



100 W. Atlantic Blvd Pompano Beach, FL 33060

Phone: 954.786.4654 Fax: 954.786.4666 Email: linda.cebrian@copbfl.com

Short-Term Rental Application Checklist

PROCEDURE: Complete the application online (https://app.oncamino.com/pompanobeach_fl/dashboard/new). Once submitted, Staff will review the application & assess the appropriate fee (which may be paid online or the appropriate fee may be sent to the Business Tax Receipt Division to the attention of Linda Cebrian, Business Tax Receipt Inspector with a copy of the completed application for reference). When the application is processed, Inspections shall be made by appointment with the 24-hr contact person. **Applications must be submitted by the property owner or authorized representative.**

INITIAL APPLICATION FEE: Single Family and Duplex - \$675.00; Triplex and Quadplex - \$750.00
ANNUAL RENEWAL FEE: \$375.00

APPLICATION CHECKLIST:

The following copies shall be submitted with this completed application.

Submittal Requirement	Contact
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.	State of Florida Department of Business and Professional Regulation <u>Address:</u> 1940 North Monroe Street, Tallahassee, FL 32399-0783 <u>Phone:</u> 850-487-1395 <u>Website:</u> 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 <u>Address:</u> 3301 N University Drive Suite 200, Coral Springs, FL 33065 <u>Phone:</u> 954-346-3000 <u>Website:</u> 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 <u>Address:</u> 115 S Andrews Avenue Room A-110, Fort Lauderdale, FL 33301 <u>Phone:</u> 954-357-8455 <u>Email:</u> touristax@broward.org
A Copy of the Broward County Business Tax Receipt.	Local Business Tax Receipt Section Broward County Tax Collector <u>Address:</u> 115 S Andrews Avenue Room A-100, Fort Lauderdale, FL 33301 <u>Phone:</u> 954-831-4000 <u>Email:</u> businesstax@broward.org
A Copy of the current Pompano Beach Business Tax Receipt	City of Pompano Beach, Business Tax Receipt Division, Attn: Linda M. Cebrian <u>Address:</u> 100 W Atlantic Blvd, 3 rd Floor, Pompano Beach, FL 33060 <u>Phone:</u> 954-786-4654 <u>Email:</u> linda.cebrian@copbfl.com
Documentation demonstrating no Pending Code violations and no unsatisfied liens for property violations (for any property within Pompano Beach owned by the Property Owner).	City of Pompano Beach, Lien Search Division <u>Address:</u> 100 W Atlantic Blvd, 3 rd Floor, Pompano Beach, FL 33060 <u>Phone:</u> 954-545-7801
Authorization letter if the application is being submitted on behalf of the owner of the property or by his or her authorized representative.	
A Copy of the standard rental/lease agreement to be used when contracting with occupants.	
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.	
Detailed interior floor plan identifying all bedroom, exits and location of fire extinguishers.	