

Welcome to the City of Key Colony Beach

CitizenServe Mini-Tutorial



HOW 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.




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, 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



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.



PAYMENT

[Home](#) / [Services](#) / [Licensing](#) / [Apply for a license](#) / [Payment](#)

License #: STR 23-000000
Amount Due: \$945.00
Convenience Fee: \$24.10
Total Due: \$969.10

| indicates a required field

| Payment Amount:

\$969.10

| Payment Type:

Credit Card

| Cardholder Name:

| Card Number:

| Card Expiration Month / Year:

| Security Code:

| Credit Card Type:

Visa

| Billing Address:

SUBMIT



Alternative payment route from your email confirmation on a mobile device:

- “Click here” to Review Application
- Navigate to Licensing using the Menu
- View Your Licenses
- Login
- Open Licenses
- Make a Payment

