

**OFFICE USE ONLY**

REC'D: \_\_\_\_\_ BY: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

INVOICE# \_\_\_\_\_

CODE:  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PLANNING:  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



**BUSINESS**  
**Resort**  
**Rental**  
**02/25/20**

**USE THIS FORM TO:** Apply for a Resort Rental Dwelling Permit (RRDP). This form may also be used to make changes to an existing RRDP, such as a change in ownership or management of the dwelling.

**FEES:** New permits are \$300.00 / Renewals are \$200.00, payable annually.

**IMPORTANT NOTES:** Not every property is entitled to apply for a Resort Rental Dwelling Permit. RRDP activities are restricted by zoning and the applying property must be zoned R-3, High Density Residential, to be eligible to apply. The only exception to this zoning requirement applies to properties that are "grandfathered" by maintaining a valid RRDP, with no lapse greater than 180 days. There are several companion requirements to receiving and maintaining a valid RRDP – please see the attached Process information. Please allow 5 to 10 business days to process your application.

**KEY CONTACTS:** The Building Department will guide your application from start to finish, engaging other City Departments or Agencies as needed. The applicant bears the responsibility of obtaining necessary companion requirements prior to submitting the application. Please see the attached process information for a description of these additional requirements and applicable contact information.

**Type of Application:**  New \$300.00  Renewal \$200.00

**Address of Resort Rental Property:** \_\_\_\_\_

**Phone Number of Resort Rental Property:** ( ) \_\_\_\_\_

**Parcel Identification Number of Resort Rental Property:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

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

**Property Manager:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email :** \_\_\_\_\_ **Website:** \_\_\_\_\_

**24-Hour LOCAL Emergency Contact:**

**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**ALL** the following information is **required** to complete this application:

Federal Employer ID _____	<b>OR</b>	Social Security _____ - _____ - _____
<b>Florida Sales Tax ID</b> _____		<b>Floor Plan/Sq. Ft.</b> _____
<b>Florida Lodging License</b> _____		<b># Parking Spaces</b> _____
Local Business Tax Receipt _____		<b>Proof of Inspection</b> _____
Roll Back Service _____		

I acknowledge that I have read this Resort Rental Dwelling Permit application packet. I understand that if approved I will display the Permit in a prominent location inside the residence. I will abide by the resort rental dwelling use regulations as described in the **Fernandina Beach Code of Ordinances Section 26-101 (as adopted via Ordinance 2011-23)**, a copy of which has been provided to me as part of this application packet. I further acknowledge my responsibility to advise the City of Fernandina Beach of any changes to contact information, ownership or management as related to this permit.

I, the undersigned **Property Owner**, do swear that the foregoing statements are true.

\_\_\_\_\_  
 Owner's Signature Date

STATE OF FLORIDA }  
 ss }  
 COUNTY OF NASSAU }

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Notary Public: Signature Printed Name My Commission Expires

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ ID Produced: \_\_\_\_\_

I, the undersigned **Property Manager**, do swear that the foregoing statements are true.

\_\_\_\_\_  
 Manager's Signature Date

STATE OF FLORIDA }  
 ss }  
 COUNTY OF NASSAU }

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Notary Public: Signature Printed Name My Commission Expires

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ ID Produced: \_\_\_\_\_

## GENERAL INFORMATION

- Resort Rental Dwelling Permits are valid for a period of one year, running from **October 1 to September 30 of each year.**
- **Renewal notices are mailed out by the City in July of each year. Payment for renewals must be made by September 30 to avoid the accrual of late fees or penalties as provided below:**

<b>After OCTOBER 1</b>	<b>10% penalty</b>
<b>After NOVEMBER 1</b>	<b>15% penalty</b>
<b>After DECEMBER 1</b>	<b>20% penalty</b>
<b>After JANUARY 1</b>	<b>25% penalty</b>

**IF THE PERMIT HAS NOT BEEN PAID WITHIN 150 DAYS OF THE DATE OF THE RENEWAL NOTICE, AN ADDITIONAL \$250 CHARGE WILL BE APPLIED.**

- It is the permit holder's responsibility to advise the City of any changes to contact information, ownership, or management of the dwelling. Failure to do so may result in misdirected renewal notices and possibly the loss of grandfathering status.

## RESORT RENTAL DWELLING PERMIT APPLICATION PROCESS

**Any housing unit, whether denominated by an apartment, condominium, townhouse, time-share, single-family or otherwise, being rented out for periods of thirty (30) days or less, must carry a Resort Rental Dwelling Permit (RRDP). To be eligible to participate in the RRDP program, the subject property must be zoned R-3, High Density Residential (unless grandfathered<sup>1</sup>), and the property owner must maintain a current Resort Rental Dwelling Permit.**

**Management of the rental activities for the Resort Rental Unit can be conducted by the unit's owner or a professional property management company. Anyone managing a Resort Rental Dwelling Unit must maintain a Local Business Tax Receipt issued by the City of Fernandina Beach.**

There are certain prerequisites that must be met with the State of Florida and the City of Fernandina Beach before a Resort Rental Dwelling Permit application can be accepted.

1. A Florida State Public Lodging License is required for Resort Rental permitting. Please contact the Department of Business and Professional Regulation (DBPR) at (850) 487-1395 or at [www.myflorida.com/dbpr](http://www.myflorida.com/dbpr). You will apply for a license under "Hotels and Restaurants", then select the appropriate rental lodging type.
2. A Florida Department of Revenue (DOR) Sales Tax Identification Number is required in order to pay State Sales Tax. Please contact DOR at (800) 352-3671 or go to [www.myflorida.com/dor](http://www.myflorida.com/dor).
3. If you are not going to use your Social Security Number to file your taxes, you must file under a Federal Employer Identification Number (FEIN). For information on acquiring an FEIN, call (800) 829-3676 or go to [www.irs.gov](http://www.irs.gov).
4. In addition to State Sales Tax, Nassau County collects Tourist Development Tax ("Bed Tax") on all short-term rentals located in Fernandina Beach. To register and remit to Nassau County, please contact (904) 491-7420 or visit [www.nassautaxes.com/content/touristdevelopmenttax](http://www.nassautaxes.com/content/touristdevelopmenttax).

5. A completed inspection checklist for the Resort Rental Dwelling is required each year. This inspection may be conducted by DBPR or any licensed home inspector. You can conduct your own search for licensed home inspectors through [www.myfloridalicense.com](http://www.myfloridalicense.com).

Included in the application packet is the application, the City's inspection check list, a copy of the City's Resort Rental Dwelling Permit Ordinance, and a schedule of due dates and penalties for payment of yearly permit renewals.

The Resort Rental Dwelling Permit application must be complete in order to be processed. **Payment for the permit is not accepted at the time of application but rather when the permit is issued.**

*<sup>1</sup> Resort rentals in R-1 or R-2 zoning districts that existed prior to October 3, 2000 (effective date of Ordinance 2000-28) may continue a legal non-conforming status as long as the Resort Rental Permit has not expired for a period of greater than 180 days.*