



CITY OF BOYNTON BEACH
DEVELOPMENT DEPARTMENT
 100 East Boynton Beach Boulevard • Boynton Beach, FL 33435
 (561) 742-6360 • Fax 742-6364

FOR OFFICE USE ONLY
BTR # _____
CODE CASE _____
ZONING DISTRICT _____
RECEIVED BY _____

RENTAL PROPERTY APPLICATION FOR CERTIFICATE OF USE

RENTAL PROPERTY ADDRESS		
PROPERTY CONTROL NUMBER _____		
PROPERTY OWNER _____		PHONE _____
E-MAIL _____	FEDERAL TAX ID (SSN/EIN) <small>[Required*]</small> _____	
OWNER ADDRESS _____		
CITY _____	STATE _____	ZIP _____
MAILING ADDRESS (If different) _____		
CITY _____	STATE _____	ZIP _____
RENTAL UNIT TYPE: _____	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> APARTMENT BUILDING	<input type="checkbox"/> CONDOMINIUM <input type="checkbox"/> TOWNHOME
	<input type="checkbox"/> VILLA <input type="checkbox"/> DUPLEX	<input type="checkbox"/> TRIPLEX <input type="checkbox"/> FOURPLEX <input type="checkbox"/> OTHER _____
NUMBER OF UNITS _____	NUMBER OF ROOMS PER UNIT _____ <small>NOTE: TOTAL EXCLUDING BATHROOMS</small>	
MAXIMUM NUMBER OF OCCUPANTS PER UNIT: _____	MAXIMUM NUMBER OF VEHICLES PER UNIT: _____	
HAS A COMMUNITY STANDARDS NOTICE OF VIOLATION BEEN ISSUED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE PROPERTY LOCATED IN A HOMEOWNER'S ASSOCIATION? <input type="checkbox"/> YES _____ <input type="checkbox"/> NO		
WILL THIS PROPERTY BE UTILIZED FOR SHORT TERM STAYS OR PERIODS OF 90 DAYS OR LESS? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THIS A GROUP HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE DETAILS: _____		

- Please complete one application per property (i.e., parcel, PCN or folio number).
- A *Rental Property Certificate of Use (CU)* is required if the property is rented at any time during the tax year, which comprises the period of September 30th - October 1st of the following year. Applications must be submitted by mail or in person.
- The annual fees are \$4.05 multiplied by the total number of rooms, with a \$37.04 minimum plus \$25. Fees are not prorated.
- ***Federal Tax ID (SSN/EIN) required per Florida Statute 205.0535(5)**

APPLICATION SUBMITTED	LICENSE FEE(9 Rooms or Less)	CERTIFICATE OF USE FEE	TOTAL DUE
October 1 – September 30	\$37.04	\$25.00	\$62.04
*** Applications received on or after July 1st will be effective for the following tax year. ***			

- The *Rental Property CU* is issued after approved inspection(s) by Community Standards and/or the Fire Department and valid from the date of issuance until the end of the business tax year.

INSPECTION BY	4 UNITS OR LESS	+4 UNITS
Community Standards (561-742-6120)	Yes	No
Fire Department (561-742-6600)	No	Yes

IMPORTANT:
YOU MUST CALL TO SCHEDULE AN INSPECTION OF THE RENTAL PROPERTY WITHIN 30 DAYS AFTER APPLICATION SUBMITTAL.

FAILURE TO SCHEDULE INSPECTION(S) WILL RESULT IN CANCELLATION OF THE APPLICATION, FORFEITURE OF FEES PAID, AND POSSIBLE CIVIL ACTIONS AND PENALTIES. REINSPECTION FEES WILL APPLY AFTER INITIAL INSPECTION. PLEASE REFER TO FEE SCHEDULE.

I certify that all the above information is true and correct, and I understand that any false statements constitute a violation of Florida State Statutes §832.02 and will result in the revocation or denial of Business Tax and prosecution in accordance with the law. I hereby agree to operate the above-described business in accordance with all the laws of the State of Florida and the laws and ordinances of the City of Boynton Beach. Furthermore, I understand that the issuance of this business tax receipt is conditioned upon the compliance with all ordinances and the results of any investigations of the above-described business.

Applicant's Signature

Date

INSPECTION OVERVIEW FOR RENTAL PROPERTIES

Community Standards will review:

- Parking
- Landscape Maintenance
- Paving
- Irrigation
- Structural Damage
- Non-Structural Damage
- Proper Ventilation
- Weather Stripping of Doors & Windows
- Windows & Screens
- Unpermitted Work
- Circuits Labeled in Panel Box
- Wall Plate Covers
- Fire Extinguishers
- Appliance Fixtures
- Plumbing Fixtures
- Mechanical Units

You are required by the City of Boynton Beach Fire Codes and the Florida Fire Prevention Code to provide the following:

1. Every sleeping room and living area shall have two means of escape (example – 1 door and 1 window).
2. Burglar bars on bedroom and/or living room windows must be easily opened from the inside, if they are the second means of escape.
3. A smoke detector shall be installed in each sleeping room, outside of each sleeping area and on each level of the unit if the unit is more than one story.
4. It is required to place address numbers on all buildings. Place house identification numbers in a position that is visible from the street or road fronting your property. Numbers should be no smaller than 4" in size, legible, and contrasting in color.
5. A five pound ABC fire extinguisher mounted in the kitchen area is recommended.

The above requirements are fundamental life safety issues. You are responsible for the installation and maintenance of the items above. This list may not include items that may be evaluated at the time of inspection. If you have any additional questions please contact Community Standards at (561) 742-6120.