INSTRUCTIONS FOR LICENSING OF NEW TRANSIENT RENTAL FACILITIES

FORMS AND ITEMS REQUIRED:
Please note that keeping all of these items at hand will help to facilitate the application process.

1. Completed Application Packet, which includes:
   a. Business Tax Receipt Application
   b. Application for Use Permit, Building and Zoning Department
   c. Use Permit for Transient Rental Facility
   d. Residential Rental Compliance Regulations
   e. Solid Waste Disposal
   f. Garbage/Trash Collection Request

2. Current Rental License issued by the Florida Department of Business and Professional Regulations (as required by F.S. 509.241)

3. State of Florida Sales Tax Permit

4. If owned by an organization, proof of fictitious name showing the legal name of the owner as filed with the Florida Department of State Division of Corporations (“Sunbiz”)

5. Building Department: $96.25 new application fee and $125.00 property inspection fee for each unit or dwelling.

6. City Manager’s Office: Business tax of $30.19

STEP I. Use Permit and Registration through the Building and Zoning Department

1. Submit the Application Packet and Residential Rental Compliance Regulations along with the Rental License for approval and signature by the Building and Zoning Director or designee.

   Please Note:
   a. Be certain to designate local representative (this can be the owner) on the Use Permit for Transient Rental Facility form. The 24-hour phone number of the representative must be posted on the rental property and the City must be advised of any change to the representative’s contact information.
   b. If the transient rental facility is listed with a property management company which includes the facility address in their state license, it will be necessary to also provide a list of addresses covered under that license.

2. Arrange for the required property inspection through the Building and Zoning Department at 904-471-8758 and pay the application fee of $96.25 and inspection fee of $125.00 for each unit or dwelling.
3. The Department will return the signed Application Packet and issue an Inspection Report.

STEP II. Business Tax Receipt Issued by the City Manager’s Office

1. After approval and inspection by the Building and Zoning Department, submit all paperwork to the City Manager’s Office.

   **Please note:**
   a. A fictitious name registration with the State of Florida is required if the facility is not incorporated and is listed under any name other than the legal name of the owner. If State registration is required, provide a copy of such registration or application for it. If it is not required due to incorporation, provide a copy of proof of incorporation.
   b. City trash collection is mandatory for transient rental facilities. The minimum charge is for four cans (maximum 32-gallon size) per month. If more than four cans are collected, an additional charge of $1.76 per can will be charged.

3. The Office will issue a Business Tax Receipt for the current fiscal year, October 1st to September 30th.

STEP III. Annual Renewal

All Business Tax Receipts (BTRs) for transient rental facilities expire on September 30th of each year and must be renewed by October 1st of the same year to avoid penalties.

In order to renew the BTR for transient rental facilities, the following are required:

1. Submit the following to the Building and Zoning Department:
   a. Proof of a valid and current Rental License from the Florida Department of Business and Professional Business Regulation.
   b. The Rental Report. This report must be submitted annually for the prior 12-month period and must include the address of the rental property, the dates and length of rental periods (number of days), and the number of guests over age 15 for each rental period.

2. Annual inspection of the premises by the Building and Zoning Department and payment of the $125.00 inspection fee for each unit or dwelling.
3. Show the Inspection Report issued by the Building and Zoning to the City Manager’s Office and pay the annual $30.19 fee.