

CONDOMINIUM & APARTMENT SHORT-TERM VACATION RENTAL LICENSING PROCESS

ONLINE REGISTRATION FREQUENTLY ASKED QUESTIONS

Where do I go to apply online for a Short-Term Vacation Rental license in Sunny Isles Beach?

Visit sibfl.net/short-term-rentals to complete your online application.

Why is my address not showing up when I type it in?

Use the following are tips to help write your address correctly:

- Do not use suffixes when writing street numbers. For example, write 174, not 174th.
- Abbreviate suffixes when writing street names. For example, write St, not Street; Ave, not Avenue; Blvd, not Boulevard; etc.
- Do not use prefixes or “#” when writing the apartment number. For example, write 250 174 St 103, not 250 174th Street Apt #103.
- If your address still does not appear, call us at 305.792.1740.

Why is the applicant listed as the licensee when I first create my account?

At the beginning of the application process, the applicant is automatically listed as the licensee. Upon approval of the application, the property owner will become the licensee. Note: The licensee will always be the property owner.

Who do I write down under “Doing Business As”?

A person or an entity can be listed for “Doing Business As.” This can be your name as an property owner, the responsible party, or a company.

What is the parcel number?

This will be automatically generated once you properly enter your address.

If the property owner is also the responsible party, do I still need to list their information?

Yes, you must list contact information for the responsible party even if the responsible party is also the property owner.

Is payment due at the time of application?

No, payment is due at the time your application is approved by the City.

If my application is not approved, will the City refund my payment?

No, all fees are collected once the application is approved.

What type of files can I upload for my required supporting documents?

The following types of documents are accepted: On Screen GRFX – PDF, JPEG, Word, Excel.

Can I apply in person?

No, all registration should be completed online. If you need assistance, please call 305.792.1740.

How long will it take for my application to be approved?

Your application will be reviewed by the City’s Planning and Zoning department and will respond within approximately 10 business days with approval or the steps you need to take to resubmit any missing information.

How do I enter the advertisement listing of my property?

You can upload a document including the listing of your property’s URLs or you can copy the URLs into the comment’s submittal box. For renewals, the active Short-Term Rental license number must be displayed within your advertisement listing.

What do I do if I cannot see my applications in the portal?

You will need to insert your access code provided in your renewal letter, or contact the Planning and Zoning Department for your access code.