

Welcome to the City of Key Colony Beach

CitizenServe Mini-Tutorial



HOW TO UPLOAD A DOCUMENT



PROPERTY MANAGERS INFORMATION

| Property Manager's Name:

Mr. Property Manager

| Property Manager's Email Address:

123 Coral Lane

| Property Manager's Phone Number:

305-289-1212

| Property Manager's Certificate of Completion #:

COC-23-00-N

Company Name:

Property Management Company

| Certificate of Completion:

Select File

| Issue Date:

| Expiration Date:

I agree to comply with the requirements of a Property Manager/Local Contact as stated in Key Colony Beach City Code, Chapter 9, and keep my contact information current, to retain the my Certificate of Completion.

Signature:

Sign Here

Upload Signature Document if not able to sign in person:

Select File



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Company Name:

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Certificate of Completion:

Property Manager, Mister exp 4.30.25.pdf 

Issue Date:

04/05/2023

Expiration Date:

04/30/2025



I agree to comply with the requirements of a Property Manager/Local Contact as stated in Key Colony Beach City Code, Chapter 9, and keep my contact information current, to retain the my Certificate of Completion.

Signature:

Sign Here

Upload Signature Document if not able to sign in person:

Select File



24/7 LOCAL CONTACT INFORMATION

Contact Person's Name:	<input type="text" value="Mrs. Local Contact"/>
24/7 Local Contact's Phone Number:	<input type="text" value="123 Coral Lane"/>
Contact Person's Email Address:	<input type="text" value="localcontact@notarealemail.com"/>
Contact Person's Certificate of Completion #:	<input type="text" value="COC-23-00-R"/>
Company Name:	<input type="text" value="Local Contact Company"/>
Certificate of Completion:	<input type="button" value="Select File"/>
Issue Date:	<input type="text"/>
Expiration Date:	<input type="text"/>
	<input type="checkbox"/> I agree to comply with the requirements of a Property Manager/Local Contact as stated in Key Colony Beach City Code, Chapter 9, and keep my contact information current, to retain the my Certificate of Completion.
Signature:	<input type="button" value="Sign Here"/>
Upload Signature Document if not able to sign in person:	<input type="button" value="Select File"/>



24/7 LOCAL CONTACT INFORMATION

Contact Person's Name:

Mrs. Local Contact

24/7 Local Contact's Phone Number:

123 Coral Lane

Contact Person's Email Address:

localcontact@notarealemail.com

Contact Person's Certificate of Completion #:

COC-23-00-R

Company Name:

Local Contact Company

Certificate of Completion:

Local Contact, Misses exp 4.30.25.pdf 

Issue Date:

04/05/2023

Expiration Date:

04/30/2025



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Signature:

Sign Here

Upload Signature Document if not able to sign in person:

Select File



THE FOLLOWING MUST BE SUBMITTED AND/OR COMPLETED

1. This application completed & signed by owner, manager, and local contact
2. 2022-2023 [Monroe County Local Business Tax Receipt](#)

| Upload Document Here:

Select File

3. Online Payment of Business Tax for Vacation Rental. Once you submit your application you will be directed to make a payment.
4. All other fees, fines or violation for the property must be paid
5. To schedule a safety inspection go to [keycolonybeach.net](#), Choose I Want To and then Schedule a Rental Inspection

Requirements - Units must be non-rented and clean at the time of inspection or the unit will fail the inspection and a \$300 reinspection fee will be charged.

I ACKNOWLEDGE 1-5 ABOVE

SUBMIT

SAVE FOR LATER

DELETE



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| Upload Document Here:

2023-2024 Monroe Cty Business Tax Receipt.pdf | 10

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04/30/2025



I agree to comply with the requirements of a Property Manager/Local Contact as stated in Key Colony Beach City Code, Chapter 9, and keep my contact information current, to retain



Your application has been saved for later. You can modify and submit your application by clicking the cart icon, once submitted your application will be processed

OK

if not able to sign in p

SUBMITTED AND/O

d & signed by owner, manager, and local contact

Local Business Tax Receipt

Select File

ss Tax for Vacation Rental. Once you submit your application you will be directed to make a payment.



Please note that license fees are due at the time the license application is submitted.

Your application can be saved and submitted at a later time, to find the pending application please look in your Cart in your online CitizenServe account.



To change and/or upload a document to an Application that you've already submitted but has not yet been issued.

Please note that changes in Ownership, Property Manager and/or Local Contact will require a NEW Vacation Rental Application for the current year.



View your Existing Licenses



LOGOUT

MY ACCOUNT

Home / My Account

[View my requests](#)

[Update my information](#)

[Logout](#)

Welcome to your online account Brandy Burt!

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

Online Services:



PERMITTING

Remodeling or adding on to your home? Learn when a permit is needed, submittal requirements and apply online.

[APPLY FOR A PERMIT →](#)
[GO TO PERMITTING →](#)



LICENSING

Starting a new business? Learn when you need a license, submittal requirements and apply online.

[APPLY FOR A LICENSE →](#)
[GO TO LICENSING →](#)



DEVELOPMENT PROJECTS

Starting a new construction project? Learn when you need to go through planning and zoning and apply online..

[GO TO DEVELOPMENT →](#)



CODE VIOLATIONS

Want to report blight, weeds, illegal parking or other code enforcement violations in your neighborhood?

[SUBMIT A COMPLAINT →](#)



View your Existing Licenses


LICENSING


[Home](#) / [Services](#) / [Licensing](#)

[Do you need a license?](#)

 [Submittal requirements](#)

 [Apply online](#)

 [View your licenses](#)

 [Renew your license](#)

 [More information](#)

 [Search for a license](#)

If you are renewing your license please submit a new license application by clicking the Apply Online menu option on the left side menu.

Learn about when you need a business license, what information you'll need and how to apply.

Starting a business or renting out your vacation home? Use our online portal to apply for a business license. Learn when you need a license, submittal requirements, apply online, pay license fees, and view the status of your license application all from your home, office or mobile device..

Getting Started is Easy

1.

Learn

Learn when you need to apply for a business license and the licensing process.

[DO YOU NEED A LICENSE? →](#)

2.

Gather

Each license type has different submittal requirements, understand what you'll need to provide to get started.

[SUBMITTAL REQUIREMENTS →](#)

3.

Register

Register on our website, once registered you can apply for licenses, view review status, and pay license fees online.

[REGISTER NOW →](#)

4.

Apply

Once you've gathered everything needed for your application and registered on our portal you can apply for your business license.



View your Existing Licenses

VIEW MY LICENSES

Home / Services / Licensing / View my licenses

1 - 3 of 3 records found





License #	Name	License Type	Issue Date	Expiration Date
STR23-000000	BRANDY BURT	Vacation Rental Business Tax	03/28/2023	09/30/2023
STR22-000000	BRANDY BURT	Vacation Rental Business Tax	11/09/2022	09/30/2023
STR21-000000	BRANDY BURT	Vacation Rental Business Tax	12/01/2021	09/30/2022



Edit your Existing Licenses

VIEW LICENSE

Home / Services / Licensing / View License

-  Edit my license
-  Make a payment
-  Upload documents
-  Leave message

License #: STR 23-000000
Status: Issued
Issue Date: 03/28/2023
Expiration Date: 09/30/2023
Balance Due: \$0.00
Name: BRANDY BURT
Address: 123 CORAL LANE

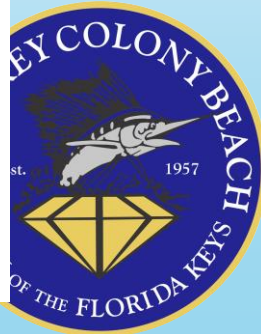


License Reviews Documents Inspections

License #: STR 23-000000
License Type: Vacation Rental Business Tax
Sub Type: Duplex

Finished square feet of unit: 1,500
Number of Bedrooms: 2
Maximum Occupancy: 6
Application Type: New

OWNER INFORMATION



Edit your Existing Licenses

 EDIT LICENSE

[Home](#) / [Services](#) / [Licensing](#) / [View License](#) / [Edit License](#)

| indicates a required field

License #:	STR 23-000000
Address:	123 CORAL LANE
License Type:	Vacation Rental Business Tax
Sub Type:	Duplex
Business Name:	BRANDY BURT

Finished square feet of unit:	1,500
Number of Bedrooms:	2
Maximum Occupancy:	6
Application Type:	New ▾

OWNER INFORMATION

Owner's Name:	BRANDY BURT
Mailing Address:	123 CORAL LANE
City:	KEY COLONY BEACH
State:	FL
Zip:	33051



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