



Village of North Palm Beach

Department of Community Development

**420 U.S. HIGHWAY ONE, SUITE 21 • NORTH PALM BEACH, FLORIDA 33408
561-882-1156 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG**

Vacation Rental Checklist

Fire & Police non-emergency # (561) 848-2525

Building Division 561-841-3365

Code Compliance 561-691-3454

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Vacation Rental Definition:

Any building or structure utilized as a vacation rental with the Village of North Palm Beach; A transient public lodging is any unit which is rented to guests for more than three (3) time a calendar year for periods of less than thirty (30) days or for one (1) calendar month; or if the property is advertised or held out as a place regularly rented to guests for less than thirty (30) days or (1) calendar month.

Vacation Rental Application Process:

Steps to complete applications (must be completed in order):

Step 1: Obtain Department of Business & Professional Regulations (DBPR) License for public lodging and Tourist Development Tax Receipt.

- a. LINK: <http://www.myfloridalicense.com/dbpr/hotels-restaurants/#1489433992517-3bf127b7-72ce>
- b. Once completed, you will be able to continue to the next step.

Step 2: Obtain Florida Dept. of Revenue – Sales Tax Collection License – They will request your DBPR License to complete step #2.

- c. LINK: <https://floridarevenue.com/taxes/eservices/Pages/registration.aspx>
- d. Once completed, you will be able to continue to the next step

Step 3: Obtain Palm Beach County Business Tax & Tourist Tax License.

- e. LINK: <https://www.pbctax.com/>
- f. Once completed, you will be able to continue to the next step.

Step 4: Upon completion of steps 1-3, complete Village of North Palm Beach Business Tax Receipt Application.

LINK: <http://www.village-npb.org/DocumentCenter/View/30/Business-Tax-Receipt-Application>

Step 5: Submit all completed documents to the Village of North Palm Beach in person at the Community Development office.

420 US Highway 1 Suite 21

North Palm Beach, FL 33405

Safety Inspection Requirements Checklist:

1. Swimming Pool Safety Requirements

- a. Pool shall have a Fence and Gate or screen enclosure around the pool area with a safety lock which is self-locking and self-closing placed at a height of 54 inches (see page 7 for more references)

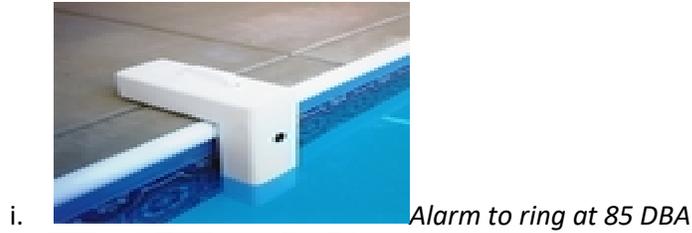


*** If pool has screen enclosure, House shall have either Alarm or Door/Window Alarm*



Latch placed at height of 54 inches

- b. In addition to the fence and gate with gate lock, pool shall also have one of the following: a splash alarm for inside the pool, door/window alarms leading to pool area, or a baby fence pool barrier around the perimeter of the pool



- 2. Shall have Fire Extinguisher size: 2A:10B:C
 - a. Must be located within 75ft of travel and (1) extinguisher per floor; mounted at a minimum of 4 inches off ground, easily accessible and certified by a licensed fire extinguisher technician annually



3. Emergency Lighting

- a. Battery powered emergency lighting required to automatically illuminate the primary exit in the event of the loss of power



i.

4. Smoke Alarms

- a. Hard wired, battery backup, interconnected, smoke alarms shall be installed inside and outside of every sleeping area and on each level. Carbon Monoxide detection is required when gas appliances are present in the home



i.

5. Two points of exit are required from the dwelling

- a. A floor diagram reflecting the actual floor arrangement, primary and secondary exit locations and room identification shall be posted in a highly visible area
- b. A fire safety pamphlet describing evacuation of the dwelling, smoke alarm information, procedure for reporting a fire or other emergency shall be provided to any and all guests
 - i. LINK for Editable Pamphlet: <http://www.village-npb.org/DocumentCenter/View/10160/Vacation-Rental-Fire-Safety-Pamphlet---Template>



Home Escape Plan for 16 MacKenzie Way



ii.

6. Building identification

- a. A minimum of 6" numerical address shall be visibly posted on the outside of the dwelling



i.

- ii. Numerical address required (If alphabetically written, numbers shall also be provided)

****Property alterations and/or conversions without a Village of North Palm Beach building permit is subject to Code Violation action*

****Illustrations are for informational purposes only*

*****Properties with Code, Building, or Fire violations will not be approved.**

HOUSE WITH POOL & EXTERIOR GATES. – Choose 1

<p>House – with Pool</p>	<p>Pool alarm attached to Deck. 85 dba. Certified “ASTM Standard F2208”</p>	
<p>House – with Pool.</p>	<p>Baby Fence</p>	
<p>House - with Pool. Windows & Doors leading to the pool</p>	<p>85dba alarms fitted to any opening</p>	
<p>House –with Pool. All Exterior Gates.</p>	<p>lock placed 54” from the ground. Gates must open away from the pool, self closing and latching</p> <p>REQUIRED ON ALL POOL PROPERTIES WITH EXTERIOR GATES IF BABY FENCE NOT USED</p>	