



# CITY OF SUNNY ISLES BEACH

## Short-Term Vacation Rental License Online Renewal Guide

Follow these steps to renew your Short-Term Vacation Rental license online at [sibfl.net/short-term-rentals](http://sibfl.net/short-term-rentals).

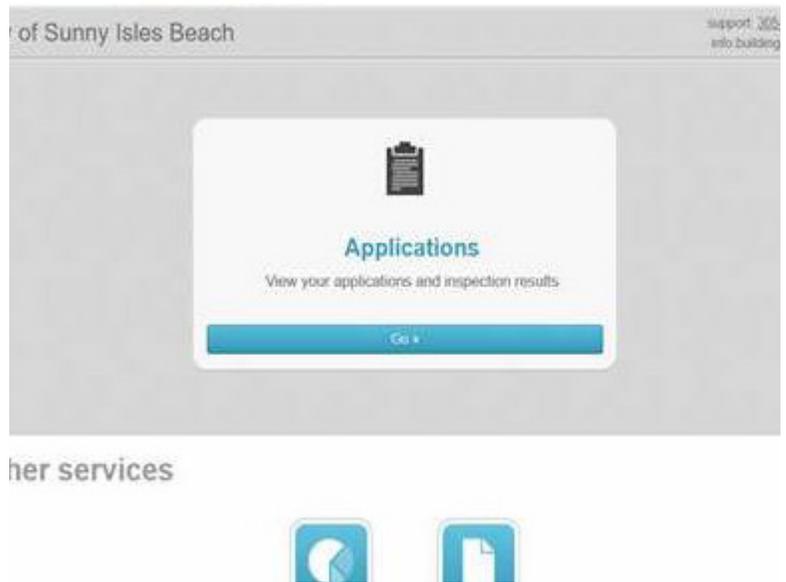
### STEP 1:

Visit [sibfl.net/short-term-rentals](http://sibfl.net/short-term-rentals) and click the "RENEW" button. Log-in to the portal with your credentials.



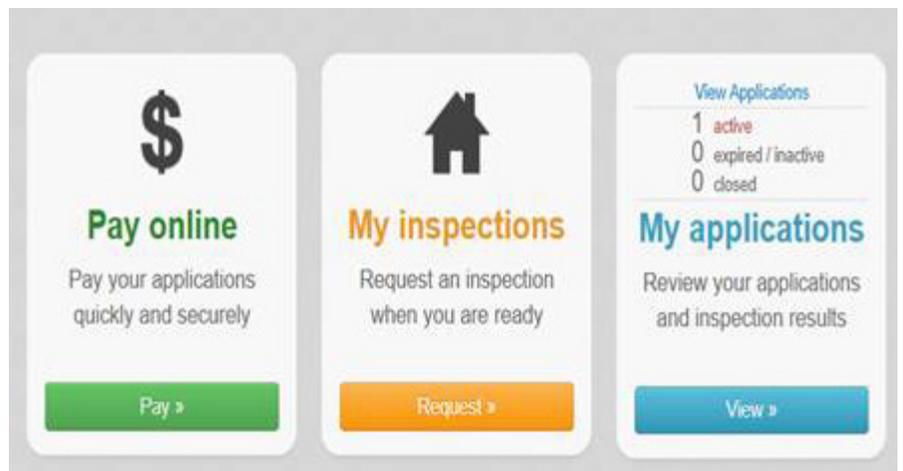
### STEP 2:

Click "Go" to application(s).



### STEP 3:

Click "View" under "My Applications".



**STEP 4:**

Under "Active Licenses," click the green "Renew" button for the license you wish to renew. If you don't see your active application, click "Don't see your application?" to obtain the Access Code. Please refer to the renewal email or contact the Planning & Zoning Department.

Active

Licenses

#	Business	Type	Address	Effective	Expires	License Status	Renewal Status
STR-00966	John Smith	Short-Term Vacation Rental	17000 N BAY RD 707	8/9/2019	9/30/2019	Valid	<a href="#">Renew</a>

Active

Licenses

#	Business	Type	Address	Effective	Expires	License Status	Renewal Status
STR-00966	John Smith	Short-Term Vacation Rental	17000 N BAY RD 707	10/1/2019	9/30/2020	Valid	N/A
STR-00967	John Smith	Short-Term Vacation Rental	17100 COLLINS AVE			Pending	N/A

Expired / Delinquent / Suspended

Closed

[Don't see your application?](#)

**STEP 5:**

Once you click on the application number, review the details and verify all the information is accurate and up to date.

*\*Property owner or responsible party modifications may require a new application.*

PLEASE NOTE: YOU MUST UPLOAD ALL REQUIRED DOCUMENTS ON THE NEXT PAGE. APPLICATIONS WITH INCOMPLETE SUBMITTALS WILL NOT BE PROCESSED.

NUMBER OF BEDROOMS:

NUMBER OF PARKING SPACES:

OPEN CODE VIOLATIONS:

HOMESTEAD:

NAME OF PROPERTY OWNER:

PROPERTY OWNER'S PHONE NUMBER:

PROPERTY OWNER'S MAILING - ADDRESS:

PROPERTY OWNER'S MAILING - UNIT:

PROPERTY OWNER'S MAILING - CITY:

PROPERTY OWNER'S MAILING - STATE:

PROPERTY OWNER'S MAILING - ZIP CODE:

PROPERTY OWNER'S E-MAIL ADDRESS:

Responsible Party:

RESPONSIBLE PARTY'S NAME:

RESPONSIBLE PARTY'S 24 HR PHONE:

RESPONSIBLE PARTY'S MAILING - :

RESPONSIBLE PARTY'S MAILING - CITY:

RESPONSIBLE PARTY'S MAILING - STATE:

RESPONSIBLE PARTY'S MAILING - ZIP:

RESPONSIBLE PARTY'S E-MAIL ADDRESS:

[Next →](#)

**STEP 6:**

Next, upload required documents for the Planning & Zoning Department’s review.

*\*Unit advertisement must include your license number (STR-00000).*

**Submittals**  
 UPLOAD ALL DOCUMENTS BELOW

Submittal	Required	Received	Version	Status
DBPR Transient Public Lodging Establishment License	Yes	8/19/2019	1	Approved <a href="#">0 Files</a>
Advertisements or Listings w/ STR Number (i.e. Airbnb, VRBO, craigslist, etc)	Yes	8/19/2019	1	Approved <a href="#">0 Files</a>
Liability Insurance	Yes	8/19/2019	1	Approved <a href="#">0 Files</a>
Certificate of Registration with Florida Department of Revenue	No	n/a	1	Pending <a href="#">0 Files</a>

**STEP 7:**

You will receive an email notification from the City when your application is approved. Payment will be available through the portal account.

**STR-00969** Short-Term Vacation Rental Contact

<b>Business:</b> RENEWAL TEST 15080 COLLINS AVE SUNNY ISLES BEACH, FL 33160	<b>Account Status:</b> Valid	<b>Current Application Status:</b> Pending	<b>Effective:</b> 10/1/2019 <b>Expires:</b>	<b>Due Now:</b> <b>\$400<sup>00</sup></b> <a href="#">Pay Online</a> Additional fees may be required
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**STEP 8:**

Once the license is paid, you may print the license via the green “Print” button through the portal.

**STR-00966** Short-Term Vacation Rental Contact

<b>Business:</b> John Smith 17000 N BAY RD 707 SUNNY ISLES BEACH, FL 33160	<b>Account Status:</b> Valid	<b>Current Application Status:</b> Issued	<b>Effective:</b> 10/1/2019 <b>Expires:</b> 9/30/2020	<b>Due Now:</b> <b>\$0<sup>00</sup></b> <a href="#">Print</a> Additional fees may be required
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Navigation icons: Home, Location, Documents, Lists, Settings, Profile