New License

1) Attach a property record or Recorded Warranty Deed.

2) Monroe County Business Tax Receipt in the owner's name.

3) DBPR License in owner's name. (If there is not a **Blanket DBPR License** with the Real Estate Agent) An initial inspection is required and must be approved prior to the issuance of a vacation rental license to be in compliance with the Uniform Fire Safety Code NPFA Life Safety Code 101. These inspections are performed by the City of Marathon Fire Department, and the City Fire Department will perform subsequent annual inspections upon renewal of the vacation rental license.

4) Attach a site plan of the property (may be hand-drawn & must include the measured dimensions) indicating the property lines, building's driveway, parking area, drain field, and docks (if applicable). Also attach a floor plan of the dwelling indicating the gross square footage, number of total rooms, indicate bedrooms, bathrooms, kitchen, etc.

5) **Corporations only**: Attach a current Certificate of Good Standing or Sunbiz Document which notes the Registered Agents/Owners of the LLC.

6) Attach a valid and current Florida Department of Revenue Sales Tax identification certificate under Florida Statues, Chapter 212 (Florida Tax Revenue Act) and a valid and current permit, license, or approval under Florida Statutes, Chapter 509 (Public Lodging Establishments).

7) Notarized signature of the applicant (owner/agent) grants authorization to City of Marathon Staff to inspect the premises of the vacation rental unit prior to the issuance of the vacation rental license and at any other time after issuance of license concerning compliance with Marathon City Code Chapter 8, Article II. Signature also certifies that owner/agent has read and examined this application and knows that same is true and correct.

Owner/Agent Name (Please Print)	Property Address
Owner/Agent Signature	Date

NOTARY STATE OF _____

COUNTY OF _____

Before me, this ____ day of _____, 20_____, personally appeared

_____, who executed this foregoing instrument, and acknowledged

before me that same was executed for the purposes therein express.

☐ Personally Known or ☐ Produced ID: _____

_____ _____

Signature of Notary Public – State of _____ My Commission Expires

Renewal License or Transfer of Agent

The applicant must complete the following information for an application to be accepted for review **thirty (30) days prior to expiration date**. It is the applicant's responsibility to notify the Code Department of any changes.

1) If the property layout has changed: Attach an updated site plan of the property (may be hand-drawn & must include the measured dimensions) indicating the property lines, building's driveway, parking area, drain field, and docks (if applicable). Also attach a floor plan of the dwelling indicating the gross square footage, number of total rooms, indicate bedrooms, bathrooms, kitchen, etc.

2) Provide the Following Documentation:
   a. Current DBPR License
   b. Monroe County Business Tax Receipt
   c. Monroe County Tourist Tax Account Number
   d. Florida State Tax Certificate
   e. Certificate of Good Standing (For Corporations Only)/ LLC paperwork Registered Agent

3) Notarized signature of the applicant (owner/agent) grants authorization to City of Marathon Staff to inspect the premises of the vacation rental unit prior to the issuance of the vacation rental license and at any other time after issuance of license concerning compliance with Marathon City Code Chapter 8, Article II. Signature also certifies that owner/agent has read and examined this application and knows that same is true and correct.

Owner/Agent Name (Please Print)	Property Address
Owner/Agent Signature	Date

NOTARY STATE OF _____

COUNTY OF _____

Before me, this ____ day of _____, 20_____, personally appeared

_____, who executed this foregoing instrument, and acknowledged

before me that same was executed for the purposes therein express.

☐ Personally Known or ☐ Produced ID: _____

Signature of Notary Public – State of _____	My Commission Expires

CITY OF MARATHON
FIRE RESCUE
OFFICE OF THE FIRE MARSHAL
8900 Overseas Hwy., Marathon, FL 33050
"Dedicated to Community Fire Protection"
Emergency 911 Office 305-289-8938 Fax 305-289-9834

Basic Vacation Rental Requirements

1. Vacation Rental Units are short-term (7 to 28 nights) rentals of residential dwelling units. Every vacation rental unit must have one kitchen and at least one working telephone (Land line).

2. Vacation rental units may have no more than two (2) persons per bedroom plus two (2) extra persons.

3. Short-term rentals require a Vacation Rental License from the City of Marathon. All fees are non-refundable.

4. A Monroe County Business Tax Receipt by the County Tax Department, a Tourist Tax Account number registered with the County Tax Department, a license from the State of Florida Department of Business and Professional Regulation, (DBPR) division of Hotels and Restaurants and Florida Department of Revenue Sales Tax identification certificate is required.

5. An inspection is required from the City Fire Department as part of the review of the Vacation Rental Determination and subsequent renewals.

6. All vehicles and trailers are required to be parked within designated areas and vehicle information must be provided upon request. No vehicles may be used for overnight accommodations.

7. Docked vessels may not extend beyond the property lines, may not be rafted together or create a navigation hazard. No vessels may be used for overnight accommodations.

8. Tenants shall not unnecessarily make or cause a noise disturbance between the hours of 10:00pm and 7:00 am.

9. All trash must be in covered containers and may not be placed in the right of way except from 6:00 pm of the day prior to scheduled trash pickup, and removed from the right of way by the end of trash pickup day.

10. A written copy of all regulations must be signed by all adult tenants. The rental agreement shall contain the home address, phone number, manager's address and phone number, and the phone number of the rental unit. Either the property owner or property manager's contact number must be posted in the rental unit.

9. All tenants of vacation rental units are required to comply with MANDATORY EVACUATION at the posting of a hurricane warning.

10. All advertisements of Vacation Rentals in any medium must contain the Vacation Rental Permit Number number (VACA) issued by the City of Marathon.

EXHIBIT A

City of Marathon Vacation Rental License Fee Adjusted fees are as follows:

New Vacation Rental Property License Fees: Includes new and upon transfer of ownership/delinquent/expired:

Includes one (1) Fire-inspection;
*Fire fees are based on occupancy

1 Bedroom*	$1,200.00
2 Bedrooms*	$1,300.00
3 Bedrooms*	$1,400.00
4 Bedrooms*	$1,600.00
5 Bedrooms*	$1,700.00
6 Bedrooms*	$1,800.00
7 Bedrooms*	$1,900.00
8 Bedrooms*	$2,000.00
9 Bedrooms*	$2,100.00
10 Bedrooms* (+)*	$2,200.00
*plus an additional	$200.00 for each additional bedroom.

Annual Vacation Rental Property Renewal Fees

Includes one (1) Fire-inspection;
*Fire fees are based on occupancy

1 Bedroom*	$850.00
2 Bedrooms*	$950.00
3 Bedrooms*	$1,050.00
4 Bedrooms*	$1,250.00
5 Bedrooms*	$1,350.00
6 Bedrooms*	$1,450.00
7 Bedrooms*	$1,550.00
8 Bedrooms*	$1,650.00
9 Bedrooms*	$1,750.00
10 Bedrooms* (+)*	$1,850.00
*plus an additional	$200.00 for each additional bedroom.

Fire re-inspection: Each occurrence upon failure of included inspection $150.00

Transfer of Agent Fee: $75.00

Voluntarily Inactive Vacation Rental Property License Fee (during an expired, pending, or open permit): $25.00/month

Vacation Rental Agent License Fee

Must be obtained or renewed before any inspections are done. Paid with completion of vacation rental course. Agent fees are due annually.

Vacation Rental Agent License Fee	$500.00

As authorized by Section 215.322(5), Florida Statutes, a convenience fee for transactions for any fees listed herein paid by approved credit cards or bank debit cards shall be charged in an amount of two and fifteen hundredths' percent (2.15%) of the fees and related charges being paid.

The convenience fee must be disclosed prior to the completion of the transaction, so that the cardholder may decide whether to cancel the transaction or pay by another method.

In the event of a refund or reconciliation of payment made by the cardholder, the convenience fee is not included in any refund.