

# 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.

# STEP 1:

Visit sibfl.net/short-term-rentals and click the "RENEW" button. Log-in to the portal with your credentials.



of Sunny Isles Beach anto buildes **STEP 2:** Click "Go" to application(s). Applications View your applications and inspection results her services **STEP 3:** Click "View" under View Applications "My Applications". 1 active 0 expired / inactive 0 desed Pay online My inspections My applications Pay your applications Request an inspection Review your applications quickly and securely when you are ready and inspection results Pay » View #

#### 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.

# Business Type Address Effective Expires License Status Renew Status   STR- 00966 John Smith Short-Term Vacation Rental 17000 N BAY RD 707 8/9/2019 9/30/2019 Valid Renew Status   Verticenses   Licenses   STR- 00966 John Smith Short-Term Vacation Rental 17000 N BAY RD 707 Effective RD 707 Expires License Status   STR- 00966 John Smith Type Address Effective RD 707 Expires License Status 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 Iol Pending N/A	# Business Type Address Effective Expires License Status Renew Status   STR- 00966 John Smith Short-Term Vacation Rental 17000 N BAY RD 707 8/9/2019 9/30/2019 Valid Renew Status   vertice   Licenses   Licenses   STR- John Smith Short-Term Vacation Rental 17000 N BAY RD 707 Effective Status Effective Status License Renew Status   STR- 00966 John Smith Short-Term Vacation Rental 17000 N BAY RD 707 Effective Status Epires License 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 I I Pending N/A		License	S						
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NUMBER OF BEDROOMS:*	2
NUMBER OF PARKING SPACES.*	1
OPEN CODE VIOLATIONS:*	NO *
HOMESTEAD.*	NO
NAME OF PROPERTY OWNER.*	JOHN SMITH
PROPERTY OWNER'S PHONE NUMBER.*	3057921740
ROPERTY OWNER'S MAILING - ADDRESS.*	18070 COLLINS AVENUE
PROPERTY OWNER'S MAILING - UNIT.*	3RD FL
PROPERTY OWNER'S MAILING - CITY.*	SUNNY ISLES BEACH
PROPERTY OWNER'S MAILING - STATE.*	[FL
PROPERTY OWNER'S MAILING - ZIP CODE.*	33160
PROPERTY OWNER'S E-MAIL ADDRESS.*	INFOPZ@SIBFL.NET
Responsible Party.*	YES •
RESPONSIBLE PARTY'S NAME:*	JANE SMITH
RESPONSIBLE PARTY'S 24 HR PHONE	3057921740
RESPONSIBLE PARTY'S MAILING -	3057921740
RESPONSIBLE PARTY'S MAILING - CITY.*	18070 COLLINS AVENUE
RESPONSIBLE PARTY'S MAILING - STATE:*	FL
RESPONSIBLE PARTY'S MAILING - ZIP	, 33160
RESPONSIBLE PARTY'S E-MAIL ADDRESS.*	INFOPZ@SIBFL.NET

Planning & Zoning Department PH: 305.792.1740 • EM: infopz@sibfl.net

### 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.* 

## 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 0 Files
Advertisements or Listings w/ STR Number (i.e. Airbnb, VRBO, craiglist, etc)	Yes	8/19/2019	1	Approved 0 Files
Liability Insurance	Yes	8/19/2019	1	Approved 0 Files
Certificate of Registration with Florida Department of Revenue	No	n/a	1	Pending 0 Files

### **STEP 7:**

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

Account	Current	Elective 10/1/2010	Due Now:	
Valid	Status	Expense	\$400	
	Pending		Pay Online +	
			Additional	
	Account Status: Valid	Account Current Status: Application Valid Status Pending	Account Current Elective 10/1/2019 Status: Application Expense Valid Status: Pending	Account Current Elective 19/1/2019 Due Now: Status: Application Expire: \$4000°0 Per/Sing Per/Sing Additional

#### **STEP 8:**

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

