

CONDOMINIUM & APARTMENT SHORT-TERM VACATION RENTAL LICENSING PROCESS



FREQUENTLY ASKED QUESTIONS

What is a Short-Term Vacation Rental?

A Short-Term Vacation Rental is any dwelling unit or group of dwelling units in a condominium or apartment that is leased or rented for a period of six (6) months or less.

Who does the Short-Term Vacation Rental Ordinance apply to?

The Short-Term Vacation Rental Ordinance applies to anyone who rents a dwelling unit in a condominium or apartment of six (6) months or less.

Do you need a license from the City of Sunny Isles Beach to operate a Short-Term Vacation Rental?

Yes, you will need to obtain a Short-Term Vacation Rental License and Local Business Tax Receipt from the City.

If I am not the owner of my unit, can I perform Short-Term Vacation Rentals?

No, the secondary subletting of vacation rentals is not allowed per section 217-24(C).

Where do I go to obtain the Short-Term Vacation Rental License and Local Business Tax Receipt from the City of Sunny Isles Beach?

Visit sibfi.net/short-term-rentals to apply for your Short-Term Vacation Rental License.

Do I need a license from Miami-Dade County and other governmental agencies to operate a Short-Term Vacation Rental in the City?

Yes, an owner or responsible party for a Short-Term Vacation Rental must have the following licenses:

- Proof of DBPR Transient Public Lodging Establishment License
- Current & active Certificate of Registration with Florida Department of Revenue
- Current & active Certificate of Registration with Miami-Dade County Tax Collector for the purpose of collecting and remitting tourist convention development taxes.

What documentation do I need to submit to obtain a new Short-Term Vacation Rental License with the City?

- Completed application, notarized, signed by property owner and/or responsible party
- Proof of DBPR Transient Public Lodging Establishment License
- Current and active certificate of Registration with Florida Department of Revenue
- Current and active Certificate of Registration with Miami-Dade County Tax Collector
- Copy of Liability Insurance Copy of Rental Agreement List of platforms and listing entities (i.e. Airbnb, VRBO, craigslist, etc.)
- Sketch of emergency exit and parking spaces assigned to units
- Proof of smoke and carbon detector and fire extinguisher installed in each rental unit
- Consent letter from Condominium Association or Copy of the by-laws of the Condominium

What is the cost for a new Short-Term Vacation Rental License and Local Business Tax Receipt from the City?

A new Short-Term Vacation Rental License is \$300 and \$110 for a Local Business Tax Receipt (\$10 application fee).

What are my responsibilities as a Short-Term Vacation Rental owner or responsible party?

The owner or responsible party must be in compliance with the City’s Short-Term Vacation Rental Ordinance. This includes obtaining all the required licenses, paying the required taxes and fees, ensuring guests are in compliance with the City’s noise ordinance and local laws, and notifying the City of changes to local contact information.

How often can I rent my Short-Term Vacation Rental unit?

The City’s Short-Term Vacation Rental Ordinance for condominiums and apartments does not restrict how often a unit may be rented. However, your condominium documents and lease agreement may impose restrictions on how often you may rent and the minimum duration of a rental.

Can I designate another person to be responsible for my Short-Term Vacation Rental Unit?

Yes, a unit owner can designate an individual as the Responsible Party for the dwelling unit. The Responsible Party, like the owner must be available 24 hours a day and 7 days a week to address any problems with the unit.

Can I operate a Short-Term Vacation Rental unit without the consent of my condominium association?

No, you are required to obtain written consent from the condominium association or copy of the by-laws of the condominium.

How many persons can occupy a dwelling unit?

A maximum of two persons per bedroom and two additional persons per property and not to exceed 12. However, a condominium association may impose more restrictive occupancy restrictions than the City.

Can the City revoke or suspend a Short-Term Vacation Rental License?

Yes, the City can revoke or suspend a Short-Term Vacation Rental License for failure to comply with the requirements of the Short-Term Vacation Rental Ordinance.

What are the penalties for failing to comply with the Short-Term Vacation Rental Ordinance?

A unit owner can be fined up to \$1,000 for first violation, \$2,500 for second violation, and for a third violation, suspension of the Short-Term Vacation Rental License up to a year.

Will the City conduct an inspection of the dwelling unit under the Short-Term Vacation Rental License?

Inspection of the property is not required unless the City has determined that a violation has occurred or a basis to inspect under the Short-Term Vacation Rental Ordinance.