



THE VILLAGE OF NORTH PALM BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT  
420 U.S. HIGHWAY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408  
PHONE 561.841.3365 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG

## **Vacation Rental Registration Form**

***The registration of a Vacation Rental from the Village of North Palm Beach does not exempt the applicant from obtaining the appropriate documentation and/or licenses from the Florida Department of Business and Professional Regulation, Florida Department of Revenue and Palm Beach County Tax Collector or any other county or state required permits. A Vacation Rental cannot operate without the Village's approval.***

### **Section I Type of Registration**

New Registration

Annual Renewal

### **Section II Property Owner Information and Vacation Rental Location**

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Registered Agent Name (if applicable): \_\_\_\_\_

Registered Agent Phone: \_\_\_\_\_

Registered Agent Email: \_\_\_\_\_

Vacation Rental Location /  
Address: \_\_\_\_\_  
\_\_\_\_\_

### **Section III Responsible Party Information (Provide 24-hr Contact Details)**

Each vacation rental must designate a responsible party to respond to routine inspections as well as non-routine complaints and any other problems related to the operation of the vacation rental. The property owner may serve in this capacity or shall otherwise designate another person eighteen (18) years or older to perform the duties indicated on said Code Section 45-40.c.(5)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

24hr Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Section IV Required Documentation**

**Note: Please initial each item below to confirm your acknowledgement of compliance and attach with this registration form:**

- Application Fee: \$600.00 (All fees are Payable to the Village of North Palm Beach.);
- Village of North Palm Beach Business Tax Receipt;
- Florida Department of Business and Professional Regulation License as a transient public lodging establishment/vacation rental;
- Vacation Rental’s current and active Florida Department of Revenue – Certificate of Registration for the purpose of collecting and remitting sales taxes, transient rental taxes and any other taxes required by law to be remitted, as applicable;
- Proof of the establishment of an account with the Palm Beach County Tax Collector for the payment of tourist development taxes or that payment is arranged through a third party;
- Postings as required in Section 45-40.c.(6) of the North Palm Beach Code of Ordinances and Section VI of this application; and
- Sample Vacation Rental Advertisement and lease agreement.

**Section V Vacation Rental Standards**

Inspection by the Village to verify compliance with the requirements of the division may be required subsequent to the completion of initial registration with the Village and annually after each renewal. Non-compliance with the requirements of this division discovered during any inspection shall be treated as a violation of the Village Code and be processed in accordance with Code Section 1-8, through the code enforcement process set forth in Chapter 2, Article VI of the Village Code of Ordinances, or any other manner authorized by law.

**Note: Please initial each item below to confirm your acknowledgement of compliance:**

***Minimum life/safety requirements.***

- 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, as set forth in Chapter 515, Florida Statutes (will be verified upon inspection).
- Smoke and carbon monoxide (CO) detection and notification system.** If an interconnected and hardwired smoke and carbon monoxide (CO) detection and notification system, is not in place within the vacation rental, then one such 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.
- 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 dwelling 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.
- Battery powered emergency lighting of primary exit.** Battery powered emergency lighting which provides illumination automatically in the event of any interruption of normal lighting shall be provided for a period of not less than one hour to illuminate the primary exit.
- Emergency egress and maintenance.** Halls, entrances and stairways within a vacation rental shall be clean and ventilated. Hall and stair runners shall be kept in good condition. Rails

shall be installed on all stairways and around all porches and steps.

**Additional requirements.** In addition to the foregoing, all one and two family dwellings, recreational vehicles and mobile homes shall meet the requirements of Section 69A – 43.108 Florida Administrative Code, as amended.

**Maximum occupancy.**

Each vacation rental dwelling unit shall comply with the occupancy limitations set forth in the Property Maintenance Code referenced in Section 15-27 of this Code, provided, however, that in no event shall maximum occupancy of such dwelling unit exceed two persons per bedroom plus two additional persons.

**Lease requirements.**

There shall be a written or online lease, rental, tenant or other recorded agreement memorializing each vacation rental tenancy between the owner or responsible party and the occupant(s). The agreement shall, at minimum, contain the following information:

- Maximum number of occupants for the unit;
- Number of parking spaces associated with the vacation rental unit, if applicable, and the location of such spaces;
- Names and ages of all persons who will be occupying the unit;
- Dates of such occupancy; and
- Statement that all occupants must evacuate from the vacation rental following any evacuation order issued by local, state, or federal authorities.

**Vacation rental responsible party.**

Each vacation rental must designate a responsible party to respond to routine inspections as well as non-routine complaints and any other problems related to the operation of the vacation rental. The property owner may serve in this capacity or shall otherwise designate another person eighteen (18) years or older to perform the following duties:

- Be available by telephone at listed phone number twenty-four (24) hours per day, seven (7) days per week and capable of handling any issues relating to the operation of the vacation rental;
- If required, be willing and able to come to the vacation rental within two (2) hours following notification from an occupant, the owner, or the Village to address any issues relating to the operation of the vacation rental;
- Maintain a record of all lease or rental agreements for the vacation rental;
- Receive service of any legal notice on behalf of the owners for violation of the requirements set forth in this division; and
- Otherwise monitor the vacation rental to ensure compliance with the requirements set forth in this division.

**Other regulations.**

Vacation rentals must comply with all other regulations, standards and requirements set forth in the Village Code of Ordinances, including, but not limited to, the requirements of Chapter 4 (Animals and Fowl), Chapter 6 (Buildings and Building Regulations), Chapter 14 (Health and Sanitation), Chapter 15 (Housing), Chapter 18 (Motor Vehicles and Traffic), Chapter 19 (Offenses and Miscellaneous Provisions), and Appendix C (Chapter 45) (Zoning).

*Note: The North Palm Beach Code of Ordinances is available at the Village of North Palm Beach website: [www.village-npb.org](http://www.village-npb.org)*

**Section VI Required Postings**

**Note: Please initial each item below to confirm your acknowledgement of compliance:**

Minimum vacation rental information required postings. The vacation rental shall be posted with the following information, either on the back of or next to the main entrance door or on the refrigerator:

- Name, address and telephone number of the vacation rental responsible party;
- Days of trash pickup and recycling pickup and a notification that all garbage or trash must be placed in a garbage or trash can or other approved garbage receptacle and that all recyclables must be placed in approved recyclable containers;
- Location of the nearest hospital;
- Location of designated parking spaces/areas, if applicable;
- For units located within multi-family buildings more than two (2) stories in height, a building evacuation map (at least 8 ½ inches by 11 inches) shall be posted on or next to the interior portion of the front door.

**Section VII Owner and Registered Agent Signature**

I have been provided with a copy of Section 45-40 of the Village Code of Ordinances, entitled Vacation Rental and have reviewed same. I intend to operate the vacation rental in compliance the Village Code of Ordinances.

I the undersigned, fully understand the definition of “vacation rental” as defined in Code Section 45-40.(a) of the Village of North Palm Beach Code of Ordinances

I understand I am obligated to renew the vacation Rental Registration annually, by October 1 of each year, and that any change(s) to the information or submittals included within the initial or renewal registration must be reported to the Village.

I understand and agree to inspections of the property by the Village on reasonable notice in order for the Village to assure compliance with Section 45-40 of the Village of North Palm Beach Code of Ordinances.

**Hold Harmless Agreement:**

In accordance with the Village of North Palm Beach Code of Ordinances, in approving any Vacation Rental, the applicant shall meet all requirements set forth Section 45-40. In addition, Village Staff shall prescribe appropriate conditions and safeguards and obligations and fees as required.

By submittal of this registration form, the applicant agrees to indemnify and hold harmless the Village of North Palm Beach, its officers, employees and agents from and against all loss, costs, expenses, including attorney’s fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this Vacation Rental Registration.

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
(Date)

By means of physical presence / online notarization by:

By \_\_\_\_\_  
(Name of person acknowledging)

Who is personally known to me or who has produced \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
(Signature of person taking acknowledgement)

Registered Agent Name: \_\_\_\_\_

Registered Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
(Date)

By means of physical presence / online notarization by:

By \_\_\_\_\_  
(Name of person acknowledging)

Who is personally known to me or who has produced \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
(Signature of person taking acknowledgement)

**Section VIII OFFICE USE ONLY (to be completed for approved registrations only)**

Registration Fee Paid (circle one): Yes / No

Date: \_\_\_\_\_  Planning/Zoning \_\_\_\_\_

Date: \_\_\_\_\_  Building \_\_\_\_\_

Date: \_\_\_\_\_  Code Enforcement \_\_\_\_\_

Date: \_\_\_\_\_  Fire Inspector \_\_\_\_\_

**To be completed for approved registrations only**

Staff Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Registration Date: \_\_\_\_\_ Registration Number: \_\_\_\_\_