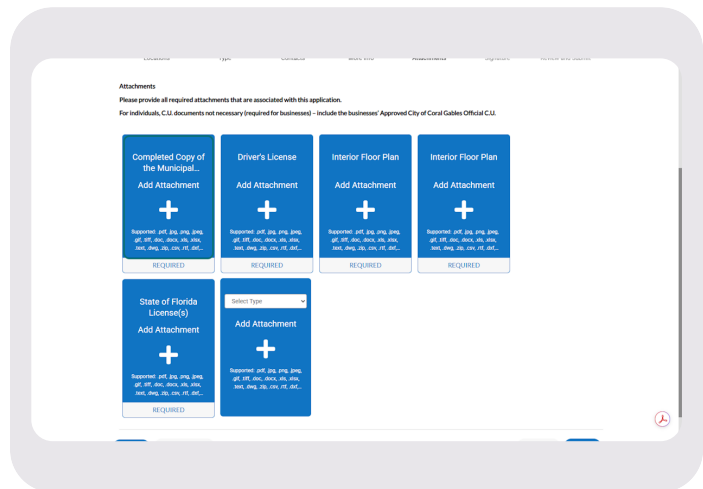
\*What is the core industry of this Business? Lawyer

Back Create Template Save Draft Next

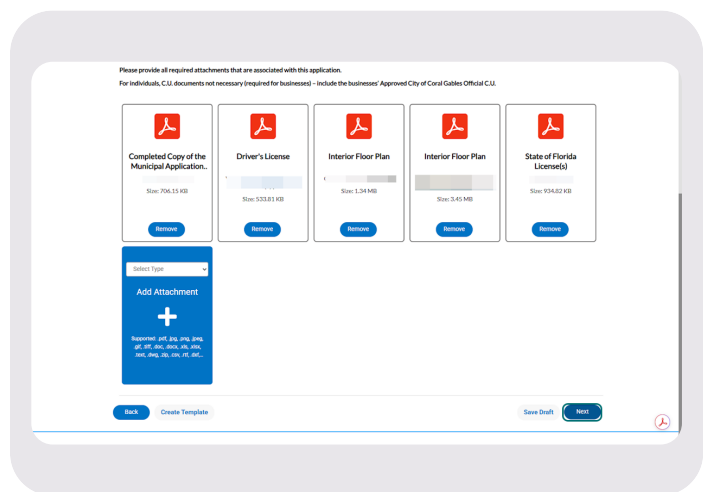
## 31 Click on Next



## 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. The progress bar at the top indicates that the 'Signature' step is the current step, marked with a blue circle and a number 6. The 'SIGNATURE' section contains a warning: '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 this, there is a text input field labeled 'Type Name Here' and a large rectangular box for a signature. The date 'July 01 2026' is displayed above the signature box. A red 'X' is visible in the bottom right corner of the signature box.

35

- Click Next.

This screenshot is similar to the previous one, showing the 'Apply for License - Professional/Scientific/Technical Services' form. The progress bar at the top indicates that the 'Signature' step is the current step, marked with a blue circle and a number 6. The 'SIGNATURE' section contains the same warning and input fields. The 'Next' button is now visible in the bottom right corner of the form.

36

- Review your application and click on Submit.

This screenshot shows the bottom of the 'Apply for License - Professional/Scientific/Technical Services' form. The 'Save Draft' and 'Submit' buttons are prominently displayed. The 'Submit' button is highlighted with a red border. A red 'X' is visible in the bottom right corner of the form.