



*Town of Ponce Inlet*  
Planning & Development Department  
Code Enforcement Division  
**Rental Permit Information Sheet**

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**IN GENERAL:** The following information is provided for your assistance in completing the application process however, it is not intended to be all-inclusive. Questions should be directed to the Code Enforcement Division at 386-236-2187; staff members are available weekdays from 8:00am to 4:30pm.

Pursuant to Article 3, §3.18 of the Town of Ponce Inlet Land Use and Development Code (LUDC), all Ponce Inlet property owners who rent or lease their property for any period of time, are required to obtain a Rental Permit prior to renting.

- A completed Rental Permit Application must be submitted and approved by the Code Enforcement Division of the Town's Planning & Development Department prior to offering property for rent or lease;
- A check for **\$125.00** is required to be submitted with the rental permit application;
- All properties in Ponce Inlet are permitted to be rented on a **long-term** basis upon being properly licensed by the Town.

**SHORT-TERM RENTALS:**

- A total cost of **\$225.00** is required to be paid for **SHORT-TERM RENTALS** (cost includes **\$100.00** Fire Inspection Fee and the Annual **\$125.00** Permit Fee).
- Properties located at the addresses listed below are allowed to be rented on a short-term basis<sup>1</sup> as defined by the Town's LUDC, upon being properly permitted by the Town:
  1. **Southpoint Condominiums** – 4453 S. Atlantic Avenue
  2. **Towers 1, 2, 3, 4, 5, and 6** – 4545, 4535, 4525, 4555, 4565, & 4575 S. Atlantic Avenue
  3. **Lighthouse Shores Condominiums** – 4745 S. Atlantic Avenue
  4. **Antigua Condominiums** – 4757 S. Atlantic Avenue
  5. **Martinique Condominiums** – 4767 S. Atlantic Avenue
- The Town defines **short-term occupancy** as any person, firm, entity, partnership, trust, corporation, association or other organization who is renting a dwelling for less than four consecutive weeks.

**<sup>1</sup>Please review the appropriate governing documents of your condominium to determine whether rentals are restricted in any manner. Issuance of a rental permit by the Town does not, in any manner, affect such restrictions.**

**REPORTING:** an *Annual Report of Tenants* is required to be filed with the Town by February 1<sup>st</sup>, annually.

**OTHER REQUIREMENTS:**

- Renting for six (6) months or less requires a Florida Department of Revenue Sales Tax Number (*see Chapter 212, FL Statutes*).
- A valid and current license, issued under Section 509.241, FL 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 (*see Chapter 509, Part I of the FL Statutes*).



Town of Ponce Inlet  
 4300 S. Atlantic Avenue  
 Ponce Inlet, FL 32127  
 Phone: 386-236-2187  
 Fax: 386-322-6717

# RENTAL PERMIT APPLICATION

Pursuant to Article 3, Section 3.18 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 ARTICLE 3, §3.18, PROOF OF OWNERSHIP INCLUDING THE NAME, ADDRESS AND TELEPHONE NUMBER OF EACH PERSON OR ENTITY WITH AN OWNERSHIP IN THE PROPERTY MUST BE PROVIDED BELOW:

<b>Owner's Name</b>	_____
<b>Mailing address City/State/Zip</b>	_____
<b>Phone Number</b>	_____
<b>Owner's E-mail</b>	_____
<b>Additional Owner Name</b>	_____
<b>Mailing address City/State/Zip</b>	_____

*For new permits, please attach proof of ownership.*

**SECTION 2: PROPERTY DETAILS**

PURSUANT TO ARTICLE 3, § 3.18, THE FOLLOWING INFORMATION MUST BE PROVIDED PRIOR TO APPROVAL.

Condominium Name \_\_\_\_\_

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

Unit Number \_\_\_\_\_

Parcel Identification Number \_\_\_\_\_

**THIS APPLICATION IS FOR: SHORT TERM \_\_\_\_\_ -OR- LONG TERM \_\_\_\_\_**  
 See attached information sheet for properties permitted to rent on a short term basis. No single-family residences are allowed to be rented on a short-term basis within the Town of Ponce Inlet.

**SHORT TERM RENTALS ONLY:** An inspection of the Fire Marshal in accordance with Chapter 69A-43 of the Uniform Fire Safety Standards for Transient Public Lodging Establishments must be performed annually.

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 ARTICLE 3, §3.18.4, 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**

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 1<sup>st</sup> 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 Article 3, §3.18 OF THE LAND USE AND DEVELOPMENT CODE, THIS APPLICATION SHALL BEAR THE SIGNATURES OF ALL OWNERS, AUTHORIZED AGENTS, OR 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 1<sup>st</sup> of each year, pursuant to Article 3, §3.18.7 of the Land Use and Development Code.

Permit #: \_\_\_\_\_ Owner's Last Name: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

TENANT NAME	TENANT ADDRESS	PHONE	LENGTH OF RENTAL

*Pursuant to Article 3.18.7B of the Land Use and Development Code, all property owners, agents, brokers, or other parties which represent an owner, of properties 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

For questions, please contact the Code Enforcement office at (386) 236-2187, weekdays from 8 am – 4:30 pm.