



North Bay Village

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141
Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.northbayvillage-fl.gov

VACATION RENTAL LICENSE APPLICATION

Thank you for your interest in North Bay Village. The Village began vacation rental licensure enforcement July 1, 2016 with the purpose to promote public health, safety, welfare and convenience through regulation and standards for short-term vacation rental properties.

WHO MUST APPLY FOR A VACATION RENTAL LICENSE?

Any owner who operates a Vacation Rental in the Village. A Vacation Rental is defined as any individually or collectively owned single family house or dwelling unit that is rented more than three times a year for less than 30 days at a time, or which is advertised or held out to the public as a place regularly rented to guests and is located within any RS-1/RS-2, RM-40, RM-70 Zoned Areas located within the Corporate Limits of North Bay Village. Vacation Rental Licenses must be filed annually, prior to October 1st, In order to obtain a Vacation Rental license, please submit the following documentation. *Licenses will expire September 30th of each year.*

REQUIREMENTS:

- Complete Vacation Rental Application. Fees are non-refundable
 - \$800 New License Application Fee**
 - \$500 Annual License Renewal Fee**
(Renewals must be submitted 60 days prior to expiration of license)
- Two Forms of identification (First ID must be a valid FL Driver License (if you have one); Second ID can be; Social Security Card, Passport, Military ID, or other Government issued ID)
- Copy of Florida Department of Revenue Certificate of Registration.
- Copy of Active Miami-Dade County account for collecting and remitting Tourist, Convention Development Taxes etc. to the County.
- Copy of State of Florida Transient Public Lodging Establishment License
www.myfloridalicense.com
- Proof of ownership of property or copy of lease which must show owner authorizes short term vacation rental.
 - Warranty deed or Property Appraisals printout
 - If owner is a corporation - Copy of Division of Corporation documents
 - Proof applicant is an authorized agent of the corporation/owner
- Interior building sketch by floor. A building sketch (may be hand drawn) by floor shall be provided showing a floor layout and demonstrating compliance with the standards and requirements set forth in this subchapter. The sketch provided shall be drawn to scale, and shall show and identify all bedrooms, other rooms, exits, hallways, stairways, smoke and carbon monoxide detectors, fire extinguishers and exit signage/lighting.
- On-site parking spaces sketch depicting number of spaces and locations.
- Acknowledgement that each guest room shall be equipped with an approved listed sign-station smoke detector meeting the minimum requirements of the National Fire Prevention Association.
- Submit a copy of Blank Rental Agreement.

- Ensure property has corded landline telephone service available in common areas with ability to call 911.
- Post trash pickup schedule to include regulation for container, storage and collection.
- Post name, address, and phone numbers of vacation rental representative, maximum rental occupancy, Village Noise Ordinance, hospital location, and local non-emergency number.
- North Bay Village Local Business Tax Receipt (BTR)
 - Completed/signed Application.
 - \$25 Administration Fee
(License fee to be determined after processing).
 - Copy of Miami Dade County Local Business Tax Receipt.
 - Copy of Corporation/Limited Liability Company/ Partnership Documents.
 - Copy of Fictitious Name Registration (if applicable).
 - Copy of Miami-Dade Fire Rescue Dept. Annual Operating Permit: (786) 331-4800

Incomplete applications will be returned with notification of any documents that are missing. False statements in an application shall be basis for the revocation of any license issued, pursuant to such application.



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VACATION RENTAL APPLICATION

License/File No. _____

Application Date: _____ Received By: _____

Property Owner:

Name: _____

Mailing Address: _____

City, State, Zip Code: _____

E-Mail: _____

Phone/Cell: _____

Property Information:

Street Address: _____

of on-site Parking: _____

of Bedrooms: _____

of Occupants: _____

Representative Name (if not owner):

Name: _____

Mailing Address: _____

City, State, Zip Code: _____

E-Mail: _____

Phone/Cell: _____

24 Hour Emergency Contact (Choose one): Owner Representative

Name: _____

Mailing Address: _____

City, State, Zip Code: _____

E-Mail: _____

Phone/Cell: _____

Certification:

I certify that all provisions and regulations set forth in the North Bay Village Code of Ordinances, Chapter 152; Section 152.112 shall be met.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

This application shall bear the signature of all owner(s) and all authorized responsible party/parties of the owner(s). If necessary, please attach additional sheets with notarized signatures of all other authorized property owners and/or vacation rental responsible party/parties:

Date: _____

Owner's Signature: _____

Printed Name: _____

NOTARY STATE OF _____ COUNTY OF _____ The foregoing instrument was sworn to and acknowledged before me on this ____ day of _____, 20____, by _____ who is personally known or who produced _____ for identification. _____ Signature of Notary Public _____ Typed or Printed Name of Notary My Commission Expires: _____

During the application review process no advertisement for the Short Term Vacation Rental is allowed. Non-compliance to this matter will be handled by Code Enforcement Dept.

For questions regarding Vacation Rental applications, please contact the North Bay Village Hall at (305) 756-7171.

APPROVED/DISAPPROVED BY:		
Code Enforcement:	Approved ____	Partial Approval ____
	Disapproved ____	
Signature: _____		
Date: _____		
Village Manager:	Approved ____	Partial Approval ____
	Disapproved ____	
Signature: _____		
Date: _____		



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APPLICATION FOR BUSINESS TAX RECEIPT

This form should be filled out and signed by the owner of the business/occupation. Applications will not be accepted if **INCOMPLETE**.

Type of Application: **New** **New Change**

License Year: October 1, _____ to September 30, _____

Pursuant to the North Bay Village Code of Ordinances and any amendments thereto, I (we) hereby make application for a Local Business Tax Receipt to conduct the business described below.

BUSINESS INFORMATION

Business Name _____

Business Address: _____

Corporation/Owners's Name: _____

Federal Employer I.D. Number: _____ **Florida Sales Tax Number:** _____

Business Type: _____ **Business Opened or will open:** _____

Building Type: Office Store Restaurant House Apt. Other

Maximum No: Employees (include owner) _____ Restaurant Seats _____ Barber/Salon Shop Chairs _____

*Rooms/Apts. _____ *Each habitable room (i.e. living room, dining room, den)

Alcoholic Beverages: Yes No **Hours of Operation:** _____

Manager's Name (If different): _____

Owner's Address: _____

Mailing Address (If different): _____

Business Phone: _____ **Business Fax:** _____

Email Address: _____ **Website:** _____

Applicant's Name (if different - print): _____ **Date:** _____

Signature _____ **Date:** _____