



Non-Hosted Vacation Rental Registration Checklist

- () Step 1 Obtain Parcel identification (folio) number from [Broward County Property Appraiser](#).
- () Step 2 Apply for and obtain licenses/registrations from the following governmental agencies. Please note, you must obtain each of the required licenses/registrations before submitting your Vacation Rental registration application packet to the City.
 - ◆ Transient Public Lodging License from the Florida Department of Business and Professional Regulation.
 - ◆ Certificate of Registration with the Florida Department of Revenue for purposes of remitting sales surtaxes, transient rental taxes and other required taxes required by law. If you are opting to utilize Airbnb or VRBO as a third-party vendor to remit sales surtaxes, transient rental taxes, or other taxes required by law to be remitted to DOR, you will be required to execute the City's Affidavit of Sales and Tourist Tax Registration Exemption in lieu of obtaining a Certificate of Registration with DOR.
 - ◆ Certificate of Registration with Broward County Tax Collector for purposes of remitting Tourist Development Taxes (TDT) and other required taxes by the Broward County Tax Collector. If you are opting to utilize Airbnb or VRBO as a third-party vendor to remit tourist development taxes (TDT), you will be required to execute the City's Affidavit of Sales and Tourist Tax Registration Exemption in lieu of registering with Broward County.
 - ◆ Business Tax Receipt from Broward County for the operation of a Vacation Rental.
- () Step 3 Obtain a certificate of insurance for the Vacation Rental property evidencing insurance coverage to cover liability for injury or harm to occupants and invitees, with respect to the use of the property as a Vacation Rental. The City shall be listed as a certificate holder.
- () Step 4 Obtain copy of most recent interior floor plan on record with the City identifying all hallways, stairways, bedrooms, exits and location of fire extinguishers. In the event most recent plan is not maintained by the City, a hand drawn sketch is acceptable.
- () Step 5 Obtain copy of exterior site sketch identifying structures and other uses, pools, spas, hot tubs, fencing and off-street parking spaces. Exterior sketch may be hand drawn. Please note, on-street parking is not permitted.
- () Step 6 Obtain copy of Vacation Rental lease agreement used when contracting with occupants.

- () Step 7 Complete affidavit demonstrating knowledge of the responsibility to maintain initial and ongoing compliance with the City's Vacation Rental ordinance, plus any other applicable state, federal or local laws.
- () Step 8 Apply for City of Plantation Business Tax Receipt. For more information on obtaining a City of Plantation BTR, please visit the [City's website](#). Please note that you will be required to submit all documents gathered in Steps 1-7 above. Do not apply for a Plantation BTR until you have gathered all the documents.
- () Step 9 Install a noise level detection device at the property, which shall be capable of detecting noise levels audible outside of the dwelling. The detection device should be calibrated to detect noise levels exceeding the following:
- | | | |
|-----------------|-------------|---------------|
| ◆ Single family | Day: 55 dBA | Night: 50 dBA |
| ◆ Multi-family | Day: 60 dBA | Night: 55 dBA |
- () Step 10 Post the property with the following information:
- ◆ Name, address, and 24-hour emergency contact phone number of Vacation Rental owner or agent – shall be posted near the main entrance of the property.
 - ◆ Licenses and Certificates from the City, State, and County – must be posted near the main entrance of the property. Includes your Vacation Rental Affidavit of Compliance.
 - ◆ Evacuation map (minimum 8½" x 11") – place on the interior side of the bedroom doors or on the interior bedroom walls only.
 - ◆ Maximum occupancy permitted in Vacation Rental.
 - ◆ Maximum number of vehicles that can be parked and specified locations.
 - ◆ Statement within the interior of the dwelling and on the patio advising of an on-premises noise detection device.
 - ◆ If applicable, a statement that the Vacation Rental is located within 2,500 feet of a school, designated public school bus stop, day care center, park, playground, or other private or public recreational facility and shall not be rented to nor occupied by any person who has been convicted of a violation of F.S. 794.011, 800.04, 827.071, or 847.0145, or convicted of a similar felony sexual offense in any other state, Federal Court, or military tribunal in the United States, regardless of whether adjudication has been withheld, in which the victim of the offense was less than 16 years of age.
- () Step 11 Install minimum life safety equipment within the Vacation Rental:
- ◆ Smoke and carbon monoxide detection devices consistent with the requirements of Section R314, Smoke and Alarms and Section R315, Carbon Monoxide Alarms, of the Florida Building Code.
 - ◆ Portable, multi-purpose dry chemical 2A:10B:C Fire extinguishers. The fire extinguishers shall be installed on a wall in an open common area or in an enclosed space with appropriate markings visibly showing location.

- ◆ Swimming pool, spa or hot tub safety device that is compliant with the Residential Swimming Pool Safety Act as set forth in Chapter 515 of the Florida Statutes.
- ◆ Land line telephone with the ability to call 911.
- ◆ Each Vacation Rental shall also be compliant with Florida Administrative Code Rule 69A-43.018, "One-and Two-Family Dwellings, Recreational Vehicles, and Mobile Homes Licensed as Public Lodging Establishments."

- () Step 12 Schedule a safety inspection. A safety inspection of the Vacation Rental property is required once the City informs you that your City of Plantation BTR application is deemed complete. After the initial safety inspection, safety inspections are required on an annual basis to ensure on-going compliance with the City's safety standards. A safety inspection may be scheduled at the following number: 954-797-2225. Do not schedule the safety inspection until the City informs you that your BTR paperwork is complete and the premises are ready for the inspection. Failure of the Vacation Rental owner or agent, to make the Vacation Rental available for an inspection within twenty (20) days after notification by the city that the City is ready to conduct the initial or annual inspection is a violation of the City's Vacation Rental Ordinance.
- () Step 13 Post the Business Tax Receipt and Vacation Rental Certificate within the Vacation Rental dwelling. Once the Vacation Rental has passed the initial or annual safety inspection, the City will issue the annual Business Tax Receipt and Certificate of Compliance. Once received, you are required to post these documents within the Vacation Rental unit.