

How to Apply For a Short-term Rental BTR

Should you have any questions, please call Linda Cebrian at (954) 786-4654.

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.

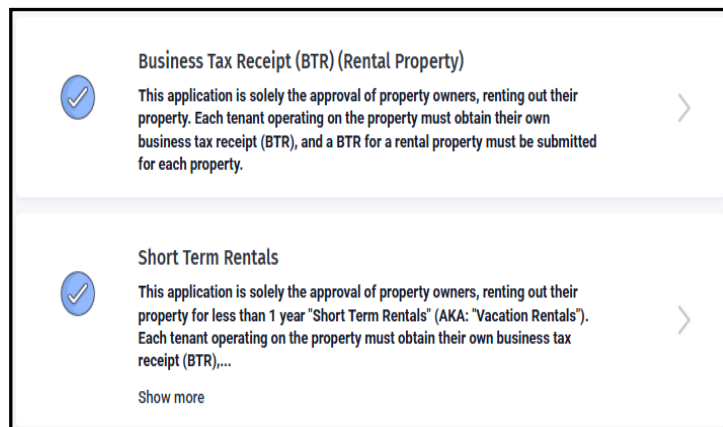
- 3) Once signed in, scroll down to the Property Registration Forms box.



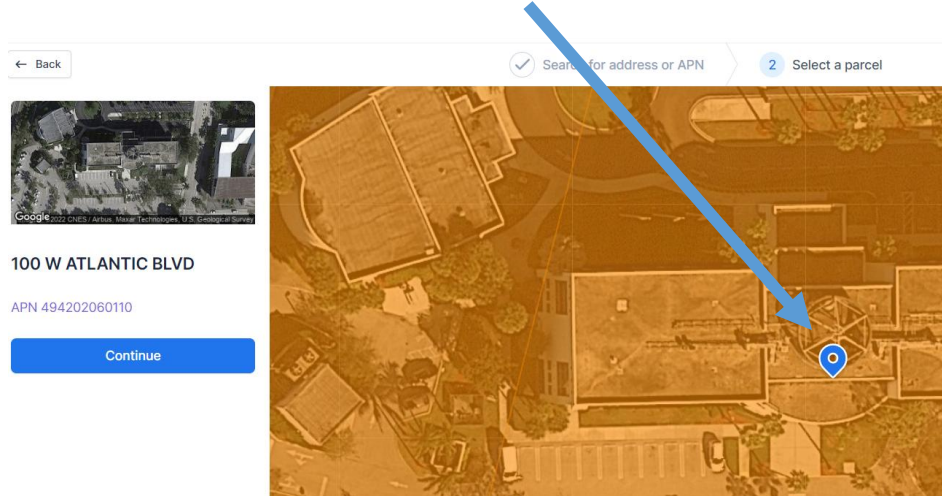
- 4) Choose the type of your Rental Business Tax Receipt.

Rental Property: This application is solely the approval of property Owners, renting out their property.

Short Term Rentals: This application is solely the approval of property owners, renting out their property for less than 1 year (A.K.A Vacation Rentals). Please see Short Term Rental Application Requirements (below) for a list of required documents to upload into your Short-Term Rental application.



- 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.

INITIAL APPLICATION FEE:
ANNUAL RENEWAL FEE:

Single Family and Duplex - \$675.00; Triplex and Quadplex - \$750.00
\$375.00



The following copies shall be uploaded into your application on the Camino Portal.

Submittal Requirement	Contact Information
A Copy of the Short-Term Rental's current License as a Transient Public Lodging Establishment with The Florida Department of Business and Professional Regulation.	Florida Department of Business and Professional Regulation Address: 1940 North Monroe Street, Tallahassee, FL 32399 Phone: 850-487-1395 Website: www.MyFloridaLicense.com
A Copy of the Short-Term Rental's current certificate of registration with the Florida Department of Revenue. Certificate must be in the property owner's name and list the property address (if required).	Florida Department of Revenue, Coral Springs Center Address: 3301 N University Drive Suite 200, Coral Springs, FL 33065 Phone: 954-346-3000 Website: http://dor.myflorida.com
A Copy of the Short-Term Rental's current account with the Broward County Tax Collector.	Tourist Development Tax Section Broward County Tax Collector Address: 115 S Andrews Avenue Room A-110, Fort Lauderdale, FL 33301 Phone: 954-357-8455 Email: touristax@broward.org
A Copy of the Broward County Business Tax Receipt.	Local Business Tax Receipt Section Broward County Tax Collector Address: 115 S Andrews Avenue Room A-100, Fort Lauderdale, FL 33301 Phone: 954-357-4829 Email: businesstax@browardtax.org
A Copy of the current Pompano Beach Business Tax Receipt.	City of Pompano Beach, Business Tax Receipt Division, Attn: Linda M. Cebrian Address: 100 W Atlantic Blvd, 3rd Floor, Pompano Beach, FL 33060 Phone: 954-786-4654 Email: linda.cebrian@copbfl.com



Submittal Requirement Continued	Contact Information
<p>The Lien Search must demonstrate that there are no pending code violations and no outstanding liens related to property violations. The lien search must be for the property for which the application is being submitted and must be submitted within 30 days of submission.</p>	<p>City of Pompano Beach, Lien Search Division Address: 100 W Atlantic Blvd, 3rd Floor, Pompano Beach, FL 33060 Phone: 954-545-7801</p>
<p>A Copy of the standard rental/lease agreement to be used when contracting with occupants.</p>	
<p>Detailed exterior site plot plan identifying property lines, parking spaces, pools, spas, hot tubs, storage area of garbage receptacles, screening if garbage receptacles, and fences.</p>	
<p>Detailed interior floor plan identifying all bedroom, exits and location of fire extinguishers.</p>	
<p>Authorization letter if the application is being submitted on behalf of the owner of the property or by his or her authorized representative.</p>	

Business Tax Receipt 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.

Short Term Rental Inspection - For a dwelling unit that rents, leases, or lets for consideration any living quarters or accommodations for a term of six months or less in a calendar year (leases less than 1-year, short term rentals, or vacation rentals). Inspections are scheduled on Mondays between 8:30 am - 10:00 am.

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.

