



How to Apply for a Long-term Residential Rental BTR

Should you have any questions, please call (954) 786-4668.

Long-term Residential Rental is defined as a dwelling unit that rents, leases, or lets for consideration any living quarters or accommodations for a term longer than six months in a calendar year (1-year leases).

Please follow the directions listed below:

- 1) Please visit:
https://app.oncamino.com/pompanobeach_fl/dashboard/new



- 2) You are now on the City of Pompano Beach Online Portal.
Applications must be submitted by the property owner or authorized representative.

If you already have an account, sign in.

***Please do not continue as guest; you will not be able to submit as a Guest User. Staff will not be able to see your submission.*

Once you have created your account, you will need to sign in.

- 3) Once signed in, scroll down to the **Property Registration Forms** box.



Property Registration Forms **IMPORTANT NOTE TO LAND OWNERS:**

Be sure to read this guide before signing entering into a real estate contract. While the responsibility of checking an allowed business type falls on the business owner. If you lease space to a ten...
[Show more](#)

- 4) Choose the type of your Rental Business Tax Receipt.

Long-term Residential Rental

Inspection (BTR) (Rental Property):

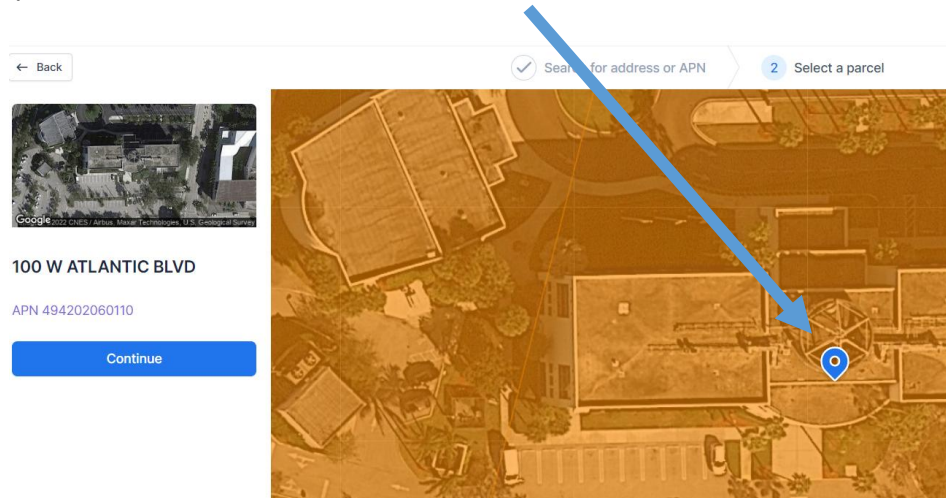
This application is solely the approval of property owners, renting out their property.



Business Tax Receipt (BTR) (Rental Property)

This application is solely the approval of property owners, renting out their property. Each tenant operating on the property must obtain their own business tax receipt (BTR), and a BTR for a rental property must be submitted for each property.

- 5) Once you have chosen the appropriate application;
Insert your property address and click on the parcel to begin your application process. You can search by the address or the BPCA Parcel Number (APN).
Choose the parcel that shows the blue indicator.



- 6) Upload all required Supplemental Documentation.
(Sunbiz document or Trust paperwork)
7) Once completed, press the submit button.

Long-term Residential Rental Inspection – For a dwelling unit that rents, leases, or lets for consideration any living quarters or accommodations for a term longer than six months in a calendar year (1-year leases). Inspections are scheduled on Tuesdays between 8:30 am - 10:00 am or Thursdays between 1:00 pm - 2:30 pm.

What will happen during the inspection?

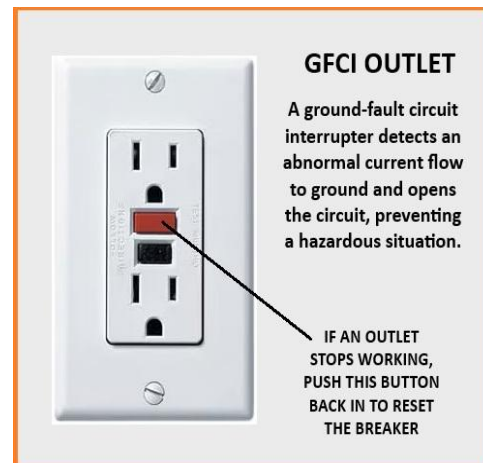
- Inspectors from the City, typically from the Code Compliance Department will inspect the interior and exterior of properties.
- Occasionally, other inspectors may attend including but not limited to, a Building Code Inspector.
- For our safety, properties with past police incidents may be attended by Broward Sheriff's Office.

What to Expect During Your Rental Inspection: Inspectors will assess the property and inspect the following items listed below.

* For a comprehensive overview of the inspection criteria, please review the following City of Pompano Beach Ordinances: § 153.11, § 153.13, § 153.17, § 153.19, § 153.21, § 153.23, § 153.25, § 153.26, and § 153.33. The City of Pompano Beach Code of Ordinances are available through a link on the City of Pompano Beach webpage.

What type of issues will the Inspector be looking for?

- Water heaters to be hard wired – no cords.
- Extension cords not to be used in place of permanent wiring.
- All closet lights to be shielded with a globe cover. No incandescent or fluorescent lights.
- Electrical panels must be labeled and easily accessible.
- All electrical switches, electrical outlets and other electrical fixtures shall be properly installed and maintained so as to avoid the possibility and danger of electrical shock and must be maintained in good working condition.
- Outlets in bathroom, kitchen, garage, and exterior must be GFCI protected and in good working condition.
- Weatherproof covers required on outdoor outlets.
- One smoke detector inside every bedroom and outside bedrooms.



Please ensure all smoke detectors are at least three feet away from the end of ceiling fan blade and A/C vents. In single family and two-family dwellings existing prior to January 4, 2002, approved smoke alarms powered by batteries shall be permitted.

What type of issues will the Inspector be looking for on the interior of the property?

- Windows are in good operating condition. Screens on all operable windows.
- Plumbing utilities and accessories are in good operating condition.
- Illegal Conversions or work without permits observed.
- Properties occupied by 8 or more persons shall provide an approved fire alarm system meeting the requirements of NFPA which contains the ability to be monitored and which is connected to a monitoring service.
- Appliances are in good working condition.
- For short term rentals, in no case shall occupancy be greater than two persons per bedroom.
- Rentals are limited to one family.

The definition of family (per City of Pompano Beach Zoning Code Chapter 155, Article 9, Part 5): An individual or two or more persons related by blood, marriage, state-approved foster home placement, or court-approved adoption—or up to three unrelated persons—that constitute a single housekeeping unit. A family does not include any society, nursing home, club, boarding or lodging house, dormitory, fraternity, or sorority.

What type of issues will the Inspector be looking for on the exterior of the property?

- Roof in good repair. Not discolored or damaged, free of holes or leaks.
- Exterior walls are in good condition. Paint is not chipped, discolored, or faded.
- Landscape is maintained, trimmed.
- Swale/Right of Way area is maintained. Sod is good condition, not patchy.
- Pool is clean and maintained.
- Docks and seawall in good repair.
- Tiki/Chickee huts must have approved/closed permit on file.
- All vehicles parked at residence must be in operable condition (current tags/ no flat tires).
- All common/shared areas must be kept in a clean, well-maintained condition.
- No discarded objects, junk, trash, or outdoor storage.
- Trash/recycle containers in proper place. Must be out of public view on non-collection days.

