



SHORT TERM VACATION RENTAL APPLICATION

Any owner or licensed agent of a **Short-Term Vacation Rental** as defined in Section 34-300 of the City of Jacksonville Beach Land Development Code is required to obtain an initial and annual Short-Term Vacation Rental Certificate for each dwelling unit prior to renting any dwelling unit as a short-term vacation rental. A short-term vacation rental certificate is nontransferable between owners. A change of ownership of the short-term vacation rental unit shall require the new owner to obtain a transfer short-term vacation rental certificate for the residential dwelling unit.

DEFINITIONS:

a. Short-term vacation rental means:

(1) Any individually or collectively owned single-family, townhouse, or multi-family dwelling unit that is also a transient public lodging establishment.

(2) Single-family, townhouse, or multi-family dwellings subject to deed restrictions and covenants of a home-owners association, condominium units, timeshare projects, and owner-occupied dwelling units renting fifty (50) percent or less shall not be subject to the regulations of this code.

b. Transient occupancy means occupancy when it is the intention of the parties that the occupancy will be temporary. There is a rebuttable presumption that, when the dwelling unit occupied is not the sole residence of the guest, the occupancy is transient.

c. Transient public lodging establishment means any unit, group of units, dwelling, building, or group of buildings within a single complex of buildings which is rented to guests more than three times in a calendar year for periods of less than 30 days or 1 calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests.

LOCATION, OCCUPANCY AND PARKING REQUIREMENTS:

a. Location: Short-term vacation rentals shall be permitted in all zoning districts where residential use is a permitted or conditional use, provided they are in compliance with Section 34-731 of the Land Development Code.

b. Occupancy: Maximum occupancy shall be limited to two (2) persons per bedroom, plus (2), not to exceed twelve (12) occupants per unit. For the purpose of calculating maximum occupancy, only individuals over the age of twenty-four (24) months shall be included.

c. Parking Requirement: Minimum off-street parking shall be equal to the maximum occupancy as defined in Section 34-731(c)(1) divided by four (4). A maximum of four (4) cars may be parked at any given short term vacation rental property at one time.



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RESPONSIBLE PARTY:

The responsibility of a short-term vacation rental Responsible Party is to respond to inspections, complaints, and other more immediate problems related to the short-term vacation rental property. A property owner or licensed agent may serve in this capacity. A Responsible Party must be at least 18 years of age or older and must be:

1. Available at a listed phone number twenty-four (24) hours a day, seven (7) days a week;
2. Available to address issues at the short-term vacation rental property within two (2) hours;
3. Authorized to receive service of any legal notice on behalf of the owner for violations of the ordinance;
4. Able to produce copies of the executed rental or lease agreement for current occupants as needed; and
5. Monitoring the short-term vacation rental weekly to ensure compliance with the ordinance.

REQUIREMENTS:

No person shall rent or lease all or any portion of a dwelling unit as a short-term vacation rental as defined in Article III without initially and on a continuing basis:

- (1) Obtaining a short-term vacation rental registration certificate from the City of Jacksonville Beach.
- (2) Obtaining a county business tax receipt from the City of Jacksonville.
- (3) Obtaining a local business tax receipt from the City of Jacksonville Beach.
- (4) Obtaining a Florida Department of Revenue certificate of registration.
- (5) Obtaining a Florida Department of Business and Professional Regulation license.
- (6) Obtaining a Duval County Tourist Tax certificate/account.
- (7) Demonstrating code compliance through a signed affidavit.
- (8) Completing and passing an inspection from the Jacksonville Beach Fire Marshal's Office

POSTING REQUIREMENTS:

The Short-Term Vacation Rental Certificate must be available at each dwelling unit posted facing outside in the window closet to the front door.

On the back of, or next to the main entrance door, or on the refrigerator there shall be provided as a single page document the following information:

- a. Responsible Party contact information;
- b. Maximum occupancy of the unit;
- c. Quiet hours are to be observed between 10:00 p.m. and 7:00 a.m. daily;
- d. Maximum number of vehicles that can be parked at the unit and the location of parking;
- e. Schedule of solid waste and recycling pick-up;
- f. Notice of sea turtle nesting season restrictions and sea turtle lighting usage as applicable;
- g. Emergency numbers for local police and fire; and
- h. Location of the nearest hospital.



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This form is intended for use in applying for Short-Term Vacation Rental Certificate for property(ies) to be used as a short-term vacation rental as defined under City of Jacksonville Beach Land Development Code.

TYPE OF APPLICATION

INITIAL _____ TRANSFER _____ MODIFICATION _____

Number of properties _____ Total Fee Due \$ _____

SHORT-TERM VACATION RENTAL FEES	FEE
Initial Registration Certificate	\$150
Registration Certificate Transfer of Ownership	\$150
Registration Certificate Modification	\$150

SHORT TERM VACATION RENTAL PROPERTY INFORMATION

Short-Term Vacation Rental Address (*Street*) _____

Property Owner Name _____ Business Name _____

Mailing Address (*Street*) _____

City _____ State _____ Zip Code _____

Phone Number _____ E-Mail _____

LICENSED AGENT INFORMATION (if applicable)

Licensed Agent Name _____ Business Name _____

Mailing Address (*Street*) _____

City _____ State _____ Zip Code _____

Phone Number _____ E-Mail _____

RESPONSIBLE PARTY INFORMATION (required)

Responsible Party Name _____ Business Name _____

Address (*Street*) _____

City _____ State _____ Zip Code _____

Emergency (24/7) Telephone _____ E-Mail _____



SHORT TERM VACATION RENTAL AFFIDAVIT

I, _____, being the Property Owner or Licensed Agent of property(ies) listed in the attached short-term vacation rental certificate application, hereby agree to do the following:

1. Maintain initial and ongoing compliance with the Short-term Vacation Rental Standards contained in the Land Development Code of the City of Jacksonville Beach, as may be amended.
2. Maintain compliance with the Florida Fire Prevention Code, Florida Building Code, and Section 509.215, Florida Statutes, as may be amended.
3. Maintain compliance with all local, state, and federal laws, regulations, and standards as may be applicable, or amended including Chapters 61C and 69A, Florida Administrative Code.

By signing this document, I hereby acknowledge that I will ensure the following:

1. Ensure that the required short-term rental postings shall be provided in all units to rental occupants.
2. Ensure that the short-term vacation rental lease agreement, where applicable, is in compliance with the required lease terms of the code.
3. Ensure the property has the appropriate amount of on-site vehicular parking in compliance with the code.
4. Ensure all required local, county and state licenses, certificates and taxes have, or will be been obtained.

By signing this document, I hereby acknowledge that I have read and understand the responsibilities regarding Short-Term Vacation Rentals, pursuant to **Section 34-731 of the Land Development Code**, on this _____ day of _____, 20_____.

Property Owner or Licensed Agent Signature

Printed Name

Mailing Address

STATE OF FLORIDA, COUNTY OF DUVAL:

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____ (month), 20____, by _____, who is personally known to me or produced _____ as identification and herein by himself/herself and affirms all statements and declarations herein are true and accurate.

NOTARY PUBLIC SIGNATURE, STATE OF FLORIDA: _____

PRINT COMMISSIONED NAME: _____

(Affix Notary Seal Above)