



City of Marathon Vacation Rental Training Session

Disclaimer

- ▶ Please keep in mind that this slideshow is a tool to help guide you with your vacation rental license application/renewal and/or inspection. There may be other things the Inspector finds on or with your property that are not to Code and will be explained to you in a report after inspection.

Contact
Information/Introduction

Anna Hendricks, FLSE

Fire Inspector II/Vacation Rental Division
Head

- Processes your applications, schedules your fire inspection(s), performs your annual fire inspection(s).

Karly Good

Fire Inspector I/Vacation Rental Officer

- Assists users in the application process, from start to finish. Processes your applications, communicates with users in the online portal. Performs annual fire inspection(s).

Code Department Contact Information (Violations, Notices of Violation, Notices of Hearing, Code Compliance Questions)

Name:	Position:	Phone:	Email:
Ted Lozier	Code Director	305-289-4135	loziert@ci.marathon.fl.us
Maria Thorley	Administrative Assistant	305-289-4116	thorleym@ci.marathon.fl.us
Jose Soler	Code Compliance Officer	305-289-5024	solerj@ci.marathon.fl.us
Matt Salata	Code Compliance Officer	305-289-4141	salatam@ci.marathon.fl.us
Daniel Depastino	Code Compliance Officer	305-289-5033	depastinod@ci.marathon.fl.us

- ▶ LINK TO ABOVE DIRECTORY: <https://www.ci.marathon.fl.us/directory>
- ▶ If you know of any illegal rentals you can [file a code complaint](#) with the City and we will investigate.

The Application Process

APPLICATION

Warranty Deed or Property Record Card

Detailed Floor Plan (Including outside parking)

City of Marathon Vacation Rental License Application (Including the signed & notarized page)

DBPR License

State Tax Certificate

Monroe County Business Tax Receipt

Monroe County Tourist Development Tax Account Number

Payment

FIRE INSPECTION

As long as your application is complete and correct, you will then be contacted for a fire inspection. There is a checklist of required items that the inspector will be checking for.

LICENSE

As long as your fire inspection passes, the license is approved. If it does not, or if you do not show, there will be a \$150.00 re-inspection fee due, and the inspection must be rescheduled.

How To Apply

- ▶ Please apply via the City's website, in which you can apply and even pay for a Vacation Rental License or Agent Training License (if needed). That may be accessed here:
<https://www.ci.marathon.fl.us/firerescue/page/apply-vacation-rental-license-here>

*You will create an account that will allow you to keep track of the application and inspection status, and also to receive updates such as reminders when the license is due for renewal, etc.

**IF YOU ARE MAILING IN A CHECK FOR PAYMENT, PLEASE MAKE IT PAYABLE TO:
THE CITY OF MARATHON**

IT IS MAILED TO: 8900 OVERSEAS HWY., MARATHON, FL 33050

- ▶ **IF YOU HAVE RECEIVED A CODE VIOLATION, THESE ARE TO BE MADE PAYABLE TO: THE CITY OF MARATHON, AND SENT OR DROPPED OFF TO CITY HALL:
9805 OVERSEAS HWY., MARATHON, FL 33050**

Application - All Applicants

All Applicants


- 1) The owner of the vacation rental is responsible for compliance with the provisions of this article, and the failure of a vacation rental agent to comply with this article shall be deemed noncompliance by the owner. (Section 8-13.)
- 2) Any license not renewed when due and payable is delinquent and shall be automatically void. The holder of a void license shall apply to the City in the same manner as a new vacation rental property license or vacation rental agent license and pay the new application fee. Once a license is void, no rental activity may occur on the property, and the property may not be advertised as a vacation rental. (Section 8-12. (c) (3))
- 3) The City of Marathon vacation rental property license number and the vacation rental agent license number shall appear on all forms of vacation rental unit advertising. Where advertised on the internet, the PLR number shall appear on the "home page" of the advertisement. (Section 8-15)
- 4) Maintain a list of registered tenants, the number of occupants which will be present during any occupancy, and the number, make and model of vehicles each tenant will have on site during each occupancy. This information shall be readily available upon request of any City employee or Sherriff's Deputy. (Section 8-14. (6))
- 5) All vacation rental homes shall display the name and telephone number of the vacation rental manager on a sign that can be read from the street. The signage requirement is to enable neighbors, law enforcement or code compliance to direct complaints about noise, excessive occupancy, and other violations to the manager. The vacation rental operator shall provide the sign. The sign shall also meet the City of Marathon Code conditions, which may be found in Section 107.61, "General Design Requirements" and in general terms limits sign size to 6 square feet per face.

Required Documentation

Must be turned in with every new OR renewal application, every year.

- ▶ Current DBPR license
- ▶ A rental agency may have a blanket license that covers many properties. A blanket license will be researched to ensure it covers the address that is being applied for.

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIVISION OF HOTELS AND RESTAURANTS
2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-1011 850 487 1395




Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals, and licensees range from architects to yacht brokers, from boxers to boutique restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DWES403653 ISSUED: 10/22/2017



IS LICENSED under the provisions of Ch. 499 F.S.
Expiration date: OCT 1, 2018


DETACH HERE


RICK SCOTT, GOVERNOR JONATHAN ZACHEM, SECRETARY


STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIVISION OF HOTELS AND RESTAURANTS

LICENSE NUMBER
DWES403653 NBR. OF UNITS: 13

The COLL VACATION RENTAL-DWEL-2007
Named below IS LICENSED
Under the provisions of Chapter 509 FS.
Expiration date: OCT 1, 2018




NON-TRANSFERABLE




ISSUED: 10/22/2017 DISPLAY AS REQUIRED BY LAW SEQ # L1710220000232

Required Documentation - Cont.

► Florida State Tax Certificate

*****At this time, this is still a required document. Even if VRBO or Airbnb tells you otherwise.*****



2024 Florida Annual Resale Certificate for Sales Tax
This Certificate Expires on December 31, 2024

DR-13
R. 10/23

Business Name and Location Address
[Redacted]

Certificate Number
54-[Redacted]

By extending this certificate or the certificate number to a selling dealer to make eligible purchases of taxable property or services exempt from sales tax and discretionary sales surtax, the person or business named above certifies that the taxable property or services purchased or rented will be resold or re-rented for one or more of the following purposes:

- Resale as tangible personal property
- Re-rental as tangible personal property
- Resale of services
- Re-rental as commercial real property
- Incorporation into tangible personal property being repaired
- Re-rental as transient rental property
- Incorporation as a material, ingredient, or component part of tangible personal property that is being produced for sale by manufacturing, compounding, or processing

Your *Florida Annual Resale Certificate for Sales Tax* (Annual Resale Certificate) allows you or your representatives to buy or rent property or services tax exempt when the property or service is resold or re-rented. You **may not** use your Annual Resale Certificate to make tax-exempt purchases or rentals of property or services that will be used by your business or for personal purposes. Florida law provides for criminal and civil penalties for fraudulent use of an Annual Resale Certificate.

As a seller, you must document each tax-exempt sale for resale using one of three methods. You can use a different method each time you make a tax-exempt sale for resale.

1. Obtain a copy (paper or electronic) of your customer's current Annual Resale Certificate.
2. For each sale, obtain a transaction authorization number using your customer's Annual Resale Certificate number.
3. Each calendar year, obtain annual vendor authorization numbers for your regular customers using their Annual Resale Certificate numbers.

Online: Visit floridarevenue.com/taxes/certificates

Phone: 877-357-3725 and enter your customer's Annual Resale Certificate number

Mobile App: Available for iPhone, iPad, and Android devices

Florida State Tax Certificate cont.

- ▶ A current and **ACTIVE** Florida State Tax Certificate is required with your application each year. **EVEN if AIRBNB or VRBO report for you, the City requires to see the certificate.**
- ▶ To keep your certificate active, you can either report zero dollars monthly to the State OR contact TaxInformation@floridarevenue.com and ask them to "re-activate" the Certificate, and request to not have to file (if you are only advertising on VRBO/AIRBNB and they are paying your taxes).

Required Documentation - Cont.

► Monroe County Business Tax Receipt

2023 / 2024

MONROE COUNTY BUSINESS TAX RECEIPT

EXPIRES SEPTEMBER 30, 2024

Business Name:

Owner Name:

Mailing Address:

RECEIPT# 25230-

Business Location:

Business Phone:

Business Type:

Rooms 1

STATE LICENSE: DWES403313

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
20.00	0.00	20.00	0.00	0.00	0.00	20.00

Paid 000-23-00045329 03/06/2024 20.00

THIS BECOMES A TAX RECEIPT WHEN VALIDATED

Sam C. Steele, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX. YOU MUST MEET ALL COUNTY AND/OR MUNICIPALITY PLANNING, ZONING AND LICENSING REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT

P.O. Box 1129, Key West, FL 33041-1129

EXPIRES SEPTEMBER 30, 2024

Business Name:

Owner Name:

Mailing Address:

RECEIPT# 25230-

Business Location:

Business Phone:

Business Type:

Rooms 1

STATE LICENSE: DWES403313

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
20.00	0.00	20.00	0.00	0.00	0.00	20.00

Paid 000-23-00045329 03/06/2024 20.00

Required Documentation - Cont.

The application requires your Monroe County Tourist Development Tax Account number.

Here is where you sign up with the County, for your Tourist Development Tax account:

<https://www.monroetaxcollector.com/services/tourist-development-tax/>

Please keep in mind we are a separate entity from the Tax Collectors office, and we cannot aid in you applying for the account. We just require proof that your account is active.

TOURIST DEVELOPMENT TAX DEPARTMENT

TOURIST DEVELOPMENT TAX COLLECTIONS

jgil@monroetaxcollector.com

(305) 295-5058

sroberts@monroetaxcollector.com

(305) 295-5068

cgrassi@monroetaxcollector.com

(305) 295-5011

AUDIT & ENFORCEMENT

psellers@monroetaxcollector.com

(305) 295-5062

Next Step

- ▶ Once all of your paperwork is submitted AS A COMPLETE PACKAGE, it is checked for completeness and accuracy.
- ▶ The property is checked for any in process, open, or expired permits.
- ▶ Owners of vacation rental homes may not pull Owner/Builder permits. If they do, they may not rent or sell the home for one year from the date of work completion.

BASIC FIRE INSPECTION CHECKLIST

Vacation Rental Self Inspection Check List

STREET NUMBERS- A street number shall be visible from the street with contrasting colors **MINIMUM** size of 4" inches in height.

FIRE EXTINGUISHER(S):

- **MINIMUM** size 2A-10BC or as required by code.
- **SHALL** have Current Inspection Certification.
- Must be mounted no higher than 5' high and no lower than 4" above floor.
- **ADDITIONAL** and/or **SPECIAL PURPOSE** extinguishers may be required according to occupancy.
- These must be clear and unobstructed.
- If your fire extinguisher is not in plain view, a sticker shall be placed on the outside of the cabinet or closet indicating its location

ELECTRICAL:

- **ALL** circuits shall be identified, blanks in all unused circuits.
- Wiring shall be in conduit.
- If you are placing a photo or something over the panel like a mirror/picture, please label such that Electrical Panel is located behind.
- Extension cords **SHALL NOT** be used as permanent wiring.
- Existing fixtures **SHALL** be maintained in operating condition.
- All outlets in wet locations must be ground fault circuit interrupter (GFI)

STORAGE-PROHIBITED within 36" of electrical panel box, within 18" of lighting or sprinkler heads

EGRESS:

- Keep all exits **UNOBSTRUCTED** and **CLEAR** at all times.
- Keep all hallways unobstructed and clear.
- Any sleeping room requires 2 means of egress
- Egress windows shall be operable from the inside without the use of tools, force, or special equipment

BBQ GRILLS: Unless it is a single- or two-family home, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used, kindled, or stored on any balcony, under any overhanging portion, or within 10 ft (3 m) of any structure

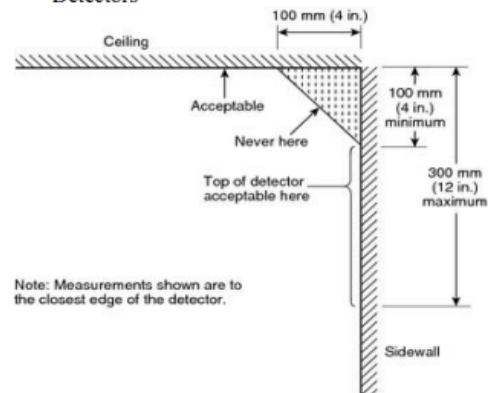
TIKI HUTS will be inspected, and in some instances, a current fire-retardant affidavit will be required

PROPANE TANKS of any sort or size shall not be stored indoors. This includes screen rooms, garages, sheds, etc.

- All propane tanks should be properly strapped down/secured in inclement weather

SMOKE DETECTORS:

- Detectors shall be in each bedroom, one in common area of house, and one in hallways outside of bedrooms
- Detectors shall be 3' away from any HVAC and 3' away from any fan blade tip
- Detectors shall be at the highest point in the room and 4"-6" away from wall or roof line (See Detail Below)
- Detectors shall be hard wired and battery back up
- All new homes shall have Interconnected Detectors



EMERGENCY LIGHTS:

- Lights shall light the path of Egress
- If second floor present stairs shall be lighted
- Lights shall be hard wired and battery back up

POOLS/SPAS:

- All doors leading to a pool shall be alarmed
- All gates leading to a pool shall be self-closing and child proof latch at 54"
- All pool equipment shall be grounded including fence
- Depending on the style of pool/swim spa some type of hand railing or grab bar may be necessary
- Above ground pools will be checked for ladder locks
- Hot tubs/spas/Jacuzzis will be checked for child safety latches

DRYER DUCTS:

- Dryer ducts shall be free from lint and with no kinks or bent
- Ducts shall be made of flexible metal duct

OTHER ITEMS:

- Unit has only one kitchen
- Unit has copy of rental restrictions, Vacation Rental License, contact numbers, exit diagram, and emergency instructions posted in plain sight for guests to utilize
- Unit has signage posted in yard or window that includes name/phone number of the Agent/Manager of the property

*Refer to training for more in depth detail.

Fire Inspection Options

- ▶ Owner may be there
- ▶ Agent may be there
- ▶ A code for access may be provided
- ▶ Please have the home unoccupied of guests. For one, we do not want to interfere with their vacation, and for two, a proper inspection cannot be completed when guests are making breakfast, changing baby diapers, or have pets running around.
- ▶ **A \$150.00 re-inspection fee will be applied if home is occupied with guests.**

Pets During Inspection

- ▶ At Marathon Fire Rescue, we love pets. However, during our fire inspections, we ask that you do not have any pets in the home, or on property. This is because we need to access all parts of the home including the yard. And we will be setting off loud alarms in the home, which may startle the animals. Upon arrival for inspection, if pets/animals are in the home or on property, the inspection will not occur, and a fee may be charged for a re-inspection.



Signage Requirement

- ▶ All vacation rental homes shall post a sign either in the yard or in a window that includes the name and phone number of the Agent/Manager of the property. If the property is a condo that does not have a window or yard, the sign may be posted on a fence/balcony/railing/door, etc. Sign shall be easily readable from outside of the home.
- ▶ The signage requirement is to enable neighbors, law enforcement or Code Compliance to direct complaints about noise, excessive occupancy and other violations to the Manager. The vacation rental operator shall provide the sign. The sign shall also meet the City of Marathon Code conditions, which may be found in City of Marathon Ordinance 2022-002, and in general terms limits sign size to 6 square feet per face.

Fire Extinguishers

One fire extinguisher per floor is required! (at minimum)

All fire extinguishers are to be certified by a company annually. The Fire Department DOES NOT perform these certifications. Here are two local companies that do provide this service, you do not have to specifically use these companies:

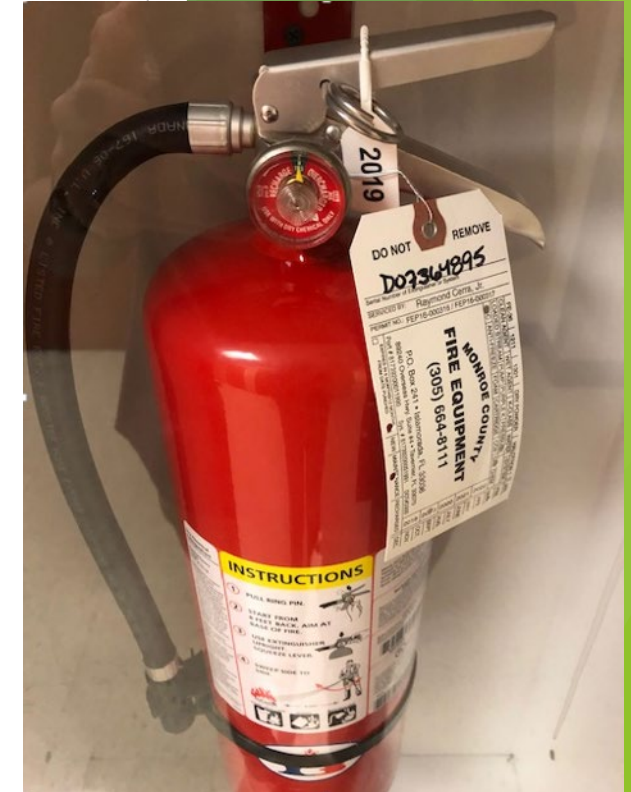
Monroe County Fire Equipment

305-664-8111

Keys Extinguisher

305-896-3678

***Even if the fire extinguisher is BRAND NEW, it still must be certified, with the proper certification tag displayed on it.



Here is an example of what a certified extinguisher will look like. A tag with the current year.



ALL AREAS OF THE HOME WILL BE INSPECTED



- Owner storage areas
 - Sheds
 - Outbuildings
 - Garages
- Downstairs Enclosures



- ▶ Sticker licenses originally left in the home following a passing inspection will be discontinued. Applicants will be required to login to the portal and print the license. The license shall be posted in a conspicuous area in the home and shall remain there throughout the life of the license, until a renewal license is issued. When accessing the portal to print the license, please pay attention to the expiration date clearly marked on the record. *The approval date noted on the license is not indicative of the expiration date.*

Fire Extinguishers Continued

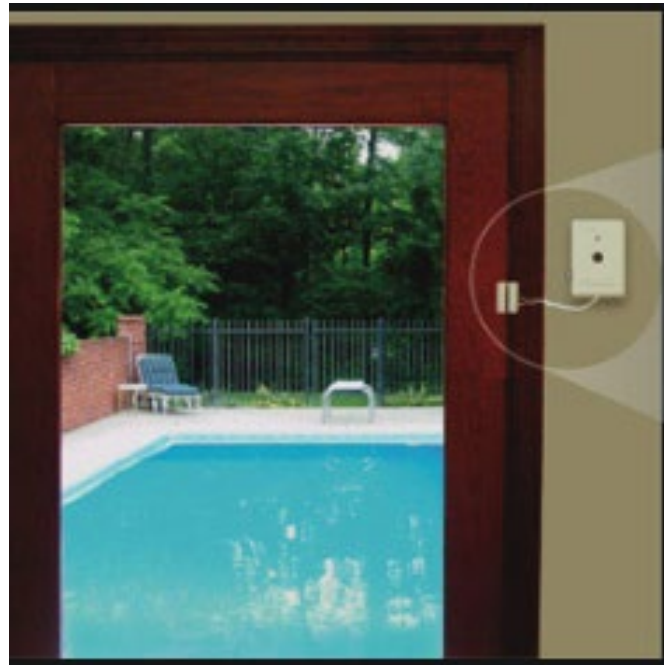
If you are to place your certified fire extinguishers in a cabinet or closet, any place not in plain view, a sticker shall be placed on the outside of the cabinet or closet. Also if there is a barrier door (i.e., you placed the extinguisher in a bedroom closet, if there is a bedroom door, that door also requires a sticker).

Here are some examples of what the sticker shall look like:



Pool Alarms

- All doors leading to a pool shall be alarmed. A home security alarm that “dings” when a door is opened is not sufficient. Hardware stores and online retailers sell alarms such as the ones displayed in the photos below.



Hot Tubs/Spas/Jacuzzis

- ▶ Hot tubs/spas/jacuzzis will be checked for child safety latches



Above Ground Pools/Swim Spas

- ▶ Will be checked for ladder locks



Smoke Detectors



- ▶ **Shall be hard-wired and have battery backup** (10-year lithium not hardwired, not acceptable).
- ▶ In new construction homes, detectors shall be interconnected **in addition** to hard-wired and have battery backup
- ▶ Shall be at least 3 feet away from all fan blade tips and HVAC vents (includes return vents)
- ▶ Shall be 4"-6" away from wall or roof line
- ▶ Detectors required in: each bedroom, any common areas, and one outside of bedrooms/sleeping areas in the hallway(s)
- ▶ These will be tested during inspection
- ▶ If the detectors are connected to a monitored system and there is not a representative to test them during the inspection, a report from the monitoring company will be required

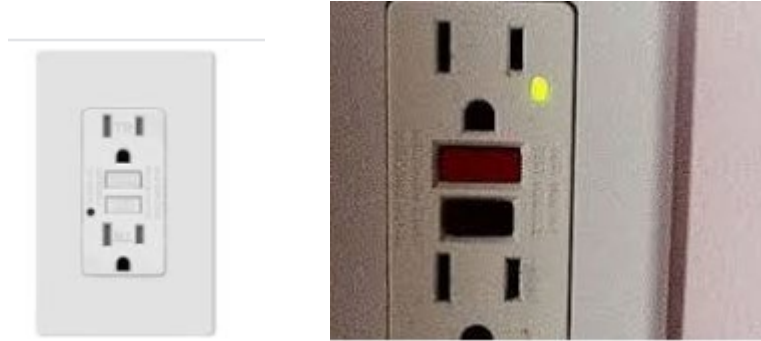
Emergency Lights



- ▶ Shall be hard-wired and have battery backup
- ▶ Shall light the path of egress (escape)
- ▶ If there are multiple floors, stairs shall be illuminated as well



Electrical Outlets



- ▶ Electrical outlets near any water source/wet location (bathroom, kitchen, wet bar, laundry sink, etc.), will be tested for proper polarity/GFCI grounding.

- ▶ Exposed wires/outlets shall not be allowed.

- ▶ Outlets require faceplates



- ▶ Outlets outside are required to have a cover, and be GFCI protected when near a water source/wet location.

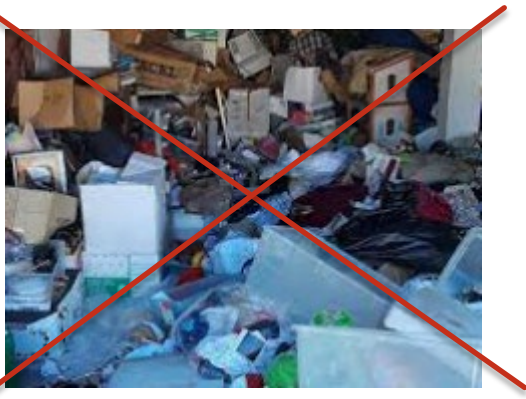


Means of Egress

- ▶ If stairs present any type of trip hazard, may be requested that they are marked for visual awareness/tread



- ▶ Clutter/debris in any means of egress shall not be allowed



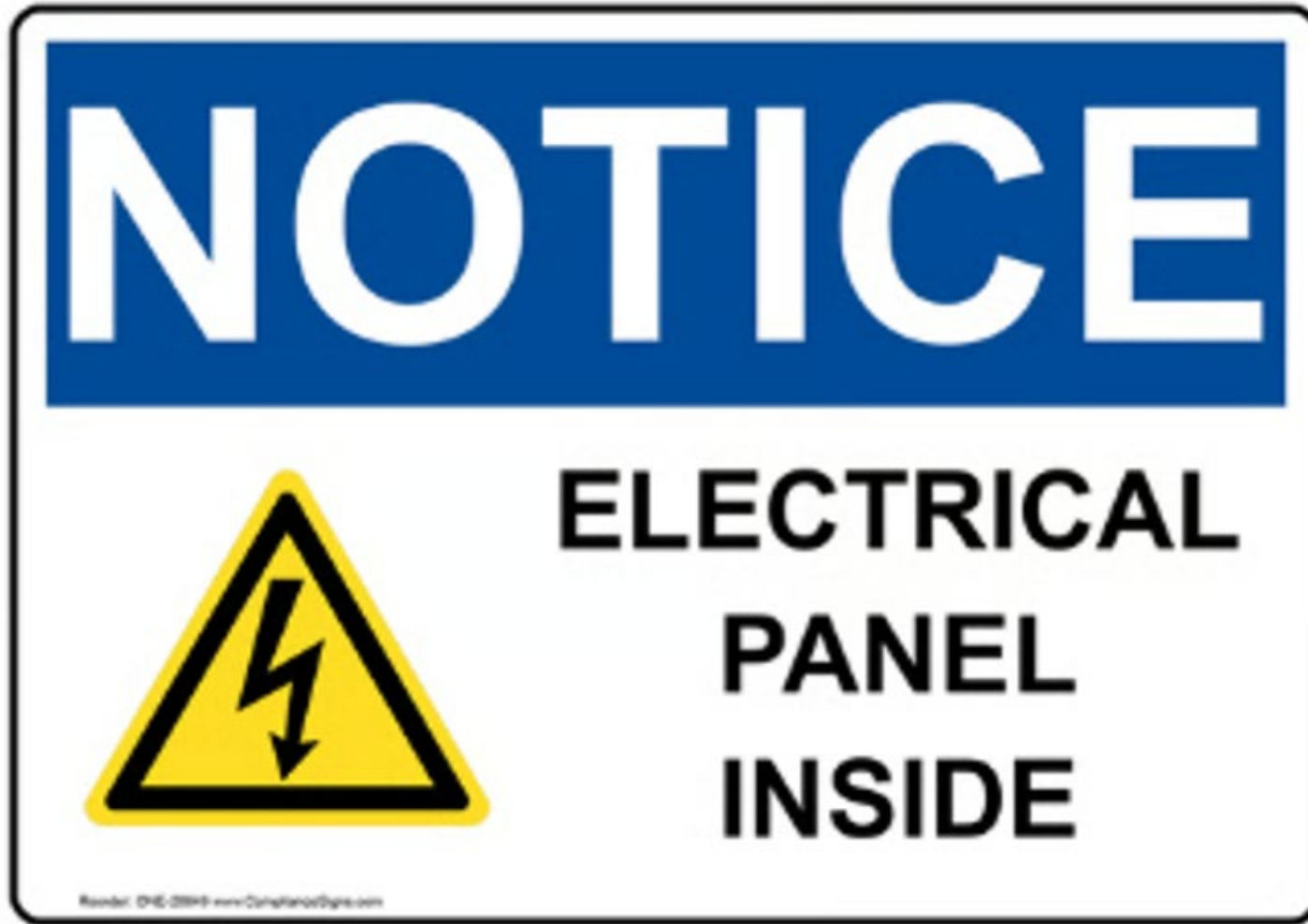
Electrical Panel



- ▶ Requires 3 feet/36 inches of clearance
- ▶ Any circuits shall be identified
- ▶ Blanks shall be placed in any unused circuits
- ▶ If you are placing a photo or something over the panel like a mirror/picture, please label such that Electrical Panel is located behind.



Printable Signage (to post on location of electrical/breaker panel)



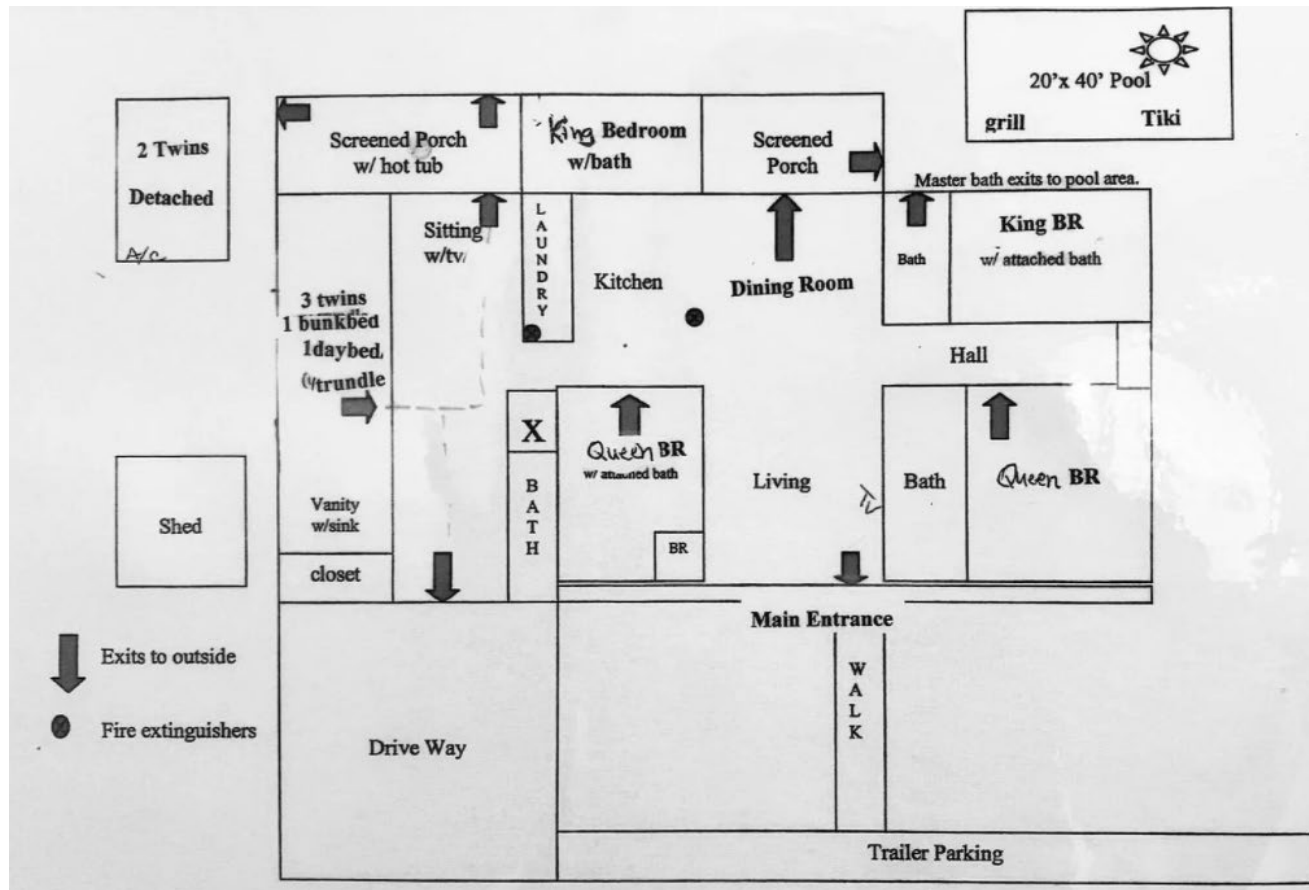
Egress Windows

- ▶ Egress windows shall be operable from the inside without the use of tools, force, or special equipment.
- ▶ Opening shall have a minimum of 5.7 square feet of area with no dimension less than 20 inches in width or 24 inches in height.
- ▶ The bottom of the window opening shall not be more than 44" off the floor.
- ▶ Window opening shall be accessible to fire department rescue apparatus or the fire department rescue ladder.



The Emergency Exit Diagram

An emergency exit diagram, similar to something you would see on the back of a hotel room door, shall be posted in plain view in the home. If there are multiple levels in the home, please place an exit diagram on each, outlining the floor layout and exits.



BBQ Grills

- ▶ No hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used, kindled, or stored on any balcony, under any overhanging portion, or within 10 ft (3 m) of any structure. Per NFPA 1 Chapter 10.



Tiki Huts

- Tiki huts will be inspected. We will also ensure that a current fire-retardant affidavit is on file.



SAMPLE AFFIDAVIT

AFFIDAVIT ATTESTING TO THE APPLICATION AND MAINTENANCE OF FIRE PROTECTION FINISH FOR COMBUSTIBLE BUILDING MATERIALS.

Advanced

State Certified General Contractor CG

Owner's Name:			
VACATION RENTALS			
Owner's Address:			
Brian Rd			
Marathon	State:	Zip:	Phone:
	FL	33050	

Note:

1. This affidavit shall apply to Fire-Retardant coatings such as paints and other surface coatings used to reduce certain burning characteristics of building materials such as exterior and interior combustible finish materials for a minimum of two years.
2. Fire-Retardant coatings shall possess the desired degree of permanency and shall be maintained so as to retain the effectiveness of the treatment under the service conditions encountered in actual use.
(The two years permanency and endurance requirement shall not be allowed to expire.)
3. Fire-Retardant coatings shall remain stable and adhere to the material under all atmospheric conditions to which the material is exposed.
4. Fire-Retardant coatings shall be applied in accordance with the manufacturer's directions and the application shall be certified by the applicator as being in conformance with the manufacturer's directions for application.
5. The Fire-Retardant coating shall not be coated over with any material unless both the Fire-Retardant coating and the overcoat have been tested as a system and are found to meet the requirements of a Fire-Retardant coating.
6. Fire-Retardant coatings subjected to sustained humidity and exposure to the weather shall be tested by NFPA 255, ASTM E 84, UL 723 or ASTM D 2898, which ever is applicable.

Give brief Description of areas protection was applied to:

APPLY FIRE RETARDANT TO TIKI HUT 12X12

The following fire retardant material was used:

FLAME STOP I-DS CLASS A

(Brand name & Type of Retardant)

2 COATS

(Number & size of containers used)

2 YEARS

(Number of Coats/Rate of application)

(Expiration time of retardant permanency and endurance)

Fire-Retardant coating contractor: I hereby attest that I have applied the areas defined above following the manufacturer's directions, the appropriate coverage of a fire retardant agent herein specified.

I certify that all statements by me in this affidavit are true. I am aware that if any of the foregoing statements made by me are willingly false, I am subject to penalty.


Fire Retardant Coating Contractor Signature

PRESIDENT / CONTRACTOR

Title

8/17/2023

Date

I certify that all statements in this affidavit are true. I further understand that I am responsible to maintain the fire retardant material in a permanency condition and not allow the expiration of the retardant material endurance. I am aware that if any of the foregoing statements made by me are willingly false, I am subject to penalty.

Owner/Agent Signature:

Title:

Date:

Propane Tanks



- ▶ Propane tanks of any sort or size shall **not** be stored indoors. This includes screen rooms, garages, sheds, etc.



- ▶ Outdoor, above ground tanks are also inspected for compliance per NFPA 58.

Propane Tanks & Storm Prepping

- ▶ If a tropical storm watch/warning and or hurricane watch/warning is declared, please ensure that all propane tanks are properly strapped down to prevent them from blowing or floating away. These tanks are flammable, and are capable of possible danger and explosion.



Sewer Emergencies/Emergency Contact

- ▶ One common emergency due to the sensitive plumbing and sewer system we have in the Keys, toilets may overflow/backup.
- ▶ PLEASE INFORM YOUR TENANTS IF A SEWER EMERGENCY OCCURS, TO CALL THE CITY FIRST AT 305-517-6764. Please post this number in the home.
- ▶ As the Agent or Local Contact of a property, your contact information needs to be **easily and readily** displayed in the home, so the tenants can contact you at anytime of the day or night in the event of an emergency.



Emergency Contact Information

(Print this and display in home if you would like)

- ▶ **Emergency dial 911**
- ▶ Sheriff Non-Emergency dial (305) 292-7000
- ▶ Fire Department Non-Emergency dial (305) 743-5266
- ▶ Hospital Non-Emergency dial (305) 434-1000
- ▶ Sewer Emergencies dial (305) 517-6764
- ▶ FKSPCA (Animal Emergencies) dial (305) 743-4800
- ▶ FWC (Florida Fish & Wildlife) dial (305) 956-2500
- ▶ Bird Center (Bird Emergencies) dial (305) 743-8382
- ▶ Property Manager Name _____ dial _____
- ▶ Other Important Numbers:



Fire Inspection Reports

- ▶ A fire inspection will either PASS OR FAIL.
- ▶ If the inspection passes, there is nothing further needed from you.
- ▶ If the inspection is a FAIL, please thoroughly read the Inspection Report, wherein the Fire Inspector will list all deficiencies, will indicate if a fee is due, and will provide the next steps to getting licensed.

How to Obtain the Fire Inspection Report

- ▶ As soon as the Fire Inspector completes your inspection, a report is sent to the Applicant email on file.
- ▶ Please navigate to the City's website and click the "How to Obtain a Fire Inspection Report" tab, for detailed instructions, link below

<https://www.ci.marathon.fl.us/firerescue/page/vacation-rentals>

Permits and Vacation Rentals

- ▶ When applying for a vacation rental license, both new and renewal, the property is checked for expired, in-process, and open permits.
- ▶ If there is an expired permit on the property, a hold will be placed on the vacation rental application until the expired permit is cleared up (with the Building Department).
- ▶ If there is an open permit on the property, the vacation rental license (once approved) will be placed in a voluntarily inactive status and shall not be rented for the duration of the work being done and the permit being open*. Once the permit is fully closed out (has passed all its' final inspections), there will be a \$25.00/month fee for every month that the license was inactive. Once paid, the license will regain active status and may resume being rented.
- ▶ If there is an in-process permit on the property, the applicant will be made aware of the above procedure for when the permit becomes active and work commences on the property.

*There may be some exceptions to this rule, dependent upon the scope of work being performed.

City Ordinances

- All City Ordinances pertaining to vacation rentals may be viewed via this link:

https://library.municode.com/fl/marathon/codes/code_of_ordinances?nodeId=PTIICOR_CH8BU

Sec. 8-17. - Sign and notification requirements.



Each vacation rental shall have a clearly visible and legible notice posted within the unit on or adjacent to the front door containing the following information:

- (1) The name of the vacation rental licensee or vacation rental agent and a telephone number at which that party may be reached on a 24-hour basis;
- (2) The maximum number of occupants permitted to stay in the unit;
- (3) The maximum number of vehicles allowed to be parked on the property;
- (4) The number and location of on-site parking spaces and the parking rules prohibiting on-street parking;
- (5) The trash pick-up day and notification that trash and refuse shall not be left out on the right-of-way for pick-up except from 6:00 p.m. of the day prior to trash pick-up to the day designated for trash pick-up;
- (6) Notification that an occupant may be cited, fined and immediately evicted by the vacation rental licensee or vacation rental manager, pursuant to State law for creating a disturbance or for violating any provisions of this article;
- (7) The Vacation Rental License.

Vacation Rental Standards - General

- Must be rented between 7 and 28 nights. (Renting for less than 7 nights is a violation subject to fines up to \$5,000.00 per occurrence.)
- ▶ Need a certified vacation rental agent, whether it be the owner or a separate agent. (You become a certified vacation rental agent after taking this course and paying the annual fee).
- ▶ The property must be cleaned before each new tenancy.
- ▶ Each vacation rental must only have one kitchen, more kitchens = more dwelling units.
- ▶ Recreational vehicles may be on the property, but not used for sleeping.
- ▶ The rules and regulations as well as the vacation rental license must be posted adjacent to the front door at all times.
- ▶ Maintain a list of all registered tenants, and the number, make and model of all vehicles/watercraft used by the tenants.
- ▶ There must be a written lease for vacation renters that notifies the tenant:
 - ▶ The regulations of Section 8 (of the City's Muni Code) and their expected compliance.
 - ▶ Their responsibility for all other occupants during the rental term and those occupant's expected compliance with Section 8.
 - ▶ A notice that violations of any of the rules or restrictions of the vacation rental laws may result in termination of the rental lease, eviction or fines from the City of Marathon.
- ▶ Vacation rentals must meet all State requirements for taxes, safety, health and environmental protection laws listed in the Florida State statutes.
- ▶ Vacation Rental Licenses are to be renewed **annually**, for the duration they are being rented as vacation rentals.

Vacation Rental Renewal Application Policy

Per the City of Marathon Municipal Code:

► Sec 8-12 Licenses Required

1. *Vacation rental property license.*

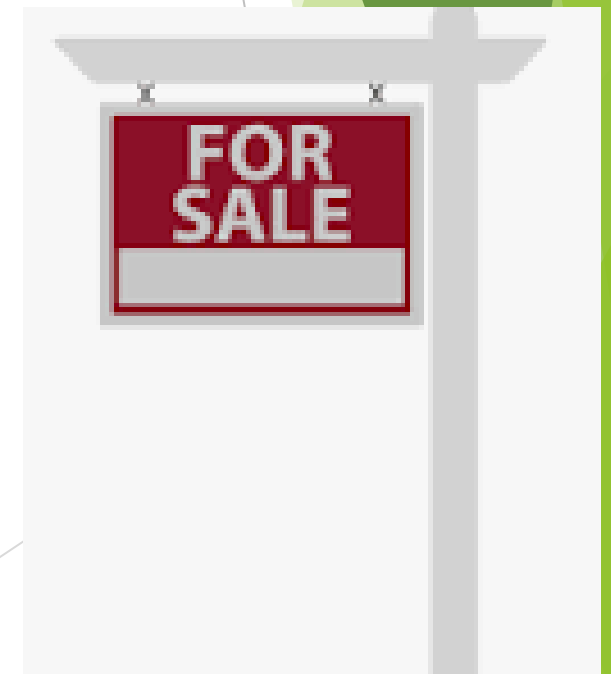
1. A vacation rental property license shall be valid for a period of one (1) year and shall be renewed annually.
2. The renewal application shall be received by the City 30 days prior to the expiration date of the license.

2. *Fees.*

1. An application for new vacation rental property licenses and new vacation rental agent licenses shall be accompanied by a nonrefundable application fee.
2. The vacation rental licensee or vacation rental agent shall submit a renewal application and pay an annual license renewal fee on or before 30 days prior to the expiration date of an existing and valid vacation rental property license or vacation rental agent license.
3. Any license not renewed when due and payable is delinquent and shall be automatically void. The holder of a void license shall apply to the City in the same manner as a new vacation rental property license or vacation rental agent license and pay the new application fee. Once a license is void, no rental activity may occur on the property, and the property may not be advertised as a vacation rental.

LICENSES DO NOT TRANSFER UPON NEW OWNERSHIP/SALE OF HOME

- ▶ Once a home sells, the vacation rental license (if the home had an active valid license), IT DOES NOT TRANSFER TO THE NEW OWNERS.
- ▶ If the new owners plan to short-term vacation rent the home, an ENTIRELY NEW APPLICATION AND FEE is required.



Advertising

- ▶ Do not advertise without a license. Pending means you do not have a license yet.
- ▶ Advertising with a suspended or revoked vacation rental property license will result in the license being revoked for at least 5 years.
- ▶ This includes both physical and online advertising.
- ▶ When advertising, the vacation rental property license number **MUST** appear somewhere on the advertising. This will be your VACA-23-XX number.
- ▶ In the case of online advertising, the VACA number must be on the home page for the vacation rental unit.

Noise & Trash

- ▶ No excessively loud noise between 10:00 PM and 7:00 AM.
- ▶ No exceptions.
- ▶ Each vacation rental unit must have at least FOUR trash containers.
- ▶ All trash containers must be COVERED when placed out for pickup and ONLY be set out the night before trash collection and taken in the following day.

Marathon Garbage Service Trash Collection Schedule

LOCATION	GARBAGE	YARD TRASH
Knights Key - 74 TH ST	Mon & Fri	Tues
Sombrero	Mon & Fri	Wed
Stirrup Key	Wed & Sat	Mon
75 TH – Vaca Cut Gulf, Coco Plum & 122 ND St Ocean	Tues & Sat	Mon
75 TH – Vaca Cut Ocean & 120-125 Gulf	Tues & Sat	Tues
Key Colony	Tues & Sat	Wed
Grassy Key – Conch Key	Tues & Sat	Wed
Long Key - Layton	Mon & Thurs	Mon

Schedule and more information is provided on their website:

<http://www.marathongarbage.com/residentialgarbage.html>

Marathon Garbage Recycling Collection Schedule

LOCATION	PICK-UP DAY
Knights Key	Tues
11th - 30th Ocean 12th - 52nd Gulf	Thurs
48th St Ocean - 74th St Ocean 60th, 61st, & 70th Gulf	Wed
75th - 117th Ocean & Gulf Behind Airport & Aviation Including Stirrup Key	Fri
Sombrero Beach Road	Wed
Sombrero Blvd & Flamingo Island	Thurs
Vaca Cut- Coco Plum	Sat
Grassy Key, Duck Key, & Conch Key	Sat
Key Colony Beach	Tues
Long Key - Layton	Thurs

Schedule and more information is provided on their website:
<http://www.marathongarbage.com/residentialgarbage.html>

When & When Not To Place the Trash Out

- ▶ The trash pick-up day and notification that trash and refuse shall not be left out on the right-of-way for pick-up except from 6:00 p.m. of the day prior to trash pick-up to the day designated for trash pick-up;
- ▶ The trash should not be out before 6pm if trash is being picked up the next morning.
- ▶ The day of pick-up the trash should be taken out of the right-of-way and placed back on to the owner's property. Be mindful, the right-of-way is different for every address.
- ▶ On collection roads:
 - ▶ When placed for collection, along a collector road, a refuse receptacle must be located on the city right-of-way adjacent to the street pavement in front of the residence. At all other times, such receptacles must be stored out of the city owned right-of-way.
 - ▶ Collection Roads are Sombrero Beach Blvd, Coco Plum and Aviation Blvd. If trash cans are out on these roads on non-collection days, the owner is subject to an immediate fine of at least \$100 contested, \$50 uncontested.

Parking & Occupancy

- ▶ Between 7:00am and 10:00pm, you may park as many vehicles that the parking spaces on the property will allow. This includes boat trailers.
- ▶ No parking in the street unless it is the common practice of the street and this should be conveyed beforehand to any tenants. (For instance, Coco Plum does not allow parking on the street).
- ▶ No docked or parked vessels/vehicles may create a hazard to other drivers or be used as live-aboard.
- ▶ Number of bedrooms x 2 + 2 = Occupancy (i.e. a 2 bedroom home = 6 people)

Violations

- ▶ ANY violation of the Section 8 Municipal Code is subject to a fine of up to \$500.00 per day and up to \$5,000.00 per occurrence.
- ▶ A property with (3) violations in any 12 month period will have its license suspended for a full year.
- ▶ If a property receives (3) violations within a 12 month period after having a suspended license in the last five years, it will have its vacation license revoked.
- ▶ Any vacation rental agent who receives three violations within a 12 month period will have to pay double the annual registration fee. If they incur six violations within a 12 month period, the agent's license will be suspended for at least a year.

Vacation Rental Agent License

- Any person that is renting out their own home, or managing a home for someone else, must take a training session. There is a \$500.00 annual fee to become a City of Marathon Vacation Rental Agent. Owners that are managing their own property do not pay the annual fee, and owners take the training every other year. Agents are required to take the training annually. These are the forms that are to be submitted to register as an agent or owner agent:



CITY OF MARATHON
FIRE RESCUE
OFFICE OF THE FIRE MARSHAL
8900 Overseas Hwy., Marathon, FL 33050
"Dedicated to Community Fire Protection"
Emergency 911 Office 305-289-8738



Vacation Rental Agent License/Training Application
Application Fee: New Agent \$500.00 Continuing Agent \$500.00
Owner Agent/Local Contact: No Charge

PLEASE CHECK ONE: ☐ OWNER ☐ AGENT ☐ LOCAL CONTACT

1) Your Name: _____
Address: _____
Contact Phone: _____ Email: _____

2) This license shall be valid for the period of one (1) year for Agents and Local Contacts, and (2) years for Owner/Agent.

3) All persons registering as Agent and/or Owner Agents agree to comply with the rules as set forth by City of Marathon Ordinance 2010-14, or face violation, fines, suspension and revocation of said License.

4) If you are the local contact, by signing this form, you are attesting that you live within 1-hour of the City of Marathon city limits, and you are aware of the local contact's responsibilities.

I hereby state that I have viewed and understand the materials contained in the Vacation Rental Agent Training PDF. I have also read and understand the contents of Ordinance 2010-14, Vacation Rentals, and agree to comply with the rules set forth by the City of Marathon. PASSWORD from the Training Material is _____

I certify that I am the owner ☐ agent ☐ local contact ☐ (check one) of the property located within the City of Marathon located at: _____

Address (If managing or own multiple properties, please attach list): _____

Name (Please Print) _____

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 _____

Local 24-Hour Contact

- If you are an Owner that does not reside within 1-hour of the City of Marathon, your local contact person is also required to register/complete our training. Just like an owner, they do not have to pay for this. The purpose is to educate the person on the most current rules and regulations of vacation rentals, and for them to attest they live within the required City Limits.



CITY OF MARATHON
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8900 Overseas Hwy., Marathon, FL 33050
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Vacation Rental Agent License/Training Application
Application Fee: New Agent \$500.00 Continuing Agent \$500.00
Owner Agent/Local Contact: No Charge

PLEASE CHECK ONE: ☐ OWNER ☐ AGENT ☐ LOCAL CONTACT

1) Your Name: _____
Address: _____
Contact Phone: _____ Email: _____

2) This license shall be valid for the period of one (1) year for Agents and Local Contacts, and (2) years for Owner/Agent.

3) All persons registering as Agent and/or Owner Agents agree to comply with the rules as set forth by City of Marathon Ordinance 2010-14, or face violation, fines, suspension and revocation of said License.

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I certify that I am the owner ☐ agent ☐ local contact ☐ (check one) of the property located within the City of Marathon located at: _____

Address (if managing or own multiple properties, please attach list): _____

Name (Please Print) _____

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 _____

Here is a Checklist for NEW LICENSE APPLICATIONS

NEW LICENSE

- Completed application pages 1 and 3
- Page 3 is signed and notarized
- A copy of the DBPR License
- A copy of the Florida State Sales Tax Certificate
- A copy of the Monroe County Business Tax Receipt
- A copy of the Warranty Deed or Property Record card (especially if this home was recently purchased/sold).
- A layout of the home including a floor plan and outside parking
- Appropriate fees according to number of bedrooms

WHERE TO OBTAIN

- DBPR License:
<https://www.myfloridalicense.com/intentions2.asp?chBoard=true&boardid=200&SID=>
From here, you would pick either Vacation Rental – Dwelling or Condo, depending on the property.
- Monroe County Business Tax: <http://www.monroetaxcollector.com>
Middle of the page: “Application for Local Business Tax”
- Florida State Tax Certificate:
<http://floridarevenue.com/dor/eservices/filepay.html>
Left/Middle side of the page: “Sales and use tax”

Here is a Checklist for RENEWAL OR TRANSFER OF AGENT LICENSES

RENEWAL LICENSE

- Completed application pages 1R and 3R
- Page 3R is signed and notarized
- A copy of the DBPR License
- A copy of the Florida State Sales Tax Certificate
- A copy of the Monroe County Business Tax Receipt
- A layout of the home including a floor plan and outside parking ONLY if anything has changed
- Appropriate fees according to number of bedrooms

TRANSFER OF AGENT

- Completed application pages 1 and 4
- Page 4 is signed and notarized
- A copy of the DBPR License in new Agent's name
- A copy of the Florida State Sales Tax Certificate in new Agent's name
- A copy of the Monroe County Business Tax Receipt
- \$75.00 Transfer Agent fee

WHERE TO OBTAIN

- DBPR License:
<https://www.myfloridalicense.com/intentions2.asp?chBoard=true&boardid=200&SID=>
From here, you would pick either Vacation Rental – Dwelling or Condo, depending on the property.
- Monroe County Business Tax: <http://www.monroetaxcollector.com>
Middle of the page: “Application for Local Business Tax”
- Florida State Tax Certificate:
<http://floridarevenue.com/dor/eservices/filepay.html>
Left/Middle side of the page: “Sales and use tax”

THANK YOU FOR YOUR TIME, ATTENTION, & COMPLIANCE

