



Renewing your Certificate of Use (CU)
and
Local Business Tax Receipt (LBTR)

Renewal of both the Certificate of Use (CU) and the Local Business Tax Receipt (LBTR) are due on or before October 1 of each fiscal year.

Please see below the list of acceptable forms of payment for renewal

- a. **By check**, payable to CITY OF SWEETWATER and send to:

BUILDING AND ZONING DEPARTMENT
1701 NW 112 AVE # 102 MIAMI FL, 33172

- b. **By email**: **Print and fill** out the credit card form on page 2. Scan and send to:

FOR CU PAYMENTS CUSUBMITTALS@CITYOFSWEETWATER.FL.GOV
FOR LBTR PAYMENTS LBTRSUBMITTALS@CITYOFSWEETWATER.FL.GOV

- c. **In person**. Our offices hours are MONDAY TO FRIDAY 9 AM TO 5PM
Due to COVID we encourage you to use the previously listed options.

How to obtain renewed document

Once your payment has been processed, the clerk will email you a receipt and send the renewed card to the corporate address we have on file.

Please do not discard the original Certificate of Use. Display both Certificate of Use and Local Business Tax Receipt for the corresponding year at the premises.

Payments received between October 1st to December 31st, 2022, will incur in late fees as specified under Chapter 25 of the city code. Kindly note that if you fail to renew the Certificate of Use and Local Business Tax Receipt on or before January 1st, your certificate will be deemed null and void, and you **MUST** apply for a new certificate.



City of Sweetwater

Address 1701 NW 112 AVE 102, SWEETWATER, FL 33172

Phone (305) 485-4526

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize City of Sweetwater to make a onetime debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

3 % surcharge will be applied to each transaction made.

Please complete the information below:

I _____ authorize City of Sweetwater to charge my credit card
(Full name)
account indicated below for _____ on or after _____. This payment
(Amount) (Date)
is for _____.
(Description of goods/service)

Billing Address _____

Phone # _____ Email _____

Cardholder Name: _____

Credit Card Number: _____

Expiration Date: _____ CVV2: _____

Account Type: Visa ____ Master Card ____ American express ____ Discovery ____

Signature _____

Date _____.

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated only, and is valid for one time use only. I certify that I am an authorized use for this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.