



City of Destin Code Compliance Division

City of Destin Annex
4100 Indian Bayou Trail
Destin, Florida 32541

Phone (850) 837-4242 • Fax (850) 460-2171

Application Portal: www.cityofdestin.com/cserve

Rental Details: www.cityofdestin.com/rentals

SHORT TERM RENTAL REGISTRATION APPLICATION

Please use the following checklist as a guide for a complete package. INCOMPLETE PACKAGES AT TIME OF SUBMITTAL WILL BE REJECTED AND SUBJECT TO A REAPPLICATION FEE. Paper submittals require an appointment by phone or in person with the Code Compliance Division and are subject to additional fees. To schedule your appointment please call 1-850-842-4596 or email code@cityofdestin.com

All sections are required to be completed; please apply through portal or print.

- ┌ Post signage on property; see details under section 1 on page 3 of this application.
- ┌ **BEGINNING 2019 ALL SHORT TERM RENTAL PROPERTIES ARE REQUIRED TO HAVE A SHORT TERM RENTAL CITY OF DESTIN DECAL POSTED ON THE TOP RIGHT CORNER OF THE SIGN. DECALS WILL NOT BE MAILED AND MUST BE PICKED UP AND SIGNED FOR AT THE CODE COMPLIANCE DIVISION LOCATED AT THE CITY OF DESTIN ANNEX. DECALS WILL NOT BE ISSUED UNTIL PROPERTY IS REGISTERED**
- ┌ Complete application details; sections A, B, C & D on page 2 of this application.
- ┌ Signed acknowledgements by owner or authorized agents, adherence to all applicable regulations attributed to short-term rentals, page 3 of this application.
- ┌ Annual registration and any additional fees as applicable paid in full. (FY2017 Schedule of Fees, Resolution 17-15; adopted 02/21/2017; effective 02/21/2017).
- ┌ Provide a copy of a valid and current City of Destin Business Tax Receipt and application pursuant to Chapter 13 of the Code of Ordinances. Please call (850) 837-4242 or visit the Building Division for further information; Business Tax Receipt application can be found on our website at www.cityofdestin.com/rentals.
- ┌ Provide a copy of a valid and current Florida Department of Revenue Resale Certificate (Chapter 212, Florida Statutes). This process can be started by calling 1-800-352-3671 or visiting http://floridarevenue.com/taxes/taxesfees/Pages/sales_tax.aspx, under the taxes tab, begin with “Register to Collect & Report Taxes.”
- ┌ Provide a copy of a valid and current Florida Vacation Rental Dwelling License (Chapter 509, Florida Statutes). This process can be started by visiting www.myfloridalicense.com or calling 1-850-487-1395; find the application under “Apply For/Update Licenses > Hotels and Restaurants > Vacation Rental-Dwelling.”

APPLICATION DETAILS

ALL ITEMS ARE REQUIRED. ANY MISSING INFORMATION WILL RESULT IN A REJECTION OF PACKAGE AND SUBJECT TO A RE-APPLICATION FEE.

DATE: _____

A. SHORT TERM RENTAL PROPERTY LOCATION:

Unit Name: _____

Street Address: _____

Lot/Block/Subdivision: _____

Parcel ID: _____

B. SHORT TERM RENTAL PROPERTY OWNER:

Owner Name(s): _____

Mailing Address: _____

City, State, Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

C. RESPONSIBLE PARTY:

Primary Contact Name: _____

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

Email address will be used for the purpose of future communications and approval certificate issuance.

Emergency Phone: _____ (Available twenty four (24) hours a day, seven (7) days a week) Must reach Responsible Party immediately.

D. ADDITIONAL INFORMATION:

Number of Bedrooms _____

Number of Parking Spaces _____

ACKNOWLEDGEMENTS

By signing the space below, the owner or agent affirms that he/she has been informed and has knowledge of the following acknowledgements contained in the City of Destin Code of Ordinances, Chapter 13, Article 6 (attached pages 5-9).

1. A sign will be posted and maintained on the property, 18” by 18” in size. The content of such sign is described in detail in the City of Destin Code of Ordinances, Chapter 13, Article 6, Section 13-114. Signage must include Name and telephone number of Management Company, name and Telephone number of Emergency Contact (if different from Management Company) Occupancy Limit, and Available Parking spaces.
2. The phone number for the Responsible Party will be answered twenty-four (24) hours a day, seven (7) days a week by a party with authority to address or coordinate problems associated with the dwelling unit. The Responsible Party is always the first number the city will call regarding complaints.
3. The Responsible Party will reside within the local area (30 miles), and be able to respond in person to complaints or emergencies within one (1) hour and correct violations within a reasonable amount of time.
4. All vehicles must be parked in the driveway, garage or other City approved parking space for the dwelling unit and clear of all grassy areas and sidewalk sections for pedestrian traffic pursuant to City of Destin Code of Ordinances, Chapter 19.5, Article 2, Parking Regulations. If vehicles are found in violation of this ordinance, vehicle is subject to immediate towing at the owner’s expense.
5. Numbering of residences shall be displayed and clearly visible, legible, and preferable reflective from the street or private way on which the building fronts, as described in detail in the City of Destin Land Development Code, Section 7.18.04.
6. It shall be unlawful to allow or make any noise or sound which exceeds the limits set forth in the City of Destin Code of Ordinances, Chapter 14, Article 2, Noise.
7. No garbage container shall be located at the curb for pickup before 12:00 pm of the day prior to pickup and garbage container shall be removed before midnight of the day of pickup.
8. The renter will be informed that use of an adjacent property’s pools, hot tubs, etc. is considered trespassing unless invited by Responsible Party for that adjacent property or current renter of that property. Other rental properties and their outside facilities are not jointly shared commodities, and should not be considered available for public use.
9. The renter will be informed by the Responsible Party of applicable City and homeowner association laws and rules concerning noise, vehicle parking, household garbage, and common area usage.
10. The property owner is aware of applicable City and homeowner association laws and rules concerning noise, vehicle parking, household garbage, and common area usage. The Responsible Party has also been made aware of these same laws and rules.
11. A rental that is found to be noncompliant will receive a Notice of Violation (NOV) and be subject to fines imposed by the City of Destin’s Special Magistrate.

I acknowledge all the facts stated in this registration application are complete, true and correct, and all the standards, conditions, and referenced regulations provided above have been read, understood, and agreed to.

Signature of Property Owner or Agent for the Owner

Date

Check one: Owner Agent for the Owner

ANNUAL REGISTRATION FEE:

- **\$200.00** (FY2017 Schedule of Fees, Resolution 17-15; adopted 02/21/2017; effective 02/21/2017)
 - Accepted Payments are Cash, Check, Credit (Discover, MasterCard or Visa), or Debit Card
 - Checks shall be made payable to:
City of Destin
Attn: Code
Compliance Division
4200 Indian Bayou
Trail
Destin, Florida 32541

ADDITIONAL FEES AS APPLICABLE

- \$25.00 Reapplication Fee
- \$25.00 Administrative Fee (Paper Application)
- \$100.00 Grandfathering Fee (if applicable)
- \$100.00 Late Fee (after March 31st)
- \$500.00 Late fee (after June 1st)

REGISTRATION CERTIFICATE:

- Upon completion and approval of registration, the City of Destin will provide a certificate of approval.

THIS SECTION TO BE COMPLETED BY CITY CODE COMPLIANCE DIVISION STAFF

- Valid and current City of Destin Business Tax Receipt: YES NO
- Copy of Business Tax Receipt Application: YES NO
- Copy of Affidavit of Bedrooms & Parking Spaces: YES NO
- Copy of Grandfather Application (if applicable): YES NO
- A valid and current FL Department of Revenue Resale Certificate (Chapter 212, F.S.) provided: YES NO
- Valid and current Vacation Rental-Dwelling License (Chapter 509, F.S.) provided: YES NO
- Acknowledgements signed on page 3: YES NO
- Short-Term Rental Property is located in Zoning District and is a permitted use: YES NO
- \$200.00 fee paid: YES NO
- \$100.00 fee paid for Grandfathering Application: YES NO (as applicable)
- \$25.00 Reapplication Fee paid: YES NO (as applicable)
- \$25.00 Administrative Fee paid: YES NO (as applicable)
- \$100.00 late fee paid: YES NO (as applicable)
- \$500.00 late fee paid: YES NO (as applicable)

(Continued section to be completed by Code Compliance Division Staff)

Completed and Reviewed by: Staff Initials and Date _____

Rejected Under Review Approved

Certificate Issued: YES NO

Citizen Serve License Number: _____

Signature of Short Term Rental Owner or Agent

Date

Owner

Agent for the Owner

Printed Name

The applicant is hereby notified that should any information on this form be found to be inaccurate or incomplete, any Short Term Rental registration status authorized in connection with this application will be revoked and the City may commence code compliance proceedings and any other legal and equitable means to obtain compliance with City Codes.

APPLICANT:

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

I HAVE READ THE INFORMATION IN THIS APPLICATION AND HAVE FILLED IN ALL ANSWERS CORRECTLY TO THE BEST OF MY ABILITY. I DO SOLEMNLY SWEAR AND AFFIRM THAT ALL OF THE INFORMATION ENTERED ON THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

APPLICANT:

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by

(name of person acknowledging)

Signature of Notary

Personally known _____ OR Produced Identification _____

Printed Name of Notary or Seal

Type of Identification Produced _____