



The Village of North Palm Beach  
 Community Development Department, Planning & Zoning Division  
 701 U.S. Highway 1, Suite 100  
 North Palm Beach, FL 33408  
 Phone: (561) 841-3365 • Email: npbcommdev@village-npb.org

## Short-Term Rental Application Checklist

**PROCEDURE:** Complete the application online. Once submitted, staff will review the application and assess the appropriate fee. When the application is processed, inspections shall be made by appointment. **Applications must be submitted by the property owner or authorized representative.**

**INITIAL APPLICATION FEE:** \$600

**ANNUAL RENEWAL FEE:** \$600

### 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> <a href="http://www.MyFloridaLicense.com">www.MyFloridaLicense.com</a>
A copy of the Short Term Rental's current certificate of registration with the Florida Department of Revenue. The Certificate must be in the property owner's name and list the property address (if required).	Florida Department of Revenue, West Palm Beach Taxpayer Service Center <u>Address:</u> 2468 Metrocenter Boulevard, West Palm Beach, FL 33401 <u>Phone:</u> 561-640-2800 <u>Website:</u> <a href="http://dor.myflorida.com">http://dor.myflorida.com</a>
A copy of the Short Term Rental's current account with the Palm Beach County Tax Collector.	Tourist Development Tax Section Palm Beach County Tax Collector <u>Address:</u> 301 North Olive Avenue, 3 <sup>rd</sup> Floor, West Palm Beach, FL 33401 Copy of account established with the Palm Beach County Tax Collector <u>Phone:</u> 561-355-3547 <u>Website:</u> <a href="http://www.pbctax.com">www.pbctax.com</a>
A copy of the Palm Beach County Business Tax Receipt.	Local Business Tax Receipt Section Palm Beach County Tax Collector <u>Address:</u> 3185 PGA Boulevard, Palm Beach Gardens, FL 33410 <u>Phone:</u> 561-355-2264 <u>Website:</u> <a href="http://www.pbctax.com">www.pbctax.com</a>
A copy of the Village of North Palm Beach Business Tax Receipt.	Village of North Palm Beach Building Division <u>Address:</u> 420 US Highway 1, North Palm Beach, FL 33408 <u>Phone:</u> 561-841-3365 <u>Email:</u> <a href="mailto:npbcommdev@village-npb.org">npbcommdev@village-npb.org</a>
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 is 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 bedrooms, exits and location of fire extinguishers.	
Completed Short-Term Vacation Rental Responsible Party form.	
Copies of postings are required by the Village Code of Ordinance Section 45-40 (c)(5).	