



VACATION RENTAL REGISTRATION INSPECTION PROCESS



Inspection of a vacation rental to verify compliance with the applicable provisions of the Florida Building Code (FBC), Florida Fire and Life Safety Codes and the Short-Term Rental Ordinance shall be conducted by the City upon registration of the vacation rental. If instances of non-compliance are found, all such instances of non-compliance shall be handled as other violations of the Florida Building Code and Florida Fire and Life Safety Codes.

Inspections shall be made by the City through appointment with the vacation owner or agent, as applicable. If a city inspector has made an appointment with the vacation rental owner or agent, as applicable, for an inspection and the city inspector is unable to complete the inspection as a result of an action or inaction of the vacation rental owner or agent, or an occupant of the vacation rental, the vacation rental owner shall be charged a “re-inspection” fee. The re-inspection fee shall be paid prior to rescheduling the re-inspection.

In addition, failure of a vacation rental owner or agent, as applicable, to make the vacation rental available for an inspection within twenty (20) days after notification by the City in writing that the City is ready to conduct the annual inspection, shall be a violation of the Short-Term Rental Ordinance. Each day that such violation continues shall be a separate violation.

The fee for the initial inspection shall be \$100, however, the fee for each re-inspection shall be \$250. These fees shall be subject to adjustment by the City from time to time.

In the event a vacation rental certificate is revoked or suspended for non-compliance with the Short-Term Rental Ordinance, inspection or re-inspection, shall be required as set forth in Section 14-203 of the Short-Term Rental Ordinance.

Document Folder

Each vacation rental shall have a document folder placed in a conspicuous location containing the following information:

- **Copy of the City’s Vacation Rental Ordinance (Ordinance No. 2576)**
- **Days and times of garbage and recyclable pick-up**
- **The location of the nearest hospital**
- **The City’s Non-Emergency Police Phone Number (954-797-2100)**
- **Sketch showing the # of off-street parking spaces. Must state “No On-Street Parking.”**
- **Copy of the City’s Noise Ordinance (Ord. No. 1982)**
- **Name, Address and Phone Number of vacation rental owner or agent.**



Interior Requirements Posting of Documents

- **Evacuation Map 8 1/2 by 11". Place on the interior side of the bedroom doors or on the interior bedroom walls only.**



- **Licenses and Certificates from the State and County, must be posted near the main entrance of the property.**

Including your Vacation Rental Certificate of Compliance.

- **24-Hour emergency contact number of Vacation Rental Owner or Vacation Rental Agent shall be posted near the main entrance of the property.**
- **Maximum occupancy of vacation rental**
- **Copy of City's Business Tax Receipt and Short-Term Rental Certificate of Compliance.**

Landline Phone

- **Land line phone shall be available for placement of emergency calls**

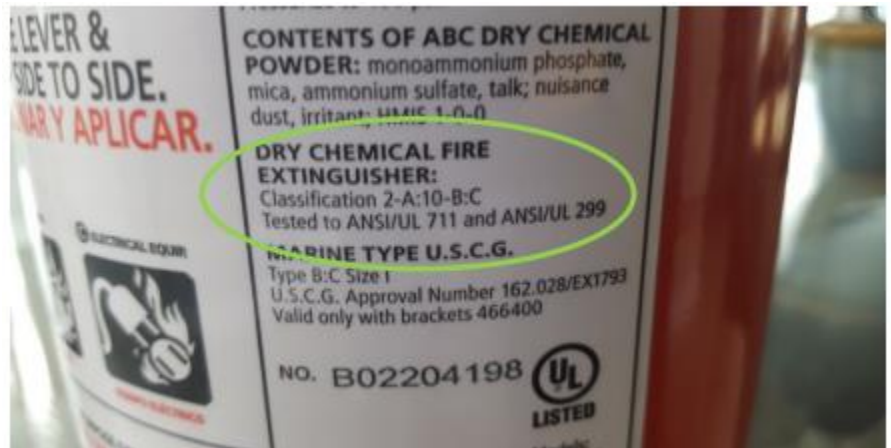


Fire Extinguishers

- **Classification Required 2A: 10: BC**
- **Must be installed on each floor / level of unit in accordance with NFPA 10. May be installed on a wall in an open common area or in an enclosed space with appropriate markings visibly showing location.**
- **Some Location Options:**



- **Under the kitchen cabinet**
- **On the wall near the kitchen**
- **Upstairs on landing**



Fire Extinguisher Location Example



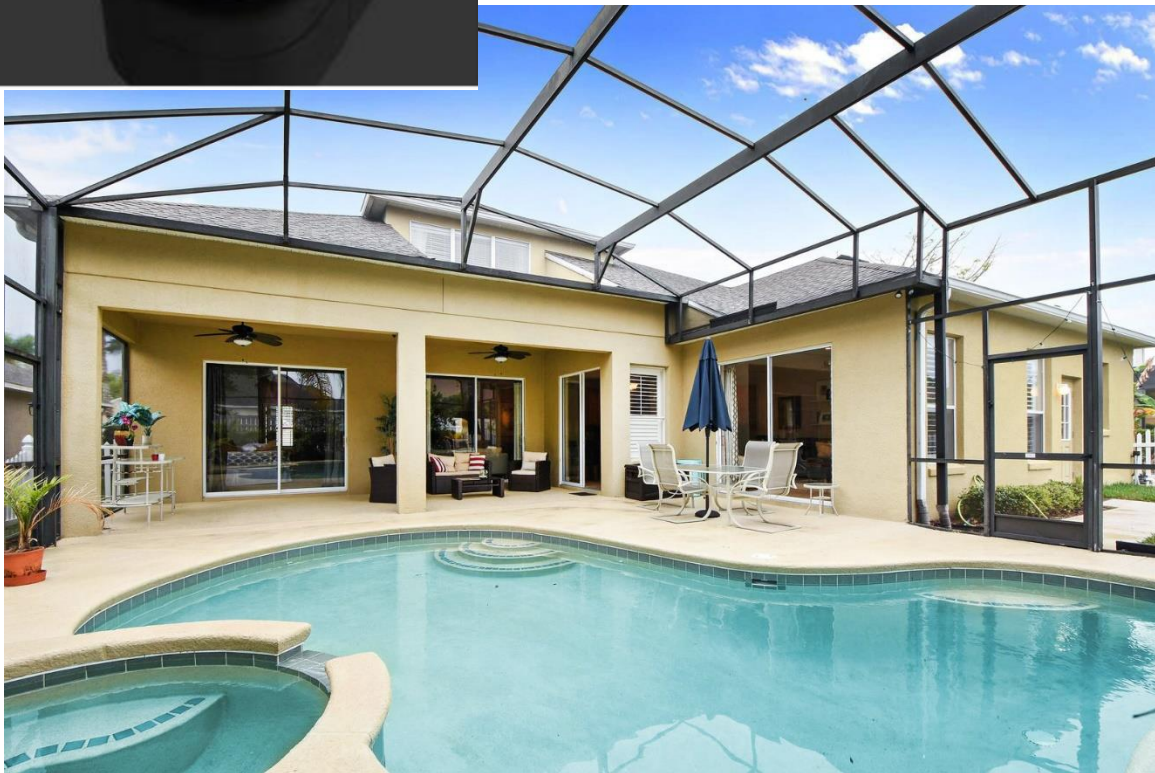
Smoke Alarms and carbon Monoxide Detection

- **Must be hardwired and interconnected.**
- **Carbon monoxide detectors are required if a property has a garage attached or has gas appliances.**



Swimming Pool Safety

Option 1: Place alarms on all windows and doors leading to the pool



Interior Pool Door Alarm
(Alarm must sound at 85 decibels)



If you have a perimeter gate, you must have a self-latching and self-closing fence surrounding the pool.



Option 2: Child Barrier Removable fence – If you choose Option 2, the window and door alarms **are not** required. The perimeter fence is also **not** required.



Smoke Alarms and carbon Monoxide Detection

- The Certificate of Compliance will be issued within five business days.

- Your advertisements must be updated to include your Certificate of Compliance number (Example STR # 20 – 0102)

VACATION RENTAL REGISTRATION CERTIFICATE OF COMPLIANCE					
Certificate of Compliance #	1504175				
Date Issued	1/13/2017				
Expiration Date	09/30/2017				
Renewal Deadline	08/01/2017				
PROPERTY OWNER INFORMATION					
NAME	Jane Doe				
VACATION RENTAL ADDRESS	123 Happy Street Fort Lauderdale, FL 33311				
PHONE NUMBER					
RESPONSIBLE PARTY'S CONTACT INFORMATION					
NAME	John Doe				
ADDRESS	456 Happy Street Fort Lauderdale, FL 33311				
PHONE NUMBER	(954) 111-2345				
<p>This certificate certifies that the property above has complied with the City of Fort Lauderdale's requirements to operate as a vacation rental pursuant to City of Fort Lauderdale Ordinance C-16-25. Failure to meet any of the conditions required may result in suspension or revocation of this certificate. If you believe that there are violations of the Ordinance, please contact the Code Compliance Division at (954) 828-5207 and reference the Business Tax License number on this certificate.</p>					
<p>Advertisement of the vacation rental unit shall conform to the information on this certificate. A statement stating "It is unlawful for a sexual offender to occupy this residence" must be in all advertisements. Also, the Certificate of Compliance Number shall be included on all advertisements.</p>	<table> <tr> <td># OF UNITS</td> <td>2</td> </tr> <tr> <td><u>MAXIMUM OCCUPANCY</u></td> <td>4</td> </tr> </table>	# OF UNITS	2	<u>MAXIMUM OCCUPANCY</u>	4
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<p>Revision Date: 3/24/2017 DEPARTMENT OF SUSTAINABLE DEVELOPMENT- CODE COMPLIANCE</p>					