

Town of Ponce Inlet
**Rental Permit
Information Sheet**

- Attached is the Ponce Inlet Rental Permit Application. Any Ponce Inlet property owner who rents their property for any period of time is required to obtain a Rental Permit prior to renting, pursuant to Ordinance No. 2004-01, as adopted by Town Council on February 18, 2004, and codified at Section 5.7 of the Town of Ponce Inlet Land Use and Development Code.
- A completed rental application must be completed and approved by the Town's Permitting and Code Enforcement Department.
- **A check for \$125.00 is required for the application and processing fee.**
- **An additional fee of \$100.00 is required for the short term rental permit for a fire inspection.**
- All properties in Ponce Inlet are permitted to be rented on a long-term basis upon being properly licensed by the Town. Pursuant to Ordinance No. 2004-01 the Town recognizes long term as being 28 days or more.
- Dwellings located within the below-listed properties are permitted to be rented on a short-term basis, as defined by the Town's Land Use and Development Code, upon being properly permitted by the Town:

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|----------------------|--|-----------------------------------|
| 1. Southpoint | 2. Towers 1, 2, 3, 4, 5 & 6 | 3. Lighthouse Shores Condo |
| 4. Antigua | 5. Martinique | |

(Please review the appropriate governing documents of your condominium to determine whether rentals are restricted in any manner. Issuance of a short-term rental license by the Town does not in any manner affect such restrictions.)

- Renting for six (6) months or less requires a Florida Dept. of Revenue Sales Tax Number, per Chapter 212 of the Florida Statutes.
- A valid and current license under Section 509.241, Florida Statutes, is required if the property is rented more than three (3) times in a calendar year for periods of less than thirty (30) days or one (1) calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests. See Chapter 509, Part I, of the Florida Statutes, for more information.
- By February 1 of each year, an annual report of tenants is required to be filed with the Town for all rental properties, pursuant to Section 5.7F of the Town's Land Use and Development Code, which can be viewed on the Town's website at www.ponce-inlet.org. See Section 5.7 of the Town's Land Use and Development Code for further information,

including property owner and tenant responsibilities.