

STEPS FOR OBTAINING A STATE OF FLORIDA LIQUOR LICENSE:

1. Download application at: www.sunbiz.org

DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO

- [Application for one/two/three day permit or special sales license](#)
- [Application for extension of licensed premises or amended sketch of licensed premises](#)

SIGN-OFFS AND APPROVALS:

2. Miami Beach Planning & Zoning Department - located on the 2nd Floor of City Hall (include your Special Event permit #).
Miami Beach City Hall
Planning & Zoning Department - 2nd Floor
1700 Convention Center Drive
Miami Beach, FL 33139
305.673.7550
3. Department of Revenue (IRS) to make sure that all taxes are up-to-date by the non-profit organization that is applying.
State of Florida Department of Revenue
8175 NW 12 Street #119
Miami, FL 33172
305.470.5001
4. State of Florida Department of Business and Professional Regulation
Take the application with payment (\$25.00).
Division of Alcoholic Beverages & Tobacco
8240 NW 52 Terrace #303
Miami, FL 33166
305.470.6787 X 2266 (Daisy Tejera)
5. According to The State of Florida Department of Business and Professional Regulation the license may be picked up on the Wednesday before the event. Once license is obtained you must provide a copy to the Office of Film & Event Production Management.
305.673.7577 - Fax: 786-394-4558