



CITY OF TAMARAC
 7525 NW 88th Ave, Tamarac, FL 33321
 Tel: 954-597-3537 Fax: 954-597-3544

APPLICATION DATE		
<i>Select All That Apply</i>		
New Application	<input type="checkbox"/>	\$
Renewal Application	<input type="checkbox"/>	\$
Inspection/No-Show Fee	<input type="checkbox"/>	\$

VACATION RENTAL PERMIT APPLICATION

Submission of an incomplete application form shall result in rejection of the application

PROPERTY INFORMATION			
Vacation Rental Address			
Legal Description and Folio #			
Land Line Phone Number	Number of Floors	Number of Bedrooms	Number of Bathrooms

PROPERTY OWNER CONTACT INFORMATION		Responsible Party? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name		
Primary Phone	Secondary Phone / Cell Phone	
Home Address		
Mailing Address		
Email		

RESPONSIBLE PARTY CONTACT INFORMATION (IF PARTY IS NOT THE PROPERTY OWNER)	
<i>24- Hour contact is required and must be able to, and shall, respond to, emergency calls by telephone within one (1) hour of notification and in person within three (3) hours of notification</i>	
Name	
Primary Phone	Secondary Phone/Cell Phone
Home Address	
Mailing Address	
Email	

<i>Signature of the owner/responsible party grants authorization to the City of Tamarac staff to inspect the premises of the vacation rental unit prior to the issuance of the Vacation Rental Permit and at any other time after issuance of permit concerning compliance with City of Tamarac Chapter 12. Signature also certifies that the owner/responsible party has read and examined this application and knows that same is true and correct.</i>	
Applicant Signature	Date
Applicant Name (Please print)	

REQUIRED DOCUMENTS

Please ensure that all items listed below are submitted with the application.

REQUIRED DOCUMENTS (<i>documentation must have the property address listed</i>)	<input checked="" type="checkbox"/>
(a) Completed and signed the City of Tamarac Vacation Rental Permit application	<input type="checkbox"/>
(b) Fee(s) paid	<input type="checkbox"/>
(c) Proof of owner's current ownership of the Vacation Rental	<input type="checkbox"/>
(d) Proof of owner's Certificate of Liability Insurance	<input type="checkbox"/>
(e) A business tax receipt from the City of Tamarac pursuant to Chapter 12, Article II of the Code of Ordinances Contact: City of Tamarac Business License Division 7525 NW 88 Avenue Room 206, Tamarac, FL 33321 (954) 597-3537	<input type="checkbox"/>
(f) Business Tax Receipt from Broward - Evidence of the Vacation Rental's current and active account Contact: Tourist Development Tax Section Broward County Tax Collector 115 S Andrews Avenue, Rm A-110, Fort Lauderdale, FL 33301 Office: 954-357-8455, touristax@broward.org If Vacation Rental is exempt from sales tax collection: <ul style="list-style-type: none"> • Affidavit confirming the exemption • Copy of the Exemption Certificate issued by the State of Florida Department of Revenue 	<input type="checkbox"/> or <input type="checkbox"/> <input type="checkbox"/>
(g) Florida Department of Revenue Certificate of Registration (<i>for purposes of collecting and remitting tourist development taxes, sales surtaxes and Vacation Rental taxes</i>) 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. Contact: Florida Department of Revenue, Coral Springs Service Center 3301 N University Dr. STE 200, Coral Springs, FL 330645-4149 (954) 346-3000 If Vacation Rental is exempt from sales tax collection: <ul style="list-style-type: none"> • Affidavit confirming the exemption • Copy of the Exemption Certificate issued by the State of Florida Department of Revenue 	<input type="checkbox"/> or <input type="checkbox"/> <input type="checkbox"/>
(h) Florida Department of Business and Professional Regulation License (<i>as a transient public lodging establishment</i>) <i>N.B. The DBPR license typically expires in December. A copy of the renewal must be submitted to the City upon receipt.</i> 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	<input type="checkbox"/>
(i) Affidavit, demonstrating maintaining initial and on-going compliance with Vacation Rental Standards, plus any other applicable local, state and federal laws, regulations and standards to include, but not be limited to Chapter 509, Florida Statutes, and Rules, Chapter 61C and 69A, Florida Administrative Code, as may be applicable	<input type="checkbox"/>
(j) Copy of the form agreement to be used when contracting with Vacation Occupants	<input type="checkbox"/>
(k) Completed and Signed Certificate of Compliance Affidavit certifying compliance with Section 12-383	<input type="checkbox"/>

CERTIFICATE OF COMPLIANCE AFFIDAVIT

Before me, the undersigned authority personally appeared _____ who, after being duly sworn, says he/she personally knows the facts stated herein.

1. As of the date this affidavit is signed, I am the known owner of or person who is a principal of an entity that owns the residence located at _____ Tamarac, Florida.
2. On _____, I submitted an application for the registration of a residence as a vacation rental and request for a Vacation Rental Permit to the City of Tamarac.
3. I hereby certify that the Vacation Rental is in compliance with the provision of Chapter 12, Article XVI of the City of Tamarac Code of Ordinances and other applicable local, state, and federal laws, regulation, and standards to include, but not be limited to Chapter 509, Florida Statutes, and Rules, Chapter 61C and 69A, Florida Administrative Code, and will continue to operate within those guidelines including but not limited to the following:

Sec. 12-382. Vacation Rental Standards:

1. **Minimum life/safety requirements:**
 - a. Swimming pool, spa and hot tub safety. A swimming pool, spa or hot tub shall comply with the current standards of the Residential Swimming Pool Safety Act, Chapter 515, Florida Statutes.
 - b. Bedrooms. All bedrooms shall meet the habitable room minimum requirements of the City of Tamarac Code of Ordinances Florida Building Code.
 - c. Smoke and carbon monoxide (CO) detection and notification system. A smoke alarm and carbon monoxide (CO) alarm system shall be required to be installed and maintained on a continuing basis consistent with the requirements of Section R314, Smoke Alarms, and Section R315, Carbon Monoxide Alarms, of the Florida Building Code – Residential.
 - d. Fire extinguisher. A portable, multi-purpose dry chemical 2A:10B:C fire extinguisher shall be installed, inspected and maintained in accordance with NFPA 10 on each floor/level of the unit. The extinguisher(s) shall be installed on the wall in an open common area or in an enclosed space with appropriate markings visibly showing the location.
2. **Maximum occupancy.** The following specific site considerations in subsections a., b., and c. shall limit any Vacation Rental occupancy to whichever is less, as applicable, below:
 - a. One (1) person per one hundred fifty (150) gross square feet of permitted, air-conditioned living space.
 - b. In the single family residential zoning districts, the maximum occupancy shall be limited to eight (8) Vacation Occupants per Vacation Rental. In all other zoning districts and developments predominantly developed with greater than two-family dwelling units, the maximum occupancy shall be limited to sixteen (16) Vacation Occupants per Vacation Rental.
3. **Solid waste handling and containment.** Based on the maximum vacation occupancy permitted, City solid waste and recycling containers shall be as required in Chapter 19 of the City's Code of Ordinances. Appropriate screening and storage requirements for solid waste containers shall apply per any development approval and be incorporated into the Vacation Rental Permit. For purposes of this section, a solid waste container shall not be placed at curbside no earlier than 7:00 p.m. of the day prior to solid waste pickup, and the solid waste container shall be removed from curbside no later than 119:00 p.m. of the day of pickup.
4. **Minimum Vacation Occupant Information.** The occupant shall be provided with a copy of the information required in this section, and the following shall be posted conspicuously within the Vacant Rental:
 - a. A statement advising the Vacation Occupant that any noise shall not be plainly audible at a distance of twenty-five (25) feet or more or from the property of another in violation of Section 9-86 of the City's Code of Ordinances.
 - b. A sketch of the location of the off-street parking spaces for the Vacation Rental;
 - c. The days and times of trash and recycling pickup as well as the permitted times for placement of receptacles for collection;
 - d. The location of the nearest hospital;
 - e. Notice that sexual offenders and predators are subject to residency prohibitions in the City's Code and occupancy of the Vacation Rental in violation of such ordinance is a violation of law; and
 - f. The City's non-emergency police phone number.
 - g. There shall be posted, next to the interior door of each bedroom a legible copy of the building evacuation map – Minimum 8-1/2" by 11".
5. **Minimum Wording for Agreement relating to Vacation Rental.** Any agreement utilized by an occupant of the Vacation Rental shall contain the Minimum Vacation Occupant Information as provided for in this section.
6. **Designation of a Vacation Rental Responsible Party** capable of meeting the duties provided in Section 12-379.
7. **Advertising.** Any advertising of a Vacation Rental shall conform to information included in the Vacation Rental Permit, particularly as this pertains to maximum occupancy.
8. **Sexual offenders and sexual predators.** It is unlawful to allow any person to occupy any Vacation Rental within the City of

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Tamarac, with the knowledge that it will be occupied by a person prohibited from establishing a permanent residence or temporary residence at said Vacation Rental, if such place, structure, or part thereof, trailer or other conveyance, is located within Two Thousand Five Hundred feet (2,500') of any school, designated public school bus stop, child day care facility, park or playground or other place where children regularly congregate as described in Sections 13-20 through 13-23 of the Code of Ordinances.

9. **Posting of Vacation Rental Permit.** The permit shall be posted on the back of or next to the main entrance door and shall include at a minimum the name, address and phone number of the Responsible Party and the maximum occupancy of the Vacation Rental.
10. **Other standards.** Any other standards contained with the Code of Ordinances to include, but not be limited to: noise, setbacks, storm water and similar provisions.

	Initials
• <i>I hereby acknowledge that the approval of this Vacation of Rental Permit shall in no way permit any activity contrary to the City of Tamarac Code, or any activity that would constitute a nuisance under state or local law.</i>	
• <i>I understand and acknowledge that the approval for use of this residence as a vacation rental is based on my representations to city staff, and does not in any way constitute an evaluation or determination of legal or Legal Non-conforming status of the improvements on this site.</i>	
• <i>I further acknowledge that it is my responsibility, as property owner and/or responsible party, to ensure that the conduct of this vacation rental is not contrary to any ordinance, code or restriction which may govern the property on which the vacation rental will be conducted, which property address is referenced above.</i>	
• <i>I acknowledge that all vehicles associated with the Vacation rental must be parked on hard surface off-street parking provided on the property;</i>	
• <i>I acknowledge that the Vacant Occupant of any Vacation Rental shall comply with the limitations of Section 12-382;</i>	
• <i>I acknowledge that the owner of Vacation Rental shall comply with all applicable City, County, State and Federal laws, rules, regulations, ordinances and statutes</i>	
• <i>I acknowledge that there are no unsatisfied liens recorded against the Vacation Rental, or any other property owned by the titled owner of the Vacation Rental, as a result of any violation of any section of the Code of Ordinances of the City of Tamarac</i>	
• <i>I acknowledge that no solid waste or recycling container for the Vacation Rental shall be located at the curb for pickup before 7:00 p.m. of the day prior to pick up, and the solid waste and recycling containers shall be removed before 11:00 p.m. of the day of pickup</i>	
• <i>I acknowledge that whoever, without being authorized, licensed, or invited, willfully enters or remains in any structure or conveyance on a Vacation Rental, or, having been authorized, licensed, or invited, is warned by the owner or lessee, to depart the property and refuses to do so, commits the offense of trespass in a structure or conveyance</i>	
• <i>I acknowledge that other properties are not jointly shared commodities and should not be considered available for use by Vacation Occupants of the Vacation Rental subject of the application</i>	
• <i>I acknowledge that prior to permitting occupancy by a Vacation Occupant, the owner shall confirm that such occupancy is not prohibited by the City's sexual offender and predator residency prohibitions set forth in Sections 13-20 through 13-23 of the City's Code of Ordinances.</i>	
• <i>I acknowledge that any misrepresentation made by me or by my Responsible Party in applying for this certificate may render the certificate invalid.</i>	
• <i>I certify that all provisions and regulations set forth in the Tamarac Code of Ordinances, Chapter 12 Vacation Rentals shall be met.</i>	
• <i>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.</i>	
• <i>I acknowledge that all applicable homeowners' association and/or condominium association rules and regulations related to vacation rentals have been complied with.</i>	
• <i>I understand and acknowledge that the City's issuance of a vacation rental permit indicates compliance with any other regulatory authority</i>	

CERTIFICATE OF COMPLIANCE AFFIDAVIT

This affidavit 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 Name

Property Owner Signature

Date

Responsible Party Name

Responsible Party Signature

Date

NOTARY STATE OF _____

COUNTY OF _____

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

_____ (OWNER) who

is personally known or who produced _____ for identification.

(SEAL)

Signature of Notary Public

My Commission Expires: _____

NOTARY STATE OF _____

COUNTY OF _____

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

_____ (RESPONSIBLE PARTY)

who is personally known or who produced _____ for identification.

(SEAL)

Signature of Notary Public

My Commission Expires: _____