

INSTRUCTIONS FOR LICENSING OF NEW TRANSIENT RENTAL FACILITIES

FORMS AND ITEMS REQUIRED:

Please note that keeping all of these items at hand will help to facilitate the application process.

1. Completed Application Packet, which includes:
 - a. Business Tax Receipt Application
 - b. Application for Use Permit, Building and Zoning Department
 - c. Use Permit for Transient Rental Facility
 - d. Residential Rental Compliance Regulations
 - e. Solid Waste Disposal
 - f. Garbage/Trash Collection Request
2. Current Rental License issued by the Florida Department of Business and Professional Regulations (as required by F.S. 509.241)
3. State of Florida Sales Tax Permit
4. If owned by an organization, proof of fictitious name showing the legal name of the owner as filed with the Florida Department of State Division of Corporations ("Sunbiz")
5. Code Enforcement: \$96.25 new application fee and \$450.00 per unit inspection fee
6. City Manager's Office: Business tax of \$30.19

STEP I. Use Permit and Registration through Code Enforcement

1. Submit the Application Packet and Residential Rental Compliance Regulations along with the Rental License for approval and signature by Code Enforcement or designee.
Please Note:
 - a. Be certain to designate local representative (this can be the owner) on the Use Permit for Transient Rental Facility form. The 24-hour phone number of the representative must be posted on the rental property and the City must be advised of any change to the representative's contact information
 - b. If the transient rental facility is listed with a property management company which includes the facility address in their state license, it will be necessary to also provide a list of addresses covered under that license.
2. Arrange for the required property inspection through Code Enforcement at 904-471-8758 and pay the application fee of \$96.25 and inspection fee of \$450.00 per unit.
3. Code Enforcement will return the signed Application Packet and issue an Inspection Report.

STEP II. Business Tax Receipt Issued by the City Manager's Office

1. After approval and inspection by Code Enforcement, submit all paperwork to the City Manager's Office.

Please note:

- a. A fictitious name registration with the State of Florida is required if the facility is not incorporated and is listed under any name other than the legal name of the owner. If State registration is required, provide a copy of such registration or application for it. If it is not required due to incorporation, provide a copy of proof of incorporation.
 - b. City trash collection is mandatory for transient rental facilities. The minimum charge is for four cans (maximum 32-gallon size) per month. If more than four cans are collected, an additional charge of \$1.76 per can will be charged.
2. Pay the business tax of \$30.19.
 3. The Office will issue a Business Tax Receipt for the current fiscal year, October 1st to September 30th.

STEP III. Annual Renewal

All Business Tax Receipts (BTRs) for transient rental facilities expire on September 30th of each year and must be renewed by October 1st of the same year to avoid penalties.

In order to renew the BTR for transient rental facilities, the following are required:

1. Submit the following to Code Enforcement:
 - a. Proof of a valid and current Rental License from the Florida Department of Business and Professional Business Regulation.
 - b. The Rental Report. This report must be submitted annually for the prior 12-month period and must include the address of the rental property, the dates and length of rental periods (number of days), and the number of guests over age 15 for each rental period.
2. Annual inspection of the premises by Code Enforcement and payment of the \$450.00 per unit inspection fee.
3. Show the Inspection Report issued by Code Enforcement to the City Manager's Office and pay the annual \$30.19 fee.

ST. AUGUSTINE BEACH REGULATIONS

The St. Augustine Beach City Code is available at the City Manager's Office (904-471-2122) or online through the City's website: www.staugbch.com. Click the "City Code" square on the right side of the home page. The following are some of the ordinances that will affect transient rentals and renters.

Parking: See City Code, Section 19

Parking is limited to the number of spaces provided on the property, but overflow parking may be available on public streets or lots where not specifically prohibited. Please pay attention to posted signs, parking violations are subject to a fine by the City and may be impounded.

Parking in any public location, including public lots and streets, for more than forty-eight (48) hours continuously is unlawful. This limit may be reduced in certain areas, so be certain to pay attention to street and parking lot signs. Recreational vehicles, including campers, trailers, or motor homes, are not allowed to be parked on public streets and are only allowed on residential property, outside of a covered, enclosed garage, for seven (7) calendar days.

Parking prohibitions include parking: within 8 feet of an intersection; on a crosswalk; on any public sidewalk or path; within 15 feet of a fire hydrant; double parking; in front of a driveway; on any bridge or beach access; against the flow of traffic; on any roadway to obstruct normal traffic flow; on any place where signs prohibit standing or parking.

Trash: See City Code, Section 10

Adequate waste receptacles (32-gallon maximum) must be provided and placed within 5 feet of the street no earlier than noon of the day preceding the normal pickup day. They must be removed the same day collection is made. The pickup day for your property can be found on the City's website, under the "Community" tab, or by calling 471-2122. Announcements regarding changes to the pickup schedule for holidays, storms, or other events can be found on the home page of the City's website.

Noise: See City Code, Appendix A, Section 9.02.00

There are specific prohibitions and noise levels spelled out in Sections 9.02.11 and 9.02.12. A rule of thumb is that any noise plainly to a person with ordinary hearing at a distance of 200 feet or more from the real property boundary of the source of the sound is prohibited. Check the Code for exceptions and specific information.

Protection of Beaches and Dunes: See City Code, Section 5 and St. Johns County Beach Code, Ordinance 2007-19

Littering of any type is prohibited on the beach, as are alcoholic beverages, and/or glass bottles or glass containers.

Dogs are allowed on the beach, as long as they are on leashes (maximum 8 feet long). Owners must clean up after their dogs. Horses are not allowed on the beach.

Jet skis, motorboats, and personal watercraft are not allowed to be launched from the beach.

The sea oats and the dunes are protected. Walking across dunes is allowed only at designated walkovers and the picking of sea oats is not permitted.

Open fires are not permitted on the beach.

Camping overnight on the beach is not permitted. All tents, canopies, chairs, towels, etc. must be removed from the beach by 7:30 p.m. from May 1st to October 31st and by sunset from November 1st to April 30th.

Sea Turtle Protection: See City Code, Section 5-15

Sea turtle nesting season is from May 1st through October 31st of each year. During those months, no lights, direct or indirect, may be visible from or on the beach after dark. It may be necessary to cover light sources from inside the house that would reflect light on the beach.

All holes in the sand must be filled in before you leave the beach as they can trap sea turtles and cause injuries to humans and animals.

Occupancy: See City Code, Appendix A, Section 3.09.01.C

The allowable occupancy is based on two (2) persons over 15 years of age per bedroom and an additional allowance for two (2) persons per floor of the residence to account for sleeper sofas.

Fi reworks: See City Code, Section 13-41 to 13-43 and St. Johns County Fire Code

Fireworks that explode or leave the ground are not permitted anywhere in the County, including the beach, except for commercial displays by permit.

Special Events/Weddings and Receptions: See City Code, Section 13-10 to 13-16

Any wedding or reception held on the sand beach which involves more than 15 participants, any structure or furniture, and/or amplified music must have a permit. Permits can only be granted to properties that are directly oceanfront. Permits can be obtained from the City Manager's office at 904-471-2122.



City of St. Augustine Beach, 2200 A1A South, St. Augustine Beach, FL 32080

USE PERMIT FOR TRANSIENT RENTAL FACILITY

One Application Required Per Parcel ID

Property Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Alternate Phone: _____

Email: _____

Property Information/Property Address: _____

Unit Number	Single Family	Duplex	Triplex	Other	Number of bed- rooms	Rental Period	Lease Yes/No

Rental Period (Circle One): Monthly Weekly Daily

PRIMARY PROPERTY MANAGEMENT INFORMATION

NOTE: For Primary Property Management Information, the local representative must have a local street address, not a public P.O. Box or any other private mail service within St. Johns, Duval, Clay, or Flagler Counties.

Manager Name: _____

Management Company: _____

Address: _____

City: _____ State: _____ Zip: _____

24-Hour Phone: _____ Alternate Phone: _____

Email: _____

Transient Rental Process

Applicants must fill out and complete the business tax receipt application forms, along with the use permit for the transient rental facility form.

Once the Code Enforcement Officer reviews the application and forms and deems them correct and complete, the applicant must pay the application and inspection fees as per City Fee Schedule (<https://www.staugbch.com/building/page/fee-schedule>).

Once the fees are paid, the applicant must show proof of an active State of Florida Department of Business and Professional Regulation Vacation Rental License, for the address that is being applied for. (If this is a collective license, the applicant must show the list of addresses included under the license).

Once the Code Enforcement Officer has accepted the application, the fees, and the State of Florida License, an inspection must be scheduled by the applicant.

The transient rental facility will be inspected for the following items:

Electrical:

- Extension Cords Prohibited
- Smoke/CO Detectors
- GFCI near any water source, outdoors, garage, laundry rooms, and bathrooms
- Panels, Circuit Breakers
- Switches, Outlets, Fixtures

Plumbing:

- Minimum Required Fixtures
- Water Heater (Nonmetallic Wiring Protected)
- Evidence of a Water Leak
- Water Heating Bonding (as applicable)

HVAC

- Central System
- Window Units
- Filters Accessible
- Condensate Drain System Working
- Units Have a Return System
- Non-metallic Wiring Protected

Interior Conditions

- Walls, ceilings, and floors in safe and clean conditions
- Fire Extinguishers Accessible and Inspected Yearly
- Stairs and handrails in safe condition
- Licenses and 24-hour contact displayed
- Doors, windows, and emergency exits clear and available for use
- Window screens on all operable windows in satisfactory condition

- Non-metallic wiring protected

Exterior Conditions:

- Foundation
- Roof
- Walls
- Mildew
- Paint
- House Numbers visible from the road, must be 5 inches tall
- Rotted wood
- Site free of Debris
- Yard maintained
- Correct Amount of Parking Spaces (2 for 3 bedrooms or less, 1 parking space per bedroom for 4 bedrooms or more)
- Garbage Stored Correctly

If there appear to be any additional violations of the International Property Maintenance Code, or any additional violations of City Code not listed above, the Code Enforcement Officer maintains the right to fail the inspection.

For any additional questions on what the inspector will be looking for, please contact codeenforcement@cityofsab.org or call 904-471-8758.

Once the inspection has been completed and approved, the Code Enforcement Officer will give the owner or the owner's agent the application packet with the approved inspection report.

It is the owner or owner's agents' responsibility to take the completed application and approved inspection report to the City Manager's Office, where they will then obtain the business tax receipt upon payment.

The rental facility may not be rented until the business tax receipt has been obtained.

RESIDENTIAL RENTAL: By signing this form, I acknowledge receipt of minimum applicable standards for the Residential Rental Compliance Ordinance. 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 City, County, and State laws and to notify the City's Code Enforcement if any information I have given changes. I also certify that I am the business owner or the owner's legal agent.

Signature

Print Name

Date