



City of Flagler Beach Planning & Zoning Department

800 S. Daytona Avenue, Flagler Beach, FL 32136
Phone: 386-517-2000 Ext 231 Fax: 386-517-2016

Checklist for Short Term Rentals

Effective July 1, 2018, your local business tax receipt number is required in all advertisement(s) of rental properties (per County Ordinance 2018-10). Rental unit is required to be registered with Flagler County Tax Collectors office.

- 1. Completed Resort Dwelling/Condo Rental Permit Application _____
- 2. Copy of Recorded Warranty Deed or printout from Property Appraiser's website _____
- 3. Copy of General Liability Insurance _____
- 4. Completed Fire Inspection (see application for scheduling) _____
- 5. A copy of your State License(s) issued by the Department of Business and Professional Regulations. State licensing website: www.myflorida.com/dbpr Phone: 850-487-1395 _____
- 6. Completed Notice of Requirements of Minimum Standards form _____
- 7. Completed Resort Dwelling/Condo LBTR Application _____
- 8. Copy of Sales Tax Certificate. State website: www.myflorida.com/dor _____
- 9. Application Review Fee of \$60.00 _____
- 10. Fire Safety Inspection Fee of \$50.00 _____
- 11. **Pro-rated Sanitation Yearly Fee, if on master meter \$**_____
- 12. **Transfer**

Annual fees: \$50.00 Rental Permit Fee and \$55.12 Local Business Tax Receipt Fee
Renewal notices will be mailed out in 60 days prior to expiration date of permit.

****NOTICE****

FOR ALL RENTAL RESORT DWELLINGS: Sanitation service charge will increase to the current base commercial sanitation rate billed on monthly utility bills. CONDOMINIUM RESORT RENTAL UNITS on master meters will receive a yearly Sanitation Surcharge invoice after initial payment is made. Invoices will be mailed out in December, which will be equal to a 12-month billing cycle.

ALL APPLICABLE DOCUMENTS LISTED ABOVE MUST BE SUBMITTED WITH THE COMPLETED APPLICATION FOR APPROVAL.

Date

Signature

Permit Number



Resort Dwelling/Resort Condominium Rental Permit Application

Effective July 1, 2018, your local business tax receipt number is required in all advertisement(s) of rental properties (per County Ordinance 2018-10). Rental unit is required to be registered with Flagler County Tax Collectors office.

Type: Resort Dwelling _____ OR Resort Condominium _____

Zoning (Check One):

- Tourist Commercial (TC)
- Commercial (GC)
- Residential Nonconforming

Property Address: _____

Owner's Name: _____ Phone Number: _____

Owner's Address: _____

Local Contact: _____ Phone Number: _____

Local Contact Address: _____

* Please call (386)517-2000 ext 231 to set up your Fire Inspection. The City of Flagler Beach reserves the right to inspect the premises at any time to ensure rentals are in accordance with the Fire Code. Call 386-931-5347 or 386-517-2010 for further information regarding the Fire Code.

Please Note: Within thirty days prior to the date a resort dwelling/resort condominium permit expires, each owner shall perform an annual self-inspection of the rental property and complete the attached Self-Inspection Sheet.

2008-08 Summary Ordinance Requirements:

- **Minimum stay of seven (7) days**
- **2 guests per bedroom plus 2 guests per sleeper sofa not to exceed 4 additional people**
- **Notice of Minimum Applicable Standards shall be maintained within the rental property at all times**
- **Failure to maintain a Resort Dwelling/Resort Condominium Rental Permit shall subject the violator to enforcement proceedings.**
- **A Resort Dwelling/Resort Condominium Rental Permit shall apply from October 1 of each year and shall expire on September 30 of the succeeding year.**
- **Within ten (10) days of any change to the name, local address or local phone number of the local contact or representative, the owner shall notify the City in writing of such change and provide updated information.**

_____ Date

_____ Signature

City of Flagler Beach Review

Approved/Denied

Date



Notice Requirements of Minimum Housing and Development Standards Applicable to Resort Dwellings/Resort Condominiums

Property Owner _____

Rental Property Address _____

COMPLIANCE REGULATIONS

- *All buildings, railings, stairs, balconies, structures, electrical, gas, mechanical or plumbing systems which are unsafe or unsanitary which do not provide adequate egress or which constitute a fire hazard or are otherwise dangerous to humans or which in relation to existing use, constitute a hazard to safety or health are considered unsafe buildings, structures or service systems and are hereby declared illegal and shall be abated by repair or rehabilitation or by demolition.*
- Each property shall be inspected by the Fire Department prior to the issuance of a Local Business Tax Receipt. Thereafter, the rental property shall be self-certified annually.
- Summary of ordinances relative to noise, parking, dune protection, turtle nesting season, littering and trash collection are provided as required:
 - The maximum sound level in residential areas is 60 decibels from 7am-10pm and 55 decibels from 10pm-7am.
 - Parking is permitted in City-owned parking lots; however, overnight parking is prohibited.
 - Please do not disturb the dunes as they are protected; use dune walkovers.
 - Turtle nesting season begins May 1st and continues through November 1st. Outdoor lighting should be amber in color during this time to avoid confusion. Please do not disturb the nests or the turtles as they are protected.
 - Littering is strictly prohibited so please use waste receptacles; recycling is required. Please adhere to the City trash collection schedule as posted. The current base **Commercial** Sanitation Rate is charged to all Short-Term Rentals. Call 386-517-2000 ext. 226 with questions.
 - Please keep your pets leashed and kindly dispose of pet waste properly.
 - Leashed pets are permitted on the beach in all areas except between 10th Street North and 10th Street South; please note, this does not apply to seeing-eye dogs.
 - No signage is permitted.

Signature

Date

Permit Number



Resort Dwelling/Resort Condominium Local Business Tax Receipt Application

Effective July 1, 2018, your local business tax receipt number is required in all advertisement(s) of rental properties (per County Ordinance 2018-10). Rental unit is required to be registered with Flagler County Tax Collectors office.

Type: Resort Dwelling _____ OR Resort Condominium _____

Zoning (Check One):

- Tourist Commercial (TC)
- Commercial (GC)
- Residential Nonconforming

Property Address: _____

Owner's Name: _____ Phone Number: _____

Owner's Address: _____

E-mail address: _____

Sales Tax Number: _____ Social Security Number or FEIN: _____
Required by F.S. 205.054(5)

State License Number: _____ Expiration Date: _____

I certify that the above information is correct to the best of my knowledge. I acknowledge receipt of the Notice Requirements of Minimum Applicable Standards Form. I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application may result in denial of license and possible legal action. If I am granted a Business Tax Receipt I agree to operate within the City and State laws. Any changes to the information on the application must be submitted to the City within ten (10) days. I also certify that I am the business owner or the owner's legal agent.

Signature

Date

Each owner to which this ordinance is applicable shall receive a Notice Requirements of Minimum Applicable Standards Form acknowledging notice of housing and development standards. The form shall be filed with an initial Local Business Tax Receipt application or, for existing receipts, by October 1 of each licensing year.

=====
City of Flagler Beach Review

Approved/Denied

Date

PUBLIC RECORD INFORMATION

Please Note: A Local Business Tax Receipt may not be issued unless the Federal Employer Identification Number (FEIN) **OR** Social Security Number is obtained from the person to be taxed pursuant to F.S. 205.054(5). The City of Flagler Beach recognizes that an individual's Social Security Number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. We redact the Social Security number from the application at the time of submittal to prevent it from being disclosed. However, we must collect this information to properly perform our duties and functions as a municipal corporation and to ensure such duties and functions are performed accurately and efficiently. Due to the sensitive nature of an individual's Social Security Number and in accordance with F.S. 119.071(5) we are providing you with this statement.

We also request your e-mail information; however, this is optional. Florida has a very broad Public Records Law. Most written communications to or from the City of Flagler Beach official and employees regarding public business are public records available to the public and media upon request. If you do not want your e-mail address released in response to a public-records request, do not include it on the application.



City of Flagler Beach Short-Term Rental Self-Inspection Sheet

In accordance with Appendix A, Land Development Regulations Section 2.06.12, Rental Units, City of Flagler Beach Code, homeowners who rent their property on a short-term basis must complete a self-inspection form certifying that nothing has changed since the last inspection. The following list **must be certified prior to the issuance of annual rental permit renewals.** This form must be submitted to with the renewal fee.

- All Ground level primary exists must have exit markings. A small sticker visible to the renter with the word "Exit" is allowable, and can be purchased at a local hardware store.
- All exits throughout the building must be unobstructed.
- There must be a fire extinguisher on the kitchen level. A five pound ABC extinguisher is suggested. It must be hung in **PLAIN VIEW**, and clearly marked. Fire extinguishers must have an annual inspection performed by a state certified fire extinguisher company. Fire extinguishers are also suggested on at least the second level of a three-story building.
- Smoke detectors must be on the kitchen level floors, outside each bedroom - in the hallway, and where the garage is attached to the unit. These are the *minimum* requirements. Smoke detectors must be hard wired, or battery operated speaking detectors. When one smoke detector is activated, the smoke detectors must simultaneously sound as well.
- Extension cords cannot be permanently used as a power source. All extension cords must be plugged into a surge protector or a device that has an in-line circuit breaker. Any electric outlets within 6'6" of a water source must be a GFCI.
- The rental property must have exterior address markings. All address markings on the outside of each rental property must be clearly visible from the road.
- Active power sources cannot have bare wire or visible wire nuts. All junction boxes must be closed with approved material. All wiring must be secured within an approved conduit.
- All circuit breaker panels must be closed and have 36" clearance access all the way around. The circuit breaker panel must be unobstructed.
- Combustibles cannot be stored near any heat generating device.

Preferred Mailing address for Billing & Email Address:	License #
Property Owner Name & Address	Telephone Number:
Management Company Name & Address	Telephone Number or E-mail:
Printed Name of Authorized Agent and/or Local Contact:	Local Telephone Number:
*Certification/Signature of the Owner or Authorized Agent:	Date:

**Signature denotes compliance of the above and all of Appendix A, Land Development Regulations Section 2.06.12(4) (e), Rental Units, City of Flagler Beach Code. NOTICE: The City of Flagler Beach reserves the right to inspect the premises at any time to ensure the rentals are in accordance with the Fire Code. Please call 386-517-2000 ext. 231 for further information regarding the Fire Code.*

Fire Pre-Inspection List

Housekeeping

- Combustible material shall not be stored in mechanical rooms or electrical equipment rooms, in exits or exit enclosures.
- Combustible storage shall be at least 2 feet below the ceiling or 18 inches below sprinkler heads.
- Compressed gas containers, cylinders, and tanks shall be secured to prevent falling.

Commercial Cooking Processes

- A Class K fire extinguisher shall be mounted within 30 feet of commercial food equipment using vegetable or animal oils.
- Commercial cooking systems shall be serviced semi-annually.
- Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to bare metal. Cleaning shall be recorded, and records shall state the extent, time, and date of cleaning. Records shall be maintained on premises.

Building Maintenance

- The building address shall be clearly visible from the street, minimum 3 inches in height with a contrasting background.
- Provide Knox box if required.
- Provide keys for Knox box if required.
- Fire-resistant-rated construction shall be maintained.
- Provide legible & permanent sign with occupant load posted in conspicuous location.
- Emergency lighting must be tested every six months and records must be maintained on site.

Electrical

- All electrical switches and junction boxes must be properly covered with cover plates and the electrical system safe from any apparent shock and/or other electrical hazards.
- A 30 " area in front of the electrical panel must remain clear
- When multiple items need to be plugged in, a power tap utilized with a built-in circuit breaker must be used and the power tap plugged directly into a permanent installed receptacle.
- Extension cords and flexible cords shall not be a substitute for permanent wiring.

Exits

- Exit ways and doors shall not be visually or physically obstructed.
- Exit ways and doors shall be unlocked when the building is occupied.
- Exit signs shall be illuminated.
- Emergency lighting systems shall be functional.
- Fire exits shall not be obstructed or otherwise impaired from their proper operation at any time.
- Main door shall have a sign above door stating "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED."

Fire Protection

- All fire lanes, hydrants, fire department connections (F.D.C.) or control valves shall be clear and unobstructed.
- Sprinkler or fire alarm systems shall be serviced annually.
- Fire protection systems shall be maintained in an operative condition at all times and repaired where defective.

Portable Fire Extinguishers

- A minimum of one 2A-10:BC portable fire extinguisher shall be provided within 75 feet of travel distance from anywhere in the business on each floor.
- Fire extinguishers shall not be obstructed and shall be in a conspicuous location.
- When visually obstructed, an approved means shall be provided to indicate location.
- Fire extinguishers shall be mounted on wall with hanger according to NFPA standards.
- All fire extinguisher tags should be attached to the equipment and legible.



City of Flagler Beach Building & Zoning Department
PO Box 70 / 800 S Daytona Avenue , Flagler Beach, FL 32136
Phone - (386) 517-2000 Ext. 231 Fax - (386) 517-2016
www.cityofflaglerbeach.com

Larry Torino, *City Planner*, (386) 517-2000 Ext. 230
ltorino@cityofflaglerbeach.com

Bonnie S. Wilson, *CSR & Local Business Tax Clerk* (386) 517-2000 Ext 231
bwilson@cityofflaglerbeach.com

To schedule Fire Inspection -

Please call (386) 517-2000 Ext. 231 or email your request and provide a phone number.

STATE CONTACTS:

Agency	Contact	Website	
State of Florida		MYFLORIDA.COM	Starting a business
Division of Hotels & Restaurants	850-487-1395	MYFLORIDA.COM/DBPR	Food Service
Division of Alcohol & Tobacco	850-487-1395	MYFLORIDA.COM/DBPR	Alcohol Sales
Department of Revenue	386-274-6600	MYFLORIDA.COM/DOR	Sales Tax Registration
Florida Division of Corporations	850-245-6058	SUNBIZ.ORG	Fictitious Name /Corp.
Department of Agriculture	850-488-3022	DOACS.STATE.FL.US/	Pre-packaged foods

PUBLIC RECORD INFORMATION

Please Note: A Business Tax Receipt may not be issued unless the federal employer identification number OR social security number is obtained from the person to be taxed pursuant to F.S. 205.054(5). The City of Flagler Beach recognizes that an individual's Social Security Number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. We redact the social security number from the application at the time of submittal to prevent it from being disclosed. However, we must collect this information to properly perform our duties and functions as a municipal corporation and to ensure such duties and functions are performed accurately and efficiently. Due to the sensitive nature of an individual's Social Security Number and in accordance with Sec. 119.071 (5) F.S. we are providing you with this statement.

We also request your email information however, this is optional. Florida has a very broad Public Records Law. Most written communications to or from the City of Flagler Beach officials and employees regarding public business are public records available to the public and media upon request. If you do not want your e-mail address released in response to a public-records request, do not include it on the application.