

SHORT TERM OR VACATION RENTAL UNIT REGISTRATION

CITY CLERK, 100 N US HWY 1, FORT PIERCE, FL 34950
 PH: 772-467-3065 * cityclerk@cityoffortpierce.com

Rental Unit Information:			
Parcel ID:		Minimum Number of Rental Days: 	
Rental Address including unit number:		Rental Unit Name: (e.g. Mermaid's Hideaway)	
Property Owner Information:			
Name of Owner			
Mailing/Billing Address:			
Mailing/Billing Address (city, state, zip)			
Primary Telephone #		Alt. Telephone #	
E-mail Address			
If applicant is a partnership or corporation, name of company:			
Business Mailing Address:			
Primary Telephone #		Alt. Telephone #	
Email Address			
Responsible Person Information: <i>Responsible persons shall officially reside in a dwelling unit located within St. Lucie County. Proof of residency shall be demonstrated to the city clerk's office in the form of a Florida Driver's License or Florida Identification Card only, pursuant to Section 22-509 of the Fort Pierce Code of Ordinances. Responsible persons that are a licensed management company have no residency requirement.</i>			
Responsible Person (RP) or Management Company (MC)			
RP/MC Physical Address			
RP/MC Mailing Address (if different)			
Primary RP/MC Telephone #		Alt. RP/MC Telephone #	
RP/MC Email Address:			

Required Attachments and Calculations			
Copy of recent property record card from property appraiser showing ownership and square footage. www.paslc.org	Yes		
Current certification Sunbiz registration for corporate ownership, if applicable.	Yes		N/A
Maximum Occupancy Calculation: <i>Maximum occupancy shall be calculated as one person for every 200 square feet, under air-conditioned space as defined on the property record card of the rental unit if the building is being rented out in its entirety. If only a room (or rooms) is being rented, or the rental unit is also being concurrently occupied by the owner (or other), then the maximum occupancy shall be calculated as one person for every 150 gross square feet of the room (or rooms) being rented. For the purpose of this definition, a person shall mean any individual over the age of five (5) years.</i>			
Sq Ft under air: _____ (pursuant to property record card) divided by 200	Max Occupancy: 		
Maximum Vehicles on site, with location sketch of onsite parking spaces. <i>The maximum allowed on-site parking for each rental single-family dwelling shall be based on the number of dedicated 9'6" x 19' spaces on the lot with appropriate surface material, Sec. 125-315, upon which the dwelling rental occupies.</i>	Max # Vehicles: 		
Exterior site sketch, including parking spaces – Google images or aerial photos are acceptable.	Yes		
Interior building sketch (including extinguishers, alarms, ingress/egress, etc.).	Yes		
St. Lucie County Tourist Development Tax Account Number: _____	Yes		
Florida Department of Business & Professional Regulation License (if applicable – rental periods under 30 days)	Yes		N/A
Fort Pierce Business Tax Receipt (if applicable – rental periods under 30 days)	Yes		N/A
Florida Department of Revenue Sales Tax ID Number: _____ (Only if not renting exclusively through AirBNB or VRBO)	Yes		N/A
City Staff will perform a search with Code Enforcement to confirm there are no pending proceedings or outstanding balances (please allow 3 to 5 business days – city will route with application)			

I hereby certify under penalties of perjury that the above information is true and correct. I further acknowledge that any misstatement, omission or false representation made by me in this application may result in the revocation of registration.

Signature of Applicant

Date

APPROVED AS SUBMITTED:

City Clerk's Office

Date