

## **Renting your home in Key Colony Beach**

The Key Colony Beach Code of Ordinances, Chapter 9, governs businesses and rental properties. The Code can be found under the "Government" tab on the City's website. The following are basic Code requirements:

1. Any person who engages in any business in Key Colony Beach, or who is offering property to the public, regardless of whether such person actually transacts any business, shall obtain both a receipt for Monroe County business tax, AND a receipt for Key Colony Beach Business Tax, also known as the "rental license." **Sec. 9-1**

It is the duty of the homeowner to file an application with the city, and the Applicant must furnish of compliance with all city, state and county requirements concerning the occupation for which the tax is paid, and that any unpaid fees and fines for violations have been paid. Each vacation rental license shall have a term of one (1) year, and must be renewed by the owner or property manager or the owner's authorized agent prior to expiration in order to avoid interruption of permitted vacation rental activity. **Sec. 9-5**

3. The safety inspector shall conduct an inspection of the premises where any business is to be conducted whenever an application is submitted in order to ensure that the premises are in compliance with all applicable codes. No tax receipt will be issued until the business entity is in compliance with all city codes. **Sec. 9-7**

The Inspection will include the Florida State Fire Safety Inspection requirements for vacation rentals, which are one and two family dwellings licensed as public lodging establishments as defined in Section 509.013(4)(a). These requirements include, but are not limited to, the following in each rented unit:

- a. mandated smoke detectors;
- b. emergency lighting;
- c. Up-to-date fire extinguishers;
- d. a floor diagram;
- e. A secondary means of escape from each bedroom, which is an outside window or door operable from the inside, without the use of tools or special equipment, that provides a clear opening having a minimum of 5.7 square feet of area with no dimension less than 20 inches in width or 24 inches in height. The bottom of the opening shall not be more than 44 inches off the

**floor. The opening must be directly accessible to fire department rescue apparatus or fire department extension ladder.**

**4. The name, address and telephone number of the owner and the property manager. A designated local contact person shall be included on each application. This contact person shall be available twenty-four (24) hours a day, seven (7) days a week. In the event of temporary unavailability of the local contact person, a substitute shall be designated by the local contact person. The owner or property manager may serve as the local contact person, if the requirements are met. Sec. 9-22**

**An owner or property manager, or in the absence of a property manager, the local contact person, shall remain available twenty-four (24) hours a day, seven (7) days per week to handle problems with tenants, reach the rental property within sixty (60) minutes in the event of requested assistance by any city employee, and monitor the property no less than once per rental week to assure compliance by renters with city ordinances.**

**5. Any property manager, owner managing his or her own property, or local contact person must successfully take the Key Colony Beach Property Management class session and receive a certificate of completion issued by the city after satisfactorily completing the class. Certification renewal will be required every two (2) years upon completion of course work. Sec. 9-23**

**6. No rental contract or use shall be for less than seven (7) days. Sec. 9-24**

**7. Permitted occupancy shall be two (2) persons for each bedroom, plus two (2) per living room, provided that occupancy shall not exceed one (1) person per two hundred (200) square feet of interior area. The maximum occupancy of any vacation rental unit shall be ten (10) persons. Sec. 9-26**

**8. Unpermitted living space below Design Flood Elevation in Special Flood Hazard Areas cannot be rented as part of a Vacation Rental! Per Florida Building Code Section R322, "Enclosed areas, including crawl spaces, that are below the design flood elevation shall:**

- 1. Be used solely for parking of vehicles, building access or storage.**
- 2. Be provided with flood openings that meet the following criteria and are installed in accordance with Section R322.2.2.1"**

**Areas not previously permitted for habitation must comply with these regulations; and violation of these provisions may result in Code**

**Citations, Fines, After-the-Fact Building Fees, and potential removal of noncompliant areas below Design Flood Elevation.**