



Town of Ponce Inlet
 4300 S. Atlantic Avenue
 Ponce Inlet, FL 32127
 386-236-2182 (voice)
 386-322-6717 (fax)

**RENTAL PERMIT
 APPLICATION**
**Pursuant to Article V, Section 5.7 of the
 Land Use and Development Code**

Submittal Receipt # and Date: _____

Fee Paid: _____

THIS FORM MUST BE FILLED OUT COMPLETELY

TYPE OF PERMIT: NEW Renewal Transfer **PERMIT #:** _____

SECTION 1: OWNER INFORMATION

PURSUANT TO SECTION 5.7.B.2, PROOF OF OWNERSHIP INCLUDING THE NAME, ADDRESS AND TELEPHONE NUMBER OF EACH PERSON OR ENTITY WITH AN OWNERSHIP IN THE PROPERTY MUST BE PROVIDED. PLEASE PROVIDE THIS INFORMATION BELOW.

Owner Name	_____
Home Address	_____
Phone Number	_____
Owner Name	_____
Home Address	_____
Phone Number	_____

Please attach proof of ownership.

For renewals please note when proof of ownership was submitted.

SECTION 2: PROPERTY DETAILS

PURSUANT TO SECTION 5.7.B, THE FOLLOWING INFORMATION MUST BE PROVIDED PRIOR TO APPROVAL.

Condominium Name _____

Street Address _____

Unit Number _____

Parcel Identification Number _____

IS THIS APPLICATION FOR **SHORT TERM** _____ **OR LONG TERM** _____

See attached information sheet for properties permitted to rent on a short term basis.

SHORT TERM RENTALS ONLY: An approved inspection report of the Fire Marshal in accordance with Chapter 4A-43 of the Uniform Fire Safety Standards for Transient Public Lodging Establishments, Timeshares and Timeshare Unit Facilities must be attached, **along with an inspection fee of \$100.00.**

The gross square footage of the dwelling, including:
 Number of rooms _____ Bedrooms _____ Kitchens _____
 On-site parking spaces attributable to the rental _____

Valid and current Federal Employer Tax Identification number for the owner(s) of the property: _____

Valid and Current Florida Department of Revenue Sales Tax Identification Number under Florida Statutes, Chapter 212: _____

Valid and Current License under Florida Statutes, Chapter 509 shall be attached to this application.

SECTION 3: MANAGEMENT INFORMATION

PURSUANT TO SECTION 5.7.B, THE FOLLOWING INFORMATION MUST BE PROVIDED PRIOR TO APPROVAL:

Property Manager's Name:

Property Manager's Address:

THE PROPERTY MANAGER MUST BE AVAILABLE TWENTY-FOUR HOURS A DAY, SEVEN DAYS A WEEK TO RESPOND TO CONCERNS AT THE PROPERTY.

Property Manager's 24-hour phone number:

SECTION 4: ADDITIONAL REQUIREMENTS

PURSUANT TO SECTION 5.7.F, all licensed real estate agents, brokers, agents or other parties which represent an owner of a property, or owners of properties rented at any time during a calendar year shall file a summary report with the town by February 1st of each year which reflects the rental activities of all subject dwellings within the town for the previous calendar year. An Annual Rental Report form is attached for your convenience.

PURSUANT TO SECTION 5.7.B OF THE LAND USE AND DEVELOPMENT CODE, THIS APPLICATION SHALL BEAR THE SIGNATURES OF ALL OWNERS, AUTHORIZED AGENTS AND AUTHORIZED PROPERTY MANAGERS.

Property Owner's Signature

Date

Property Owner's Signature

Date

Authorized Agent's Signature

Date

Authorized Property Manager's Signature

Date

FOR OFFICE USE ONLY

Short-Term Rental Permitted

Short-Term Rental Not Permitted

Submittal Receipt Number _____

Rental Permit Number _____

Fire Department Comments: _____

Code Enforcement Comments: _____

APPROVED BY:

Fire Marshal

Date

Code Enforcement Officer

Date

TOWN OF PONCE INLET ANNUAL RENTAL REPORT

To be filed by February 1st of each year pursuant to Section 5.7.F of the Land Use and Development Code.

PERMIT: _____

ADDRESS OF RENTAL PROPERTY: _____

TENANT NAME	TENANT ADDRESS	PHONE	LENGTH OF RENTAL

Pursuant to Section 5.7.F of the Land Use and Development Code, all licensed real estate agents, brokers, agents or other parties which represent an owner or owners of properties of a property rented at any time during a calendar year shall maintain records indicating the name and address of each tenant during the aforementioned period; each tenant's vehicle registration, which shall include the make, year and tag number of the tenant's vehicle; and the written lease between the owner and tenant for inspection by the code enforcement officer upon request.

Property Owner or Authorized Agent's Signature

Date

Return to: Town of Ponce Inlet
Attn: Code Enforcement Division
4300 S. Atlantic Avenue
Ponce Inlet, FL 32127

Please contact the Code Enforcement Office at (386) 236-2187 if you have any questions.