



**NORTH BAY VILLAGE**  
EST. 1945

# 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

North Bay Village License No. \_\_\_\_\_

Application Date: \_\_\_\_\_ Received By: \_\_\_\_\_

### **Property Owner (Individual and Corporation name):**

Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

### **Designated Vacation Rental Representative (Section 13.9 or 13.59):**

Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

### **Property Information:**

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

Number of Bedrooms: \_\_\_\_\_ Number of on-site Parking spaces: \_\_\_\_\_

Maximum number of Occupants: \_\_\_\_\_

I hereby acknowledge that each guest room shall be equipped with an approved listed single-station smoke detector meeting the minimum requirements of the NFPA.

**(Initials)** \_\_\_\_\_

### **Extent of the Vacation Rental use:**

Entire Property <b>(Initials)</b> _____	Part of the property (____ rooms) <b>(Initials)</b> _____
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During the previous calendar year, the property was used as a vacation rental a total of \_\_\_\_\_ times, for a total number of \_\_\_\_\_ days. **(Initials)** \_\_\_\_\_

**Certification:**

I declare under penalty of perjury all the following: 1) That all provisions and regulations set forth in the North Bay Village Unified Land Development Code, Chapter 13 shall be met. 2) That I am familiar with the statements and the information contained in this Vacation Rental License application and that to the best of my knowledge such information is true, complete, and accurate.

I acknowledge that any false statements in an application shall be a basis for the revocation of any license issued pursuant to such application.

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

**Owner's Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is \_\_\_ personally known or \_\_\_ produced identification (type of identification produced \_\_\_\_\_).

\_\_\_\_\_  
Signature of Notary Public

**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:			
<b>Code Enforcement:</b>	Approved _____	Partial Approval _____	Disapproved _____
Signature: _____ Date: _____			
<b>Village Manager:</b>	Approved _____	Partial Approval _____	Disapproved _____
Signature: _____ Date: _____			

**Authorization of Vacation Rental Representative:**

I, \_\_\_\_\_, as owner of the property located at \_\_\_\_\_,  
(Owner name) (property address)

designate \_\_\_\_\_ as Vacation Rental Representative, whom I grant my permission and the authority to offer the property as a vacation rental and act as the Vacation Rental Representative in accordance with the duties prescribed in Section 13.9 and Section 13.59.

will act by myself to offer the property as a Vacation Rental and act as the Vacation Rental Representative in accordance with the duties prescribed in Section 13.9 and Section 13.59.

\_\_\_\_\_  
Signature Date

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is \_\_\_ personally known or \_\_\_ produced identification (type of identification produced \_\_\_\_\_).

\_\_\_\_\_  
Signature of Notary Public



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## APPLICATION FOR BUSINESS TAX RECEIPT

**\*Type of Application:**    **New**    **Change**    **Renewal (BTR#):** \_\_\_\_\_

License Year: October 1, \_\_\_\_\_ to September 30, \_\_\_\_\_

**\*Business Name** \_\_\_\_\_

**\*Business NBV Location:** \_\_\_\_\_

**\*Corporation/Owner's Name:** \_\_\_\_\_

**\*Federal EIN:** \_\_\_\_\_ **Florida Sales and Use Tax Number:** \_\_\_\_\_

**\*Business Type:** \_\_\_\_\_

**Business Opening date:** \_\_\_\_\_

**\*Location Type:**    Office    Store    Restaurant    House    Apt.    Other \_\_\_\_\_

**\*Maximum No:** Employees (include owner): \_\_\_\_\_ Restaurant Seats: \_\_\_\_\_ Barber/Salon Shop  
Chairs: \_\_\_\_\_ Equipment/Machines: \_\_\_\_\_ Rooms/Apts. \_\_\_\_\_

**\*Alcoholic Beverages:**    **Yes**    **No**      **Hours of Operation:** \_\_\_\_\_

**Manager's Name** (if different): \_\_\_\_\_

**Mailing Address** (if different): \_\_\_\_\_

**\*Business Phone:** \_\_\_\_\_ **Business Fax:** \_\_\_\_\_

**\*Email Address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Applicant's Name** (if different - print): \_\_\_\_\_

**Applicant's Phone Number:** \_\_\_\_\_

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

OFFICE USE ONLY	
<b>Local Business Tax Receipt No:</b>	<b>Process Date:</b>
<b>Business Type:</b>	
<b>Building Department:</b>	<b>Date:</b>
<b>Code Enforcement:</b>	<b>Date:</b>



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### Vacation Rental License Application Checklist

- 1. Completed Vacation Rental Application form.
- 1.1 Proof of Ownership, Articles of incorporation if applicable.
- 2. Payment of applicable fees.
- 3. A copy of the vacation rental's current and active license as a Transient Public Lodging Establishment with the Florida Department of Business and Professional Regulation. ([www.myfloridalicense.com](http://www.myfloridalicense.com))
- 4. A copy of the vacation rental's current and active certificate of registration with the Florida Department of Revenue. ([www.floridarevenue.com](http://www.floridarevenue.com)) (For online rental platforms you may instead submit proof of registration with rental platform (Airbnb, Vrbo, Expedia, TripAdvisor, etc.) or recent account statement)
- 5. Evidence of the vacation rental's current and active account with the Miami-Dade County Tax Collector for the purposes of collecting and remitting tourist and convention development taxes. (For online rental platforms you may instead submit proof of registration with rental platform (Airbnb, Vrbo, Expedia, TripAdvisor, etc.) or recent account statement)
- 6. A copy of the current Local Business Tax Receipt (you may apply for it at the same time), additional set of requirements applies, including Fire Safety Operational Permit, ask Local Business Tax Official for more information.
- 7. Interior building sketch by floor (may be hand drawn) showing a floor layout and demonstrating compliance with applicable standards and requirements set forth in chapter 13. 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, swimming pools, fire extinguishers and exit signage/lighting.
- 8. An exterior site sketch (may be hand drawn) showing and identifying all structures, pools, spas, hot tubs, fencing, and uses, including the number and the location of all on-site and off-site parking spaces for the vacation rental, including identifying those parking spaces available for use by occupant(s).
- 11. A copy of the generic form vacation rental agreement to be used when contracting with occupant(s).
- 14. Notarized statement that the vacation rental representative has the permission of the owner and authority to offer the property as a vacation rental and act as the vacation rental representative in accordance with the duties prescribed in Section 13.9 or Section 13.59 as applicable.