



City of Destin

Code Compliance Department

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 Department and are subject to additional fees. To schedule your appointment please call 1-850-842-4596 or email sgardner@cityofdestin.com.

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

- ┌ Post signage on property; see details under section 13-114 on page 8 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 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 www.dor.myflorida.com, 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: _____ USED AS SHORT TERM RENTAL IN 2019 ___ YES ___ NO

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: AFFIDAVIT OF BEDROOMS AND PARKING

Number of Bedrooms _____

Number of Parking Spaces _____

Square Footage (**Total area**) _____

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).

SIGNAGE: Initial _____

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 Responsible Party, name and telephone number of Emergency Contact (if different from Responsible Party) Occupancy Limit, and Available Parking spaces.

A City of Destin Short Term Rental Decal will be placed in the top right-hand corner of the sign. Sign is to be placed on the property visible from the Right of Way but not in the Right of Way.

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.

The Responsible Party will reside within 30 miles of the local area and be able to respond in person to complaints or emergencies within one (1) hour and correct violations within a reasonable amount of time.

Property found in violation of the City of Destin's applicable codes are subject to a Code Citation or be heard before the Special Magistrate for daily fines.

OCCUPANCY: Initial _____

The maximum overnight occupancy of a short-term rental shall be stated in the short-term rental registration form and placed on the rental sign on the property. Occupancy shall be limited to the lesser occupancy of the following two (2) options:

1. Two (2) persons for each bedroom plus four (4) additional persons. The number of bedrooms shall be based upon the property appraiser's residential profile of the property, and other documents of record, as needed. In no case shall the maximum total occupancy for any dwelling unit exceed the occupancy limits permitted by the Florida Fire Prevention Code or Florida Building Code.

2. A total of twenty-four (24) persons per short-term rental. In the event that there is more than one (1) building or dwelling on one (1) platted lot, the maximum occupancy shall be capped at twenty-four (24) occupants per lot or structure, whichever is less.

Before the hours of 7:00 a.m. or after 10:00 p.m., the occupancy load of the unit may not exceed the maximum allowed number of overnight tenants.

All marketing and/or advertising for short-term rental units must contain (i) information concerning the occupancy limit of the short-term rental unit, and (ii) the maximum parking available on the property. Advertising for more than the allowable occupancy or allowable parking is prima facie evidence of a violation of the City Code. Further, failure to include such occupancy limits and maximum parking availability is prima facie evidence of a violation of the City Code.

Property found in violation of the City of Destin's applicable codes are subject to a Code Citation or be heard before the Special Magistrate for daily fines.

PARKING: Initial _____

All vehicles to include but not limited to Golf Carts, must be parked in the driveway, garage or other City approved parking space for the dwelling unit. Vehicles must **NOT** be parked in grassy areas, right-of-way, blocking or on sidewalks, or parked in roadways. Vehicles further shall **NOT** be parked in front of or blocking Driveways.

Number of vehicles parked on property, shall **NOT** exceed the maximum number of parking spaces depicted on Sign and/or depicted in City of Destin's Short-Term Rental Registration.

Vehicles and/or property found in violation of the City of Destin's applicable codes may be subject to a parking citation and/or code citation.

Property also found in violation of the City of Destin's applicable codes are subject to a Code Citation or be heard before the Special Magistrate for daily fines.

NOISE: Initial _____

It shall be unlawful to allow or make excessive noise that is under human control that reasonably interferes with the peace, comfort and convenience of another person 150 feet from the property line at all times (24/7) set forth in the City of Destin Code of Ordinances, Chapter 14, Article 2, Noise.

Property found in violation of the City of Destin's applicable codes are subject to a Code Citation or be heard before the Special Magistrate for daily fines.

GARBAGE: Initial _____

NO trash shall be placed on the ground. All garbage bags must be placed inside garbage receptacles.

Garbage receptacles shall **NOT** be placed curbside prior to 12 p.m. the day before pickup. Garbage receptacles shall be removed before midnight the day of pickup.

Property found in violation of the City of Destin's applicable codes are subject to a Code Citation or be heard before the Special Magistrate for daily fines.

MISCELLANEOUS: Initial _____

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.

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.

The renter will be informed by the Responsible Party of applicable City of Destin's applicable codes concerning noise, vehicle parking, household garbage, and common area usage.

SPECIAL EVENTS: Initial _____

Prohibition on advertising for special events in residential zoning districts. Advertising for special events (including but not limited to weddings or wedding receptions, spring break parties, bachelor parties, family reunions, class reunions, company banquets, company retreats and/or company picnics, or other similar event or celebration) in a residential area and/or residential zoning district is prohibited.

Commercial special events prohibited in residential areas.

Limit on number of other special events in residential zoning districts. Special events (including but not limited to weddings or wedding receptions, spring break parties, bachelor parties, family reunions, company banquets, company retreats and/or company picnics, or other similar events or celebrations) that are not “commercial special events” as defined in this Code, shall be limited to five or fewer in any 12-month period in residential zoning districts. (LDC 7.12.04)

The property owner is aware of applicable City of Destin's applicable codes concerning noise, vehicle parking, household garbage, and common area usage. The Responsible Party has also been made aware of these same laws and rules.

Property found in violation of the City of Destin's applicable codes are subject to a Code Citation or be heard before the Special Magistrate for daily fines.

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 follow all rules and regulations.

SIGNATURE OF PROPERTY OWNER OR AGENT FOR THE OWNER

DATE

Check one: Owner _____

Agent for the Owner _____

ANNUAL REGISTRATION FEE:

- **\$500 0-2499 Sq. Ft**
- **\$600 2500-4999 Sq. Ft**
- **\$700 5000+ Sq. Ft.**

Accepted Payments are Cash, Check, Credit (Discover, MasterCard or Visa), or Debit Card

- Checks shall be made payable to:
City of Destin
4200 Indian Bayou Trail
Destin, Florida 32541

ADDITIONAL FEES AS APPLICABLE

- \$25.00 Incomplete Application Fee
- \$25.00 Administrative Fee (Paper Application)
- \$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 DEPARTMENT STAFF

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- 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
 - A valid and current FL Department of Revenue Resale Certificate (Chapter 212, F.S.) provided: YES NO
 - Copy of Grandfather Certificate (If applicable) YES NO
 - Valid and current Vacation Rental-Dwelling License (Chapter 509, F.S.) provided: YES NO
 - Acknowledgements signed : YES NO
 - Short-Term Rental Property is located in Zoning District and is a permitted use: YES NO
 - Application fee paid: YES NO
 - \$25.00 Incomplete/Denied Application Fee paid: YES NO (as applicable)
 - \$25.00 Paper Application Fee paid: YES NO (as applicable)
 - \$100.00 late fee paid: YES NO (as applicable) (Previous property registered after March 31st)
 - \$500.00 late fee paid: YES NO (as applicable) (Previous property registered after June 1st)

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.

The foregoing instrument was acknowledged before me by means of physical presence ___ or online notarization __, this ___ day of _____, 20 ____,

By: _____
(Print name)

Personally known _____ OR Produced Identification _____

Notary Signature Seal: