

SHORT-TERM RENTALS



HOW TO OBTAIN A VACATION RENTAL CERTIFICATE

1. Registration (required annually):

- Submit the application packet via email to fireinspections@pcbfl.gov. NOTE: The PCB Business Tax Office will no longer accept any applications for fire inspections.
- Application packet consists of:
 - Affidavit notarized in any state
 - Copies of PCB Local Business Tax Receipt, FL Department of Business & Professional Regulation (DBPR) License, and proof of registration with the Bay County Tourist Development Council (TDC)
 - Pool inspection certificate from the health department – if applicable; required when unit has 5 or more properties sharing a pool.

2. Invoicing:

- The PCB Fire Inspections Division will process the application packet and send an invoice to the listed owner.
- Payments are due upon receipt of the invoice. Once the invoice is sent, the inspection must be completed within 30 days to avoid additional fines.

3. Inspection:

- After payment is complete, email fireinspections@pcbfl.gov to schedule an inspection. Rental unit should not be occupied by guests during the inspection. Scheduling an inspection when the unit is occupied by anyone other than the owner will result in a failed inspection and a \$50 reinspection fee.
- Owners/agents are encouraged to be present during the inspection. If not possible, a door code should be provided. If the code does not allow entry, a \$100 lock-out fee may be charged.
- The Fire Inspector will issue a Vacation Rental Certificate after the unit passes inspection. This certificate should be displayed on the back of or next to the main entrance door or on the refrigerator door. The certificate will include the VRC number (PCB Local Business Tax Receipt number) and the maximum occupancy load allowed. Inspection reports will be emailed to the applicant, normally within 24 hours. If a reinspection is required, a \$50 re-inspect fee will be charged.

SIGNAGE VISIBLE FROM EXTERIOR

- Condos & Cooperatives – A visible sticker or decal placed on a door, window, or wall shall be visible from the exterior of the unit.
- Single Family Homes - Signage shall be posted on the wall or property of the vacation rental & visible from the public right-of-way. Signage must comply with size and location regulations set by the City's Land Development Code.
- All units - Must indicate an emergency contact name & phone number with availability 24 hours per day, seven days a week, or the locally available responsible party AND the Vacation Rental Certificate Number (PCB Local Business Tax Receipt).

INTERIOR POSTING OF INFO

Information must be posted on the back of or next to the main entrance door or on the refrigerator, to include:

- The address of the rental unit
- Name & phone number of the rental responsible party
- Maximum occupancy, as listed on the Vacation Rental Certificate, issued by the PCB Fire Department
- Notification that failure to comply with City noise, parking, and occupancy requirements/ordinances is a violation and may result in tickets or citations
- Days of trash pickup & instructions requiring all trash to be kept in containers
- Location of the nearest hospital with an emergency room and a statement to call 911 for an emergency
- Information describing leave-no-trace requirements, beach safety flag notification system, and penalties and violations for both
- Legible copy of the building evacuation map, at a minimum size of 8.5 x 11 inches; if the rental unit includes 3 or more occupied floors, the evacuation map must be placed on all interior bedroom doors on the third floor and higher floors.

MAXIMUM OCCUPANCY

- Ord. 1632 allows for occupancy of one person per 150 sq. ft. of habitable space. Please note that balconies, porches, patios, and garages are not counted as habitable spaces. The calculation is not based on the number of bedrooms, only the square footage. Currently, the occupancy load under State Statutes is one person per 200 sq. ft. for condos. The higher occupancy rate can only be granted after the unit has passed a life safety inspection and a finding that there are no fire code violations within the unit. Until that occurs, maximum occupancy remains at one person per 200 sq. ft.
 - Limits shall be calculated on the square footage of the heated living area found on the [Bay County Property Appraiser](#) website. The occupancy load limit calculation shall be rounded up to the nearest whole person. *
- * Example – 1,250 sq. ft. of heated living space at 150 sq. ft. per person = 8.33. The new occupancy load limit shall be granted to a maximum of 9 persons.



fireinspections@pcbfl.gov

ENFORCEMENT

Civil penalties for correctable violations as set by the PCB City Council:

- Fire offense - \$500
- Second offense - \$1,000
- Third & subsequent offenses within a 12-mo period - \$1,000 plus the revocation of the Vacation Rental Certificate for 1 calendar year. Revocation applies to individual units, not a management company as a whole.
- Re-inspection fee - \$50
- Lockout or no-show fee - \$100

