

# SHORT-TERM VACATION RENTAL CERTIFICATE APPLICATION PACKET



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# SHORT-TERM VACATION RENTAL CERTIFICATE INFORMATION AND GUIDELINES

Any owner or licensed agent of a Short-Term Vacation Rental as defined in Section 34-41 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, two-family, or townhouse dwelling unit that is also a Transient Public Lodging Establishment as defined below.
  2. Single-family, two-family, or townhouse dwellings subject to deed restrictions and covenants of a home-owners association, condominium units, timeshare projects, and owner-occupied dwelling units renting fifty percent (50%) or less of the unit shall not be subject to the regulations of this ordinance.
- b. Transient Occupancy means occupancy when it is the intention that the occupancy will be temporary.
- c. Transient public lodging establishment means any individually or collectively owned single-family, two-family, or townhouse dwelling unit which is rented to guests more than three times in a calendar year for periods of less than thirty (30) days or one (1) calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests, as defined in Florida Statutes 509.013(4)(a).

## **LOCATION, OCCUPANCY AND PARKING REQUIREMENTS:**

- a. Short-term vacation rentals shall be permitted in all zoning districts where a residential use is a permitted or conditional use provided they are in compliance with Section 34-411 of the Land Development Code. Short-term vacation rentals are permitted in RS-1, RS-2, RS-3, RM-1, RM-2, CPO, C-1, C-2 and CBD zoning districts.
- b. Maximum occupancy shall be limited to two (2) persons per bedroom, plus two (2), not to exceed sixteen (16) occupants per unit. For the purpose of calculating maximum occupancy, only individuals over the age of twenty-four (24) months shall be included.
- c. Off-street parking shall be provided at a ratio of one (1) parking space per four (4) transient occupants. Cars may not block sidewalks. Properties with legal non-conforming parking shall be grandfathered for two (2) parking spaces. Grass parking is only permitted on short-term vacation rental properties with legal non-conforming parking where paved parking is not available. Garage spaces count if the parking space(s) are open and available and vehicular access to the garage is provided.

## **RESPONSIBLE PARTY:**

The responsibility of a short-term vacation rental Responsible Party is to respond to inspections, complaints, and any 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 perform the duties listed below:

1. Be available at a listed phone number twenty-four (24) hours a day, seven (7) days a week to handle issues;
2. Be willing and able to come to the short-term vacation rental property within two (2) hours following notification to address issues related to the property;
3. Be authorized to receive service of any legal notice on behalf of the owner for violations of the ordinance;
4. Be able to produce copies of the executed rental or lease agreement for current occupants as needed; and
5. Monitor the short-term vacation rental unit at least once weekly to ensure compliance with the ordinance.



# SHORT-TERM VACATION RENTAL CERTIFICATE INFORMATION AND GUIDELINES CONTINUED

## **LICENSES, CERTIFICATES, AND TAX RECEIPTS REQUIRED:**

A short-term vacation rental certificate shall be renewed annually. No person shall rent or lease all or any portion of a dwelling unit as a short-term vacation rental as defined without initially and on a continuing basis:

1. Obtaining a short-term vacation rental registration certificate from the City of Jacksonville Beach;
2. Providing proof of a [Duval County business tax receipt](#) from the City of Jacksonville;
3. Providing proof of a [Duval County Tourist Tax Certificate](#);
4. Providing proof of a [local business tax receipt](#) from the City of Jacksonville Beach;
5. Providing proof of a Florida Department of Revenue [Certificate of registration](#);
6. Providing proof of a Florida Department of Business and Professional Regulation [license](#);
7. Providing proof of the short-term vacation rental's current and active account with Duval County Tax Collector; and
8. Demonstrating code compliance through a signed affidavit (attached).

## **RENEWALS, TRANSFERS, AND MODIFICATIONS:**

### a. Renewals or Transfers

All short-term vacation rental certificate holders must apply annually for renewal of the registration certificate by October 1<sup>st</sup> of each year. If no changes to the dwelling unit have occurred since the issuance of the most recent certificate, no additional documentation is required to accompany the certificate application.

### b. Modifications

An application for a modification of a short-term vacation rental certificate is necessary when:

1. The gross square footage of the unit has increased;
2. The number of bedrooms is proposed to increase; and/or
3. The occupancy is otherwise proposed to increase.

## **INSPECTIONS:**

- a. Prior to the issuance of an initial short-term vacation rental registration certificate, the local fire official or designee shall be allowed entry to perform inspections as required. The Responsible Party must be present for all inspections
- b. If violations are found, all violations must be corrected and the short-term vacation rental unit must be re-inspected prior to the issuance of a short-term vacation rental registration certificate.
- c. Once issued, a short-term vacation rental unit must be properly maintained in accordance with the standards outlined in the Land Development Code and may be re-inspected at the time of transfer of ownership, modification, or upon receipt of complaints related to non-compliance with required codes.
- d. All inspections are made by appointment only using the inspection request form at <http://www.jacksonvillebeach.org/short-term-vacation-rental-unit-property-compliance-inspection>.
- e. Deck and balcony inspections required for DBPR Licenses must be done by a private inspector.

## **POSTING REQUIREMENTS:**

- a. The Short-Term Vacation Rental Certificate must be available at each dwelling unit.
- b. 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:
  1. Name, address, and phone number of the short-term vacation rental Responsible Party;
  2. Maximum occupancy of the unit;
  3. Notice that quiet hours are to be observed between 10:00 p.m. and 7:00 a.m. daily;
  4. Maximum number of vehicles that can be parked at the unit and the location of allowable off-street parking spaces;
  5. Schedule of solid waste and recycling pick-up;
  6. Notice of sea turtle nesting season restrictions and sea turtle lighting usage as applicable;
  7. Emergency numbers for local police and fire; and
  8. Location of the nearest hospital.



# SHORT-TERM VACATION RENTAL CERTIFICATE APPLICATION

CERTIFICATE HOLDER \_\_\_\_\_

This form is intended for use in requesting a Short-Term Vacation Rental Certificate for property(ies) to be used as a short-term vacation rental as defined under Section 34-41 of the City of Jacksonville Beach Land Development Code.

## TYPE OF APPLICATION

INITIAL \_\_\_\_\_ TRANSFER \_\_\_\_\_ MODIFICATION \_\_\_\_\_

Number of properties \_\_\_\_\_ Total Fee Due \$ \_\_\_\_\_

<b>SHORT-TERM VACATION RENTAL FEES</b>	<b>FEE</b>
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 CERTIFICATE APPLICATION

APPLICATION NUMBER \_\_\_\_\_

Short-Term Vacation Rentals are only permitted in zoning districts allowing residential uses as a permitted or conditional use provided they are in compliance with Ordinance No. 2019-8118. No person shall rent or lease more than fifty percent (50%) of a dwelling unit as a short-term vacation rental as defined in section 34-41 without initially and on an annual basis maintaining compliance with Ordinance No. 2019-8118 and Section 34-411.

## SHORT-TERM VACATION RENTAL PROPERTY INFORMATION

Short-Term Vacation Rental Address (*Street*) \_\_\_\_\_

Property Owner \_\_\_\_\_

Real Estate Number \_\_\_\_\_ Legal Description \_\_\_\_\_

Zoning District \_\_\_\_\_ Type of Dwelling Unit \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

**Copies of the following documents must be submitted before an application will be reviewed:**

SHORT-TERM VACATION RENTAL CERTIFICATE REQUIRED DOCUMENTATION	APPLICANT INITIALS
Short-term vacation rental certificate application	
City of Jacksonville Beach Affidavit of Compliance (notarized)	
Application fee (check or money order made payable to the "City of Jacksonville Beach")	
Local Business Tax Form for Short-Term Vacation Rentals (per property)	
Duval County Business Tax Receipt (per property)	
Duval County Tourist Tax Certificate (per property)	
Florida Department of Revenue Certificate of Registration (DR-1C for collective)	
Florida Department of Business and Professional Regulation (DBPR) License	
Blank short-term rental lease agreement (if available) and required postings (per instructions)	
Boundary survey or photo showing the required off-street parking location (per property)	
Photo I.D. of property owner or licensed agent	
Articles of Incorporation (AOI) or Articles of Organization (AOO) (if applicable)	

I grant the City of Jacksonville Beach the right to inspect the premises of the short-term vacation rental unit(s) prior to the initial issuance of the Short-Term Vacation Rental Certificate and at any other time (subject to appropriate notice) after issuance of the Certificate to determine compliance with the City's Code of Ordinances.

\_\_\_\_\_  
Property Owner or Licensed Agent Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE: OFFICE USE ONLY**

**Reviewed By:** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved       Approved with Conditions/Comments       Disapproved       Inspection Passed

Maximum Occupancy as determined by the Fire Marshal \_\_\_\_\_

Comments: \_\_\_\_\_



# SHORT-TERM VACATION RENTAL CERTIFICATE AFFIDAVIT

CERTIFICATE HOLDER \_\_\_\_\_

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 Ordinance No. 2019-8118 and Section 34-411 of the 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 have read and understand the responsibilities regarding Short-Term Vacation Rentals, pursuant to Ordinance No. 2019-8118, 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 \_\_\_\_\_, 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)



**CITY OF JACKSONVILLE BEACH  
SHORT TERM VACATION RENTAL  
LOCAL BUSINESS TAX FORM**

City Clerk's Office  
11 North 3<sup>rd</sup> Street  
Jacksonville Beach, FL 32250  
(904) 247-6299

Application date: \_\_\_\_\_

STVR Application #: \_\_\_\_\_

**SECTION 1: Business Information**

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

\*\*\*\*\*

Owner/Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

**SECTION 2: Short Term Rental Property Information** 

Address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**SECTION 3: Required documents**

- \_\_\_ Articles of Incorporation/Organization ( \_\_\_ Corporation \_\_\_ LLC)
- \_\_\_ Fictitious Name Registration/Sole Proprietor      \_\_\_ State DBPR license for Transient Public Lodging
- \_\_\_ FL Dept. of Revenue Certificate of Registration for Sales Tax (*FEIN*)
- \_\_\_ Duval County Local Business Tax Receipt      \_\_\_ Duval Tourist Development Tax
- \_\_\_ STVR certificate from COJB (*yellow*)      \_\_\_ Photo ID of property owner/licensed agent

*I certify the information contained herein is true and correct to the best of my knowledge. I understand that any false or misleading information on this application, failure to pay the required permit fee, or failure to comply with the City of Jacksonville Beach Ordinance No. 2019-8118 regarding Short Term Vacation Rentals, may be caused for the City Manager to revoke the permit. A copy of Ordinance No. 2019-8118 is available upon request or can be found on our website ([www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)).*

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SECTION 4: City Clerk's Office**

SIC Code: 70A

LBTR # \_\_\_\_\_

\_\_\_ Annual: \$79.20      \_\_\_ Half Year: \$39.60

\_\_\_ Cash      \_\_\_ Check # \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_