



Vacation Rental License

- New License Fee \$500 Renewal Fee \$350
- Owner-Occupied Fee* (New/Renewal) \$25
- Initial Inspection \$225 Re-inspection Fee \$50

Application Date: _____

Received By: _____

Approved By: _____ Date: _____

Property Owner: (Please Print)

Name: _____

Mailing Address: _____

City, State, Zip code: _____

Email: _____ Cell: _____

Property Information:

Street Address: _____ Folio #: _____

Building Square Footage: _____ (additional inspection fee of \$0.10 per each additional square foot (sf) over 1,500 sf building)

Number of Bedrooms: _____ Number of Bathrooms: _____

Number of on-site Parking Spaces: _____ Zoning District: _____

Will the vacation rental have more than 10 occupants at any time: **YES** ___ ** NO ___

***Property must be homesteaded and the primary residence of the owner to qualify for this rate.**

****If more than 10 occupants: you are required to apply for a change in occupancy from R3 to R1 through a building permit including passing all inspections. If you have not made application within 30 days of this notice, you may be subject to corrective action including a notice of violation. After your design professional has drawn up a scaled floor plan, you can make application by visiting the City of Hollywood Building Division, 2600 Hollywood Blvd, 3rd floor and submit two copies for review through the appropriate departments to initiate the change.**

Property Representative/Manager Name (if not owner)

Name: _____

Business Name: _____

Mailing Address: _____

City, State, Zip code: _____

Email: _____

Cell Phone: _____

24 Hour Contact Person (Choose one) * __ Owner __ Representative

Name: _____

Mailing Address: _____

City, State, Zip code: _____

Email: _____ Cell Phone: _____

24- Hour contact is required and must be available by phone 24/7 and able to appear at the property within 1 hour of being contacted. Failure to comply will result in a violation.

Additional Representatives (24-Hour Availability): *optional*

Name: _____

Phone: _____ Email: _____

Documentation: *(documentation must have the property address listed)*

- 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.

License Number: _____ Expiration Date: _____ ***

Contact: State of Florida, Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, FL 32399-0783
(850) 487-1395
Email: www.MyFloridaLicense.com/contactus
Internet: www.MyFloridaLicense.com

******The DBPR license typically expires in December. A copy of the renewal must be submitted to the City upon receipt.***

- A copy of the Vacation Rental's current and active certificate of registration with the Florida Department of Revenue (DOR). *Certificate must be in the property owner's name and list the property address. If the property is managed by someone other than the owner, a certificate for the property manager must be submitted. If property is advertised only on Airbnb, then a DOR certificate is not necessary.*

Contact: Florida Department of Revenue, Coral Springs Service Center
3301 N. University Drive, Suite 200
Coral Springs, FL 330645-4149
Office: (954) 346-3000
Internet: <http://dor.myflorida.com>

- Evidence of the Vacation Rental's current and active account with the Broward County Tax Collector, Tourist Development Tax (TDT). *If property is advertised only on Airbnb, then a DOR certificate is not necessary.*

Contact: Tourist Development Tax Section
Broward County Tax Collector
115 S. Andrews Avenue, Rm A-110
Fort Lauderdale, FL 33301
Office: (954) 357-8455, Email: touristax@broward.org

- A copy of the current Broward County Local Business Tax Receipt

Contact: Broward County Tax Collector
Records, Taxes and Treasury Division
Broward County Governmental Center, Room A-100
115 S. Andrews Ave.
Fort Lauderdale, FL 33301
Office: (954) 357-6200, Email: businessstax@broward.org

- A copy of the current City of Hollywood Local Business Tax Receipt.

Contact: Jacob Manimala
Treasury Division, City of Hollywood
Office: (954) 921-3246, Email: jmanimala@hollywoodfl.org

- Interior building sketch by floor. A building sketch (may be hand drawn) by floor shall show floor layout and demonstrate compliance with the standards and requirements set forth in this chapter. The sketch provided shall be drawn to scale, and shall show and identify all bedrooms, bathrooms, other rooms, exits, hallways, stairways, smoke and carbon monoxide detectors, fire extinguishers and exit signage/lighting.

- A sketch showing and identifying all structures, pools, spas, hot tubs, fencing and other uses as well as the number and the location of all on-site parking spaces for the Vacation Rental.

If valet services are desired in conjunction with a vacation rental, the valet operator must obtain a Valet Ramp Permit from the City of Hollywood Parking Office, 954-921-3535. See code section: 72.158 (G)(1) for detail. Valet operators may not park vehicles on street.

Acknowledgement that each guest room shall be equipped with an approved listed single-station smoke detector meeting the minimum requirements of the National Fire Prevention Association.

Is the property within 1,000 feet of any school, designated public school bus stop, day care center, park, playground, or other private or public recreational facility where children regularly congregate? *Contact the Hollywood Police Department to verify.*

___ yes ___ no

If Applicant is not property owner, submit a notarized letter from property owner designating the Vacation Rental Representative/Property Manager.

Listings where property is advertised, must include listing number for each website. *The State DBPR license number and City Vacation Rental License number must be listed on any and all advertising.*

_____	_____
_____	_____

FOR OFFICE USE ONLY:

Inspection Check List

PASS **FAIL** **By:** _____ **Date:** _____

The following information is posted and/or available to occupants:

Yes No

- ___ ___ Notice located on the back or next to the main entrance door:
 - ___ The name, address and phone number of the vacation rental representative
 - ___ The maximum occupancy of the vacation rental; maximum of four occupants per bedroom
 - ___ A statement advising the occupant that any sound that crosses a property line at an unreasonably loud volume is unlawful within the city; as per the City Noise Ordinance, Chapter 100 of the Hollywood Code of Ordinances
 - ___ A sketch of the location of the off-street parking spaces
 - ___ The days and times of trash pickup
 - ___ The notice of sea turtle nesting season and sea turtle lighting regulations, if applicable
 - ___ The location of the nearest hospital
 - ___ The local non-emergency police phone number
 - ___ A statement that the vacation rental is located within 1,000 feet of a school, designated public school bus stop, day care center, park, playground, or other private or public recreational facility where children regularly congregate and shall not be rented to nor occupied by any person who has been convicted of a violation of F.S. §§ 794.011, 800.04, 827.071, or 847.0145, or convicted of a similar felony sexual offense in any other state, Federal Court or military tribunal in the United States, regardless of whether adjudication has been withheld, in which the victim of the offense was less than 16 years of age, if applicable.

Yes No

- ___ ___ In the backyard and/or pool area, posted notice that unreasonably loud noise is prohibited.
- ___ ___ A copy of the building evacuation map, with a minimum size of 8½" by 11", is posted.
- ___ ___ The required number of trash and recycling receptacles are available at the property.
- ___ ___ All receptacles are stored behind the property line.
- ___ ___ Conditions of the interior and exterior of the property comply with minimum property standards.
- ___ ___ Perimeter of property, public sidewalk, and swale are free of overgrowth/trash/debris.
- ___ ___ Landscaping is well maintained.
- ___ ___ There are no trip hazards.
- ___ ___ There is a working landline in the unit.
- ___ ___ There is a child barrier fence and/or removable child barriers surrounding all swimming pool, spa, and/or hot tub.
- ___ ___ There is an access gate for the perimeter fence that swings away from the swimming pool, spa, and/or hot tub.

___ ___ If the child barrier is directly around the pool, spa and/or hot tub the alarms are not required.

___ ___ The perimeter gate surrounding the swimming pool, spa, and/or hot tub must be self-closing and self-latching.

___ ___ The locking device on the gate is located on the exterior of the gate (away from the pool), and is located no less than 54" from the bottom of the gate.

___ ___ Alarms should be installed or attached to all windows and doors leading to the pool. The alarms should comply with UL 23017 that has a minimum sound pressure rating of 85 DBA at 10 feet (3048 mm).

___ ___ Smoke and carbon monoxide (CO) detection and notification system is interconnected and hard-wired. Battery and or wireless systems are not permitted for vacation rental properties.

___ ___ There is a permit on record that reflects the installation of the smoke and CO detection and notification system.

___ ___ Fire extinguisher. A portable extinguisher with the classification of 2A:10B:C or higher shall be installed on the wall in an open common area or in an enclosed space with appropriate markings visibly showing the location.

___ ___ Multi floor property must have one fire extinguisher for each floor.

Certification:

I certify that all provisions and regulations set forth in the Hollywood Code of Ordinances, Chapter 119 Vacation Rentals 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(ies) 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(ies):

Property Owner Signature: _____ **Date:** _____

Printed Name of Owner: _____

Property Address: _____

NOTARY STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by

_____ who is personally known or who produced

_____ for identification.

Signature of Notary Public-State of _____

My Commission Expires: _____

119.58(D)(1) The City Manager may refuse to issue or renew a license or may revoke a vacation rental license issued under this chapter, if the property owner has willfully withheld or falsified any information required for a vacation rental license.