

# Welcome to the City of Key Colony Beach

*CitizenServe Licensing Workshop*



**PLEASE MUTE ALL ELECTRONIC DEVICES**

# HOW TO APPLY FOR A LICENSE



Go to keycolonybeach.net and select "I Want To" and then "Online Licensing/ Permitting"

The screenshot shows the City of Key Colony Beach website. At the top, there is a navigation bar with the following items: "I WANT TO", "GOVERNMENT", "DEPARTMENTS", "COMMUNITY", and "ABOUT OUR CITY". The "I WANT TO" menu is expanded, showing a list of services including "PREPARE FOR HURRICANE", "CONTACT US", "MAKE ONLINE PAYMENTS", "GET TEMPORARY BOAT TRAILER PARKING", "APPLY FOR A JOB", "FIND AGENDAS AND MINUTES", "VACATION RENTALS/PROPERTY MANAGERS", "TURTLE AND BEACH LIGHTING", and "CITY HALL - FAQ". The "ONLINE LICENSING/PERMITTING" option is highlighted with a yellow circle. On the left side, there is a vertical sidebar with icons for "Turtle & Beach Lighting", "City Map", "E-news Signup", "Contact us", "City Directory", "City Hall FAQ", "Report a Violation", and "Flood Management Information". At the bottom, there are five circular icons representing "COVID-19", "OUR CITY", "MAYORS MESSAGE", "ONLINE PAYMENTS", and "CITY MAP".



Or go to [keycolonybeach.net](http://keycolonybeach.net) and select “Online Licensing/Permitting” under popular links

The screenshot shows the City of Key Colony Beach website. The browser address bar displays 'keycolonybeach.net'. A navigation menu on the left includes 'Contact us', 'City Directory', 'City Hall FAQ', 'Report a Violation', and 'Flood Management Information'. The main content area features a sunset background with a 'COVID-19' icon. Below this is the 'Popular Links' section, which contains the following items:

- Online Sunshine
- Online Licensing/Permitting** (circled in red)
- Emergency Management
- Police Department
- Meeting Calendars



# CitizenServe Landing Page

Citizenserve Online Portal x +

www5.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal\_&installationID=326&original\_iid=0&original\_contactID=0


Home Services Search Reports My Account Contact LOGIN

## WELCOME TO KEY COLONY BEACH, FL

Thank you for visiting our website where you can access all of online services from your home, office, or mobile device.

Thank you for visiting our website, through this portal you have access to all of our online services for permitting, planning and zoning, licensing, code enforcement and general requests. We value your input, if you have any comments or suggestions please email us at 305-289-1212.

### Online Services You Need




#### LICENSING

Starting a business? 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.

[APPLY FOR A LICENSE -->](#)

[SEARCH FOR A LICENSE ->](#)

### Complaints and Requests





# Login Or Register for a New Account

## LOGIN

[Home](#) / [My Account](#) / [Login](#)

### Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

LOGIN

### New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)



# Register for New Account

## REGISTER

[Home](#) / [My Account](#) / Register

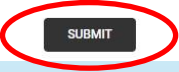
indicates a required field

Registration Type:	<input type="text" value="Property Owner"/>
Email:	<input type="text" value="brandy@citzenserve.com"/>
Confirm Email:	<input type="text" value="brandy@citzenserve.com"/>
First Name:	<input type="text" value="Brandy"/>
Last Name:	<input type="text" value="Burt"/>
Home Address:	<input type="text" value="123 Coral Lane"/>
City, State, Zip:	<input type="text" value="Key Colony Beach"/> <input type="text" value="FL"/> <input type="text" value="33051"/>
Business Name:	<input type="text" value="CitizenServe"/>
Company Address:	<input type="text"/>
City, State, Zip:	<input type="text"/> <input type="text"/> <input type="text"/>
Primary Phone:	<input type="text"/>
Home Phone:	<input type="text"/>
Cell Phone:	<input type="text"/>
Work Phone:	<input type="text"/>
Fax:	<input type="text"/>

✔ Your email address is accepted.

✔ Your email address is accepted.

User Name:	<input type="text" value="brandyburt@citize"/>
Password:	<input type="password" value="*****"/>
Confirm Password:	<input type="password" value="*****"/>
	✔ Your passwords match.



Confirm Email:  ✔ Your email address is accepted.

First Name:  ✔ Your email address is accepted.

Last Name:

Home Address:

City, State, Zip:

Business Name:

Company Address:

City, State, Zip:

Primary Phone:

Home Phone:

Cell Phone:

Work Phone:


Fax:

---

User Name:

Password:

Confirm Password:  ✔ Your passwords match.

 Your registration is complete.

**OK**







## APPLY FOR A LICENSE

Home / Services / Business Licenses / Apply for a license

Application Type:

Vacation Rental Business Tax 


Sub Type:

Single Family 

Owner:

Brandy Burt

Address:

123 CORAL LANE 



KEY COLONY BEACH

FL

33051

Parcel #:

00099999-000000

Property Owner:

BURT BRANDY

[ENTER A DIFFERENT ADDRESS →](#)



| Finished square feet of unit:

1,500

| Number of Bedrooms:

2

| Maximum Occupancy:

6

| Application Type:

New

Max occupancy is 2 people/BR, +2 ppl/living room, not to exceed 1 person/200 sq ft of finished living space. May not exceed 10 ppl



## OWNER INFORMATION

| Owner's Name:

Brandy Burt

| Mailing Address:

123 Coral Lane

| City:

Key Colony Beach

| State:

FL

| Zip:

33051

Home Phone:

| Cell Phone:

999-999-9999

Business phone:

| Email:

brandy@citizenserve.com

Signature:

[Sign Here](#)

Upload Signature Document if not able to sign in person:

[Select File](#)



## PROPERTY MANAGERS INFORMATION

Property Manager's Name:

Mr. Property Manager

Property Manager's Email Address:

propmgr@notarealemail.com

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:

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



*City of Key Colony Beach*

P.O. BOX 141 KEY COLONY BEACH, FLORIDA 33051 • PHONE (305)-289-1212  
FAX (305)-289-1767



**CERTIFICATE OF COMPLETION**  
**FOR PROPERTY MANAGER**  
**LOCAL CONTACT**

This is to certify that  
**Brandy Burt**

Has successfully completed the requirements to represent  
property owners in the **City of Key Colony Beach** upon  
authorization of the owner of said property for the next  
two years.

**March 16, 2023**  
Date Issued

**COC-23-00-R**  
Certificate of Completion #

\_\_\_\_\_  
Issued By

**March 31, 2025**  
Date Expires



## 24/7 LOCAL CONTACT INFORMATION

Contact Person's Name:

Mrs. Local Contact

24/7 Local Contact's Phone Number:

305-289-1212

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:

Select File

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






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:

Monroe County tax receipt.jpg 

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](http://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





# 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
<a href="#">STR23-000000</a>	BRANDY BURT	Vacation Rental Business Tax	03/28/2023	09/30/2023
<a href="#">STR22-000000</a>	BRANDY BURT	Vacation Rental Business Tax	11/09/2022	09/30/2023
<a href="#">STR21-000000</a>	BRANDY BURT	Vacation Rental Business Tax	12/01/2021	09/30/2022



# View/Print your Current Rental License

## 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

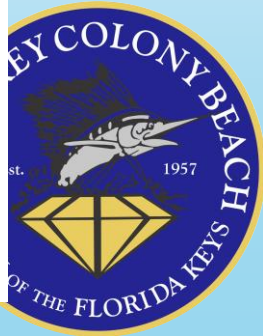


License    Reviews    **Documents**    Inspections

**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









# View/Print your Current Rental License

## 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: 11/09/2022  
Expiration Date: 09/30/2023  
Balance Due: \$349.80  
Name: BRANDY BURT  
Address: 123 CORAL LANE



License    Reviews    Documents    Inspections

Date	Type	File Name	Description
11/09/22	Merge document	2022-23 Vacation Rental - Business Tax Receipt.pdf	2022-23 Vacation Rental - Business Tax Receipt - STR22-000570
11/07/22	Certificate of Completion	Loreno, Charles Tony exp 7.30.24.pdf	
09/19/22	Upload Document Here	KEY COLONY 18 LLC.pdf	
09/19/22	Signature	signature.png	
09/19/22	Signature	signature.png	
09/19/22	Certificate of Completion	property manager cert.pdf	
09/19/22	Signature	signature.png	



# View/Print your Current Rental License

**VACATION RENTAL - BUSINESS TAX RECEIPT  
CITY OF KEY COLONY BEACH, FLORIDA**

DATE ISSUED 03/28/2023

Receipt No. STR 23-000000

THIS IS TO CERTIFY THAT THE OWNER OR AGENT OF THE FOLLOWING BUSINESS HAS PAID THE CITY OF KEY COLONY BEACH AND COMPLIED WITH ALL CITY RULES AND REGULATIONS FOR THE PRIVILEGE OF CONDUCTING A VACATION RENTAL BUSINESS AT THE ADDRESS SHOWN BELOW IN THE CITY OF KEY COLONY BEACH.

Fiscal Year OCTOBER 1, 2022 TO SEPTEMBER 30, 2023

BRANDY BURT  
123 CORAL LANE

Business Address: 123 CORAL LANE

Maximum Occupancy 6

BRANDY BURT  
123 CORAL LANE  
KEY COLONY BEACH, FL 33051

Rental Agency:  
Property Mana



Issued By

A penalty is imposed for failure to keep this Business Tax Receipt exhibited conspicuously at your establishment or place of business. Holder of the Business Tax Receipt must comply with City and County Ordinances and State and Federal Regulations concerning the operation of this business. If in violation of any of the foregoing, the City has the option to revoke this Business Tax Receipt.



# QUESTIONS?

