

# **CITY OF KEY COLONY BEACH**

## **PROPERTY MANAGEMENT CLASS**

### **INFORMATION PACKET**



for Property Managers  
& Local Contacts

## Chapter 9 - BUSINESS TAXES, PERMITS AND BUSINESS REGULATIONS

### ARTICLE I. - IN GENERAL

#### Sec. 9-1. - Persons required to pay a business tax.

Any person who maintains a permanent business location or branch offices within the city and who engages in or manages any business, profession or occupation within the city, and any person who transacts any business or engages in any occupation or profession in interstate commerce where such tax is not prohibited by Section 8 of Article I of the United States Constitution, shall, prior to engaging in or managing said business, profession or occupation, procure from the city clerk a receipt for business tax.

Any person holding himself out to the public by sign, printed matter, internet website, telephone directory classified section or otherwise as being engaged in business within the City of Key Colony Beach, or as offering services or property to the public for a consideration, regardless of whether such person actually transacts any business or practices a profession, shall be considered as engaging in business and shall be liable for a business tax thereon.

#### Sec. 9-2. - Duration, expiration; partial year taxes.

Business tax payment shall be for one (1) year and shall be due on September 30 of each year, except as otherwise provided by law. Business tax from April 1 to the end of the fiscal year shall be at one-half (½) the stated rate.

#### Sec. 9-3. - When sold, due and payable, delinquency penalty.

All tax payments to the city clerk shall be due and payable in advance before September 30 of each year, and expire on September 30 of the succeeding year. If September 30 falls on a weekend or holiday, the tax is due and payable on or before the first working day following September 30. Those taxes not paid when due and payable are delinquent and subject to a delinquency penalty of ten (10) per cent for the month of October, plus an additional five (5) per cent penalty for each subsequent month of delinquency until paid. However, the total delinquency penalty may not exceed twenty-five (25) per cent of the tax for the delinquent business, occupation or profession.

Any person who engages in any business, occupation, or profession covered by this chapter, who does not pay the required tax within one hundred fifty (150) days and the initial notice of tax due, and who does not obtain the required receipt is subject to code board actions, civil actions and penalties, including court costs, reasonable attorneys' fees, additional administrative costs incurred as a result of collection efforts, and a penalty of up to two hundred fifty dollars (\$250.00).

#### Sec. 9-4. - Doing business without a license.

Any person who engages in or manages any business, occupation or profession without first paying the tax, if required, is subject to a penalty of twenty-five (25) per cent of the tax due, in addition to any other penalty provided by section 1-9 and section 9-3.

#### Sec. 9-5. - Application, compliance with state and county requirements required.

Before the city shall be required to issue a tax receipt, it shall be the duty of the applicant to file an application with the city. Such application shall be in the form required by the city. Applicant must furnish evidence satisfactory to the city clerk that the applicant has complied 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.

#### Sec. 9-6. - Violations.

Violations of the provisions of this chapter shall be punishable by a fine of up to two hundred fifty dollars (\$250.00) per day, and may result in a suspension or revocation of a business tax receipt. Alleged violations shall be referred to the code enforcement board.

#### Sec. 9-7. - Inspection required before issuance.

The building official 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. The city may charge an administrative fee for the inspection referenced above; the amount of which shall be set by resolution of the city commission. No tax receipt will be issued until the business entity is in compliance with all city codes.



# City of Key Colony Beach

May 1, 2023

## **Re: 2023-2024 Vacation Rental Licenses**

Dear Owners, Property Managers, and/or Local Contacts:

To assist you in preparing for the 2023-2024 Key Colony Beach Vacation Rental License application process, please note the information below. The expiration date on current licenses is September 30, 2023 for all of the properties that you manage.

All applications must be submitted by the Property Owner or Property Manager via our CitizenServe portal. This process can be started as early as July 1, 2023; and it must be completed no later than September 15, 2023. If your current license expires on September 30, 2023 and no new license has been issued for 2023-2024, you must stop renting immediately until you are in compliance. If you are found to be renting without a valid license on October 1, 2023, you will be in violation, subject to a maximum \$5,000 fine and the suspension of your rental license.

You will need to submit the following items to complete the online application process:

- Property Owner's Signature
- Property Manager's current Certificate of Completion
- Property Manager's Signature
- Local Contact's current Certificate of Completion
- Local Contact's Signature
- 2023-2024 Monroe County Business Tax Receipt
- Payments should be made via the CitizenServe portal when you submit your application. Payment amounts are based on square footage, please refer to the attached Business Tax Fees sheet for the amount that the system will calculate in the application process.

As you should be aware, safety inspections are being scheduled by the Building Department by Zone this year. You will be receiving a phone call informing you of your scheduled safety inspection date & time. Additionally, please review the attached safety inspection requirements, as the re-inspection fee is \$300. A Property Manager or Local Contact must be present to meet the Inspector. The unit does not need to be vacant or clean. Re-inspections can be scheduled by calling Christine in the Building Department at 305-289-1212, ext. 4, and payment is due at the time of scheduling a re-inspection.

As a reminder, all wastewater bills, as well as all Code Violation fines must be paid and violations closed before the Vacation Rental License can be issued.

Please [click here](#) to visit the Property Management webpage for more information and instructions.

City of Key Colony Beach



# City of Key Colony Beach

## Information for Vacation Rentals

1. **FLORIDA HOTEL/MOTEL LICENSE** – Is required for all Vacation Rentals. To obtain a state license, contact the Department of Business and Professional Regulation (DBPR). Call the office at (850) 487-1395 and leave a message for an inspector.  
E-mail: [callcenter@dbpr.state.fl.us](mailto:callcenter@dbpr.state.fl.us)  
Online: [www.MyFlorida.com/dbpr](http://www.MyFlorida.com/dbpr)
2. **FLORIDA DEPARTMENT OF REVENUE SALES TAX** – Application for sales tax registration forms may be obtained in person, by mail, online, or call for information. Florida Dept of Revenue, Miami Service Center, 8175 NW 12<sup>th</sup> Street, Suite 119, Miami, FL 33126-1828.  
Phone: (305) 470-5001  
Online: [www.MyFlorida.com/dor](http://www.MyFlorida.com/dor)
3. **MONROE COUNTY BUSINESS TAX** – Paid once annually beginning July 1. Information and application may be obtained from the following:  
Monroe County Office of the Tax Collector, PO Box 1129, Key West, FL 33041-1129 or 3101 Overseas Highway, Marathon, FL 33050.  
Online: [www.monroetaxcollector.com/services/business-tax-receipts/](http://www.monroetaxcollector.com/services/business-tax-receipts/)  
Phone: (305) 295-5060 or (305) 289-6034
4. **MONROE COUNTY TOURIST DEVELOPMENT TAX** – Vacation rental Property Managers are required to pay tourist development taxes and file monthly reports, even if no rentals have occurred that month.  
Monroe County Office of the Tax Collector, PO Box 1129, Key West, FL 33041-1129 or 3101 Overseas Highway, Marathon, FL 33050.  
Online: <https://www.monroetaxcollector.com/services/tourist-development-tax/>  
Tourist Express: <https://monroe.county-taxes.com/tourist>  
Phone: (305) 295-5058 or (305) 289-6034
5. **INSPECTIONS** – There is an annual inspection conducted by the City of Key Colony Beach, which is mandatory for maintaining a City of Key Colony Beach Vacation Rental License. See separate sheet for Vacation Rental Safety Inspection Requirements.
6. **FINES** – All City of Key Colony Beach Wastewater bills, as well as all Code Violation fines must be paid and violations closed before a vacation rental license can be issued.



# *City of Key Colony Beach*

## **Business Tax Fees**

The fees listed below are based on the square footage of the vacation rental unit. This fee includes administrative, safety inspection, and the business tax license fee.

### **Vacation Rental – Single Family and Duplex**

Up to 999 square feet	\$ 472.50
1,000 square feet to 1,199 square feet	\$ 675.00
1,200 square feet to 1,399 square feet	\$ 810.00
1,400 square feet to 1,599 square feet	\$ 945.00
1,600 square feet to 1,799 square feet	\$ 1,080.00
1,800 square feet to 1,999 square feet	\$ 1,215.00
2,000 square feet and above	\$ 1,350.00

### **Vacation Rental – Condo & Co-Op**

Up to 999 square feet	\$ 349.80
1,000 square feet to 1,199 square feet	\$ 477.00
1,200 square feet to 1,399 square feet	\$ 572.40
1,400 square feet to 1,599 square feet	\$ 667.80
1,600 square feet to 1,799 square feet	\$ 763.20
1,800 square feet to 1,999 square feet	\$ 858.60
2,000 square feet and above	\$ 954.00

**Long Term Rental** \$ 168.75

**Transfer of Owner, Manager, or Local Contact** \$ 112.50

**Safety Re-Inspection/Cancellation/Rescheduling Fee** \$ 300.00

**\* All fees are to be paid online via Citizenserve when the Business Tax Application is submitted. (VISA, Discover, AMEX, Mastercard, and eChecks are accepted).**

# **RULES & REGULATIONS for THE CITY of KEY COLONY BEACH**

## **Key Colony Beach Code Enforcement & Police Department 305-289-1212 Monroe County Emergency Dispatch – 911 Non-Emergency Dispatch 305-289-2351**

Welcome to Key Colony Beach, the Gem of the Florida Keys. These rules are codified in city ordinances or state statutes and will be **strictly enforced**. Properties will be fined and must come into immediate compliance. This document serves as formal notification of these common regulations. The full Code of Ordinances and Land Use Regulations are available on the city website at KeyColonyBeach.net.

It shall be unlawful for any person to make or continue, or cause to be made or continued, any excessive, disturbing, unnecessary, or unusually loud noise, or any noise which annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of other persons within the city. (This includes, but is not limited to the discharge of fireworks - sparklers okay.) *Applies 24/7.*  
*City Code 10-2,3* **\$250.00 per violation**

The vacation rental maximum occupancy is 2 persons per bedroom, plus 2 in a living room, gross maximum 10, but also limited by square footage. Each unit's *actual occupancy* is listed on the business tax license *and may not be exceeded*.  
*City Code 9-20,25* **\$250.00 per day**

Garbage must be in cans *with lids on the cans*, or in a heavy-ply refuse bag securely tied or sealed. Leaf debris may be put into cans (no more than 12 inches higher than the top of the can) or tied in 4-foot bundles. Garbage cans and leaf debris may be placed out for collection no earlier than noon the day before collection. Refuse bags not in cans may be placed out for collection no earlier than 4 pm on the day before collection. Garbage cans must be removed from street to the proper storage location no later than 24 hours after collection. *City Code Chapter 7* **\$50.00 per day**

### **GARBAGE COLLECTION TUESDAY & SATURDAY EARLY AM / RECYCLING COLLECTION TUESDAY ONLY** **EARLY AM LANDSCAPE DEBRIS COLLECTION WEDNESDAY ONLY AM**

Littering is prohibited on land or into the water. This includes yard waste and cigarette butts. Discharging anything into the canals is strictly prohibited. Fish carcass disposal into canals shall be subject to the following: poke out the eyes; break the spine and gut the fish; ensure the fish carcass remains sunken and on the bottom of the canal as it decomposes; create no excessive accumulations of fish carcasses. *City Code 5-7, 7-12* **\$250.00 per day**

City Street Speed Limit 25 mph. *City Code 17-1* Per Florida Statutes

The operation of an electric/motorized mobility device (such as scooters, hover boards, or skateboards) within the city is prohibited. Electric bicycles are permitted, but speed is limited to 10 mph in the multi-use/exercise path. These devices must yield the right-of-way to all pedestrians and give an audible signal before passing any pedestrian. Electric bicycles may operate up to 25 mph on the street. *City Code 17-1* **\$25.00 per violation**

Animals at large are prohibited—all animals must be leashed. Maximum of 2 pets permitted. *City Code 4-6,10* **\$100.00 per violation**

Animals are not permitted to defecate on other than pet owner's property without immediate removal of defecation.  
*City Code 4-6,10* **\$50.00 per violation**

Only one recreational vehicle, or boat, or utility trailer, or personal watercraft trailer, or other trailer may be parked within the property boundaries per dwelling unit. Owner of trailer must be owner/renter of property. *City Code 5-80/6-59* **\$100.00 per day**  
(Temporary boat trailer parking MAY BE available in the designated area off 8<sup>th</sup> Street for a fee paid at City Hall.)

A vehicle or trailer parked on a vacant lot **must be** registered in the name of the owner of the vacant lot. All other parking on a vacant lot is prohibited. *LDR 101-55(3) City Code 5-80* **\$100.00 per day**

Boat trailers, motorhomes, recreational vehicles, commercial vehicles, etc., may not extend over or be parked on any city right-of-way, which is 20 ft. from the center line of the roadway. *City Code 5-82/LDR101-55* **\$100.00 per day**  
Additional parking regulations apply to properties along Sadowski Causeway.

Every bicycle in use between sunset and sunrise shall be equipped with a white lamp on the front and a red lamp and reflector on the rear. *F.S. 316.2065 (7)*. A bicycle rider or passenger under the age 16 years of age must wear a bicycle helmet.  
*F.S. 316.2065(d)* **\$64.50 per violation**

No vehicles, motorhomes, trailers, or campers may be used as a residence even for one night. *LDR 101-55(3)* **\$100.00 per day**

Parking prohibited on 1<sup>st</sup> through 5<sup>th</sup> Streets and East Ocean Drive except with Property Owner's permission. *City Code 17-6* **\$50.00 per day**

Parking in the City right-of-way (between the street and the house) is restricted to the Property Owner, their invited guests and renters. *City Code 17-6* **\$50.00 per day**

Parking in the City right-of-way (between the street and the house) on the East side of Coral Lane and the West side of 7th Street (no houses) is regulated by posted signs. *City Code 17-6* **\$50.00 per day**

No parking between midnight and 6:00 a.m. on City-owned parking areas, except Sunset Park (parking is prohibited from sunset to sunrise), and the Post Office parking lot for the limited purpose of continuous access to the City's Post Office (*see sec. 17-7 for additional regulations*). *City Code 17-6* **\$50.00 per day**

Parking is prohibited in all areas marked "No Parking." *City Code 17-6* **\$50.00 per day**

No parking on any street of Key Colony Beach, except as provided by F.S. Ch. 316. All parked vehicles must face the proper direction of travel. *City Code 17-6* **\$50.00 per day**

No parking in the multi-use exercise path. *City Code 17-6* **\$50.00 per day**

Living aboard a vessel is prohibited even for one night. *City Code 5-15* **\$250.00 per day**

Rafting of vessels prohibited. *City Code 5-6* **\$250.00 per day**

All watercrafts must operate at **IDLE SPEED/NO WAKE** landward of the buoys located off the Atlantic Ocean and Vaca Cut shorelines and within all Key Colony Beach waterways. *City Code 5-1* **\$250.00 per violation**

The overall boat length of any boat may not exceed the waterfront property lines available with the house. Overall boat length of a boat includes outboard motor in the tilt up position and pulpit and anchor. *City Code 5-40* **\$200.00 per day**

Diving and snorkeling are prohibited 4 days prior to opening of mini-season until 10 days after opening of commercial season in navigable canals, marinas and within 300 feet of shoreline. *City Code 5-11* **\$250.00 per violation**

**NEW CODE VIOLATIONS**

Short term vacation rental with excessive number of tenants  
Short term vacation rental – cleaning not acceptable **\$250.00 per day**

**Please note that this information must be kept in the rental unit and available for inspection upon request of the Code Enforcement and/or Police Departments of the City of Key Colony Beach. *City Code 9-26***

Rental Unit Address \_\_\_\_\_ Maximum Occupancy \_\_\_\_\_

Dates of Rental: From \_\_\_\_\_ To \_\_\_\_\_

Occupants Name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle(s) License Plate Tag Number and State \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read and understand the Rules and Regulations of the City of Key Colony Beach printed on the reserve side of this page. The above information regarding the occupants and vehicles at the rental unit shown above is true and correct.**

\_\_\_\_\_  
**Signature of Renter/Occupant**

\_\_\_\_\_  
**Date**

CITY OF KEY COLONY BEACH  
SCHEDULE OF VIOLATIONS AND PENALTIES  
PURSUANT TO SECTION 1-10  
Revised April 20, 2023  
Exhibit A

<b>*CITY CODE SECTION</b>	<b>ITEM IN VIOLATION</b>	<b>*PENALTY AMOUNT</b>
4-6	Animals running at large	\$100.00 per violation
4-8	Noisy animals	\$100.00 per violation
4-9	Vicious, dangerous animals	\$100.00 per day
4-10	Removal of animal defecation	\$50.00 per violation
5-1	Prohibited vessel operations	\$250.00 per violation
5-4	Vessels as commercial establishments	\$250.00 per day
5-5	Anchoring limitations	\$250.00 per day
5-6	Rafting of vessels	\$250.00 per day
5-7	Discharge into waters	\$250.00 per day
5-9	Fishing on Sadowski Bridge and Sunset Pier	\$100.00 per violation
5-11	Diving and snorkeling prohibitions during "mini" season	\$250.00 per violation
5-15	Living aboard vessels	\$250.00 per day
5-40	Exceeding overall boat length at waterfront property	\$200.00 per day
5-80	Boat and trailer parking	\$100.00 per day
5-82	Boats and trailers parked in City right-of-way	\$100.00 per day
6-6	Working without building permit	\$250.00 per day
6-10	Permitted working days and hours	\$250.00 per violation
6-50	Display street numbers on buildings	\$100.00 per day
6-56	Buildings and property maintenance	\$250.00 per day
6-59	Limitations on parking trailers and recreational vehicles	\$100.00 per day
7-2	Garbage and trash accumulation	\$100.00 per day
7-5	Use garbage cans	\$50.00 per day
7-6	Garbage cans specifications	\$50.00 per day



7-7	Location and placement of garbage cans	\$50.00 per day
7-12	Dumping and littering	\$250.00 per day
8-6	Lots maintained in mowable condition	\$250.00 per day
9-4	Doing business without a license	\$250.00 per day
9-20	Rental property owner's tax	\$250.00 per day
9-25	Exceeding rental occupancy	\$250.00 per day
10-2	Loud or disturbing noise	\$250.00 per violation
10-3	Specific noise prohibitions	\$250.00 per violation
11-2	Camping prohibition	\$100.00 per day
11-4	False fire alarms: (1 <sup>st</sup> violation) (2 <sup>nd</sup> and subsequent violations)	Warning \$250.00 per day
11-5	False burglar alarm (1 <sup>st</sup> violation) (2 <sup>nd</sup> violation) (3 <sup>rd</sup> violation) (4 <sup>th</sup> and subsequent violations)	Warning \$100.00 per day \$250.00 per day \$250.00 per day
12-9	City parking open hours	\$250.00 per day
14-4	Damaging sewer facilities	\$250.00 per day
14-10	Prohibited discharges (sewer and storm drains)	\$250.00 per day
17-1	City Street Speed Limit 25mph.	<i>Per Florida Statutes</i>
17-6	Parking prohibited without owner's permission	\$50.00 per day
101-26(8)	Nuisance lighting	\$50.00 per day
101-31	Garage sale	\$25.00 per violation
101-32(3)	Burning of refuse	\$100.00 per day
101-34	Home occupations	\$250.00 per day
101-35	Inoperative vehicles	\$100.00 per day
101-55	Illegal parking (Commercial and recreational vehicles)	\$100.00 per day
101-55(3)	Prohibition on use of vehicles, motorhomes, trailers and campers as residence	\$100.00 per day
101-67	Landscape maintenance	\$50.00 per day
101-131	Prohibited signage	\$50.00 per violation

101-136	Temporary signage	\$50.00 per day
101-137	Sign maintenance	\$50.00 per day
F.S. §316.1955.57	Parking in handicapped space	\$250.00 per violation
***F.S. §316.2065(7)	Bicycle safety requirements	\$64.50 per violation
***F.S. §316.2065(d)	Bicycle helmet requirement for passengers under 16yoa	\$64.50 per violation
^New	Short term vacation rental w/out license	\$250.00 per day
^New	Short term vacation rental less than 7 days	\$250.00 per day
^New	Short term rental w/ excessive number of tenants	\$250.00 per day
^New	Short term rental – cleaning not acceptable	\$250.00 per day
^New	2 <sup>nd</sup> violation for short term vacation property	\$250.00 per day, and license suspension for 30 days.
^New	3 <sup>rd</sup> violation for short term vacation property	\$250.00 per day, and license suspension for 1 year.
^New	Dangerous structures posing safety risk	\$250.00 per day
^New	Violation of recreation vehicle parking ordinance	\$100.00 per day
^New	Long term vacation rental w/out rental license	\$250.00 per day
^New	Long term vacation rental w/ excessive number of tenants	\$250.00 per day
^New	Long term rental – cleaning not acceptable	\$250.00 per day
^New	2 <sup>nd</sup> violation for long term vacation property	\$250.00 per day, and license suspension for 30 days.
^New	3 <sup>rd</sup> violation for long term vacation property	\$250.00 per day, and license suspension for 30 days.
^New	Subleasing dock space	\$250.00 per day
^New	Permit fee for Solar Panel Installation	\$250.00 **additional 2.5% State surcharge
^New	Notary Fees	Notary Services are provided for City-related business at no cost. No other Notary Services will be provided.

\*Sec.1-10(g)(2) sets maximum fine of \$250.00 per day; *See also*, FL ST §162.09(2)(a) (setting maximum fine shall not exceed \$250.00 for first violation or \$500.00 per day for repeat violation).

\*\*All violations/penalties set forth herein are subject to an administrative fee of \$338.00 plus cost of prosecution. Violations that are irreparable or irreversible in nature may have a fine imposed not to exceed \$5,000 per violation.

\*\*\*An additional fine of \$2.50 will be assessed exclusive of the penalty set forth above, to be paid to the State's General Fund for safety programs.

## City of Key Colony Beach

### Rules for Trash, Recycling and Yard Waste

**TRASH PICKUP** is twice a week on Tuesdays and Saturdays

-**Trash Cans**-Place cans at curbside after NOON on Mondays and Fridays-If you are leaving on a different day, please do not put cans out. Please be sure cans are brought in within 24 hours of pickup (by Wednesday morning and Sunday morning or before).

-**Trash Bags**-Place bags at curbside after 4:00PM on Monday and Friday-please do not put bags out on any other day.

**RECYCLING PICKUP** is once a week on Tuesdays early in the morning

-**Recycling cans/bins**-Place at curbside after NOON on Mondays for pickup on Tuesday. If you are leaving on a different day, please do not put recycling out. Please be sure cans/bins are brought in within 24 hours of pickup (by Wednesday morning or before).

**LANDSCAPING DEBRIS PICKUP** is once a week on Wednesdays

-**Landscape Debris/Yard Waste**-Place at curbside on Tuesday for Wednesday pickup-please do not place at curbside on any other day.

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Trash pickup early AM-bring in cans when empty	Bring Trash Cans in by Noon or before	Trash and Recycling - cans out to curbside at Noon or after	Trash and Recycling pickup-bring in cans when empty  Landscape Debris to curbside	Landscape Debris pickup-bring in cans when empty  Bring in empty Trash and Recycling cans by Noon or before		Trash cans out to curbside at Noon or after

Contact Marathon Garbage at (305) 743-5165 to make an appointment to have any large items hauled away such as appliances, furniture, or other bulky items. If disposing of any appliances that have doors, such as refrigerators, freezers, washers/dryers, be sure doors are removed before placing at curbside for pickup.

**Please note:** Code Enforcement will be doing regular patrols to enforce ordinances regarding trash several times per week. Please be sure that renters and/or Property Managers are aware of and abide by these rules. A \$50.00 fine is associated for non-compliance. We appreciate your help to keep Key Colony Beach, the Gem of the Florida Keys, beautiful. Thank You.

# City of Key Colony Beach

P.O. Box 510141, Key Colony Beach, FL 33051-0141 • Phone: 305-289-1212  
Fax: 305-289-0247  
www.keycolonybeach.net



## Key Colony Beach Temporary Boat Trailer Storage at City Lot

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

KCB Address where you are staying \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Trailer Make & Length \_\_\_\_\_

Provide a copy of your registration showing the VIN and Tag information OR record them below:

Trailer/VIN Identification # \_\_\_\_\_

Trailer Tag# \_\_\_\_\_ State \_\_\_\_\_

**ONE** currently licensed boat trailer per resident family of Key Colony Beach may be parked at the Owners risk on the 8<sup>th</sup> Street property adjacent to the City sewer plant. The undersigned hereby agrees that the **City is NOT RESPONSIBLE** in any degree for loss or damage to the Owner's property and agrees to defend, indemnify and hold harmless the City of Key Colony Beach from all claims in connection with the use of City property. There shall be a fee, as provided in the fee schedule payable to the City of Key Colony Beach for such parking. **All locks are prohibited. NO BOAT STORAGE IS ALLOWED ON THE CITY LOT, TRAILERS MUST BE EMPTY. The trailer will be ticketed daily (\$100.00 per day) and/or towed upon expiration of permit. NO REFUNDS or pro-rated fees are available.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Weekly Rate \$150.00**

**Monthly Rate \$300.00**

*ONE boat and/or trailer per address may be parked within the property of the owner or current resident for any period of time on any parcel in the city. In all districts, boat trailers or boats, if stored on private property, shall not extend over or be parked on any right of way (defined as 20 feet from the center line of the road). Properties from 240-298 Sadowski Causeway may not have boat trailers parked outside.*

# City of Key Colony Beach

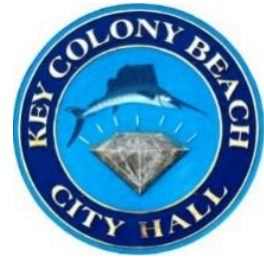
P.O. Box 510141, Key Colony Beach, FL 33051-0141 • Phone: 305-289-1212  
Fax: 305-289-0247  
www.keycolonybeach.net



## **TEMPORARY BOAT TRAILER PARKING RULES**

- The City offers temporary parking for BOAT trailers only. Parking is not available for golf cart trailers, motorcycle trailers, etc.
- The boat may NOT be on the trailer.
- The cost is \$150 per week, or \$300 per month. Checks and credit cards (Visa, MasterCard, Discover, & American Express) are accepted (no cash).
- Permits can be purchased at Key Colony Beach City Hall (Open Monday - Friday from 8:30 a.m. to 4:00 p.m.)
- Locks on the trailer are prohibited. The lot is maintained by our Public Works Department and they may need to move the trailers to complete maintenance in the lot. Locks will be cut off. The city is not responsible for any damage to trailers while parked in our lot.
- No reservations – parking spots are available on a first-come, first-served basis.
- If you arrive when City Hall is closed, once the boat is off the trailer, you may park the trailer in the lot. You must come to City Hall before noon the next day we are open to get your permit. Our Police Officers patrol the lot in the afternoon. Trailers without permits are subject to tickets and towing at the owner's expense. (And yes, trailers have been towed.)
- When you come to City Hall for a parking permit, please bring the following: your KCB address where you are staying, the boat trailer tag number, and the trailer VIN number.

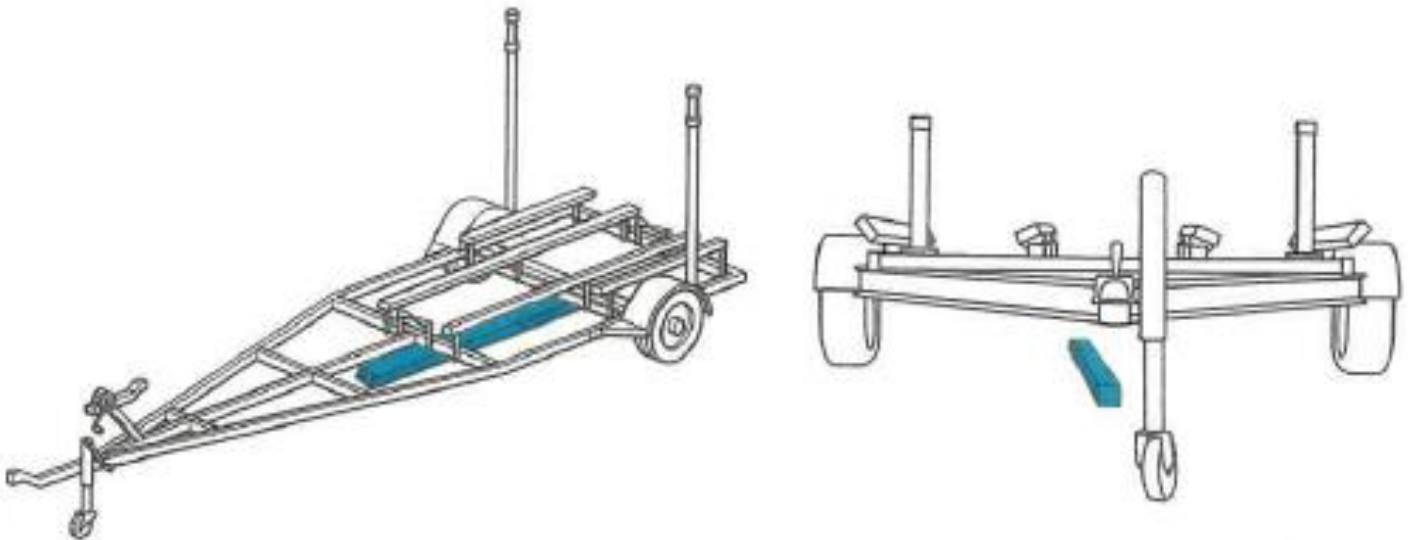
If you have any other questions, please contact us at (305) 289-1212. We hope you enjoy your visit to Key Colony Beach!



## Temporary Boat Trailer Storage

### Parking instructions:

Please park empty boat trailer directly over the railroad/landscape tie so that the tie is aligned with the tongue of the trailer (see example below). Trailer locks are prohibited.



## Vacation Rental Safety Inspection Requirements

1. Hard-wired smoke detectors powered by the house electrical system with battery back-up must be installed: one in each bedroom, one outside each bedroom and one in each sleeping area (including den and living room). Smoke detectors must be located at least 3 feet from the edge of fan blades and air-conditioning vents, and at least 4" away from corners.

Existing facilities may continue to use battery powered smoke detectors provided they are tested on a regular basis detailed below, and replaced in accordance with the manufacturer's recommendations, but not less than once every twelve (12) months.

Battery powered (10-year Lithium Ion), single-station smoke detectors, where used, shall be tested and inspected not less frequently than **once per week**. A log of the required tests and inspections shall be kept and available for review at any time. This log shall include, but not be limited to, the following information:

1. A list, clearly identifying each individual detector by its physical location.
2. The date of each required test & inspection.
3. The identity and signature of the inspector.
4. The result of each test & inspection.
5. The completion date and form of any maintenance performed.
6. The completion date and form of any corrective measures taken for each improperly functioning device.
7. A copy of the manufacturer's recommended maintenance schedule and procedures.

At such time that the authority having jurisdiction finds cause to believe that the requirements are not being fulfilled, detectors powered by the building electrical system shall be required.

2. Hard-wired battery backup emergency lighting that automatically provides illumination of the primary exit and means of egress in the event of any interruption of normal lighting.
3. A multi-purpose dry chemical fire extinguisher with a minimum rating of 3-A; 40-B; C for each 3,000 square feet or portion thereof must be located on a normal path of travel that leads to an exit. The fire extinguisher must have a current certification and be mounted at least 4" and no more than 5 feet from the floor. If in a closet or cabinet, it must be noted with proper signage.
4. Ground Fault Circuit Interrupter outlets (GFCI) or GFCI-protected breakers must be installed to National Fire Code Specifications. These outlets/breakers must be installed in kitchens, bathrooms, laundry rooms, wet bars, storage areas, carports, garages, exteriors, porches, decks, patios, pool and dock areas.
5. A floor diagram reflecting the floor plan of the unit, the primary and secondary exits and means of egress and room identifications, and fire extinguisher locations must be posted in a conspicuous location.
6. The street address must be prominently displayed on the refrigerator in numbers and letters that are a minimum of 1 1/2 inches in height.



7. If the property is on a canal, the house number must be visible from the canal. Numbers must be a minimum of 4 inches tall and 1 1/2 inches wide. House numbers must be visible when the boat is at the dock and/or on a boat lift.
8. All wiring must be protected interior and exterior. No exposed electrical wiring or extension cords are permitted.
9. Electrical panels must be clearly labeled and cannot be blocked and the clearance in front of the panel must be a minimum of 30" wide x 36" deep. It may not be located in a bathroom.
10. Swimming pool/spa fencing, gates and alarms must comply with current State, County and City Codes. Exit doors and any window lower than 48" from the floor must have an audible alarm. Fences must be a minimum of 48" in height. Gates must be open out and be self-latching and self-closing with latches mounted 54" or higher.
11. Any property that has a hot tub/spa without fencing must have a locking cover.
12. A hearing-impaired smoke detector is required if the unit is occupied by a hearing-impaired person.
13. A secondary non-keyed locking device is required on all keyed entry doors.
14. Sewer compliance, visual inspection of downspouts, cleanouts and connections.
15. Two manufactured storage sheds are allowed. Each may be a maximum size of 130 cubic feet. They must be anchored to the wall of the dwelling unit. Exception: they may be in the setback IF a variance is granted. Constructed sheds must meet city building codes.
16. Each property must have a minimum of two garbage cans with lids, not exceeding 32 gallons each. Each garbage can must have the house number clearly marked on it. The recycle bin must be marked as well with stick-on numbers only (per Marathon Garbage Service).
17. Any garage accessible directly from the house must have a self-closing door.
18. Every property shall have a minimum of one primary exit and one secondary means of emergency escape (egress). Please review Florida Fire Code Section 69A-43.018 for egress requirement specifics.

**Notes:**

- Ground-floor enclosures must comply with all FEMA regulations and all rooms will be inspected for compliance with all City, State and Federal regulations.
- Non-engineered and non-permitted gazebos and tents are not allowed.
- Exterior lighting cannot glare outside of your property.
- The building, grounds, and dock area must be in well-maintained condition.
- The current Vacation Rental License with occupancy limit must be posted in the unit.

**\*\*\*\*If a property fails inspection, a \$300 re-inspection fee will be required.\*\*\*\***

# Uniform Fire Safety Standards for Transient Public Lodging Establishments Chapter 69A-43

## 69A-43.001 Title.

These rules, comprising rule Chapter 69A-43, F.A.C., shall be known as “The Uniform Fire Safety Standards for Transient Public Lodging Establishments, Timeshare Plans, or Timeshare Unit Facilities.”

*Rulemaking Authority 509.215, 633.104, 633.206(1)(b), 721.24(5) FS. Law Implemented 509.215, 633.104(1), 633.206(1)(b), 721.24(5) FS. History—New 11-12-85, Formerly 4A- 43.01, Amended 5-14-91, 9-6-01, Formerly 4A-43.001.*

## 69A-43.002 Purpose.

The purpose of this rule chapter is to specify measures to be used in conjunction with Sections 509.215 and 721.24, F.S., to provide a reasonable degree of public safety from fire in transient public lodging establishments, or any transient facility or accommodation of a “time-share plan” or “time share unit.” These rules try to avoid requirements which might result in unreasonable hardships, or unnecessary inconvenience, or interference with the normal use and occupancy of a building, but at the same time insist upon compliance with a uniform standard for life safety necessary in the public interest.

*Rulemaking Authority 509.215, 633.104, 721.24(5) FS. Law Implemented 509.215, 633.206, 721.24 FS. History—New 11-12-85, Formerly 4A-43.02, Amended 5-14-91, Formerly 4A-43.002.*

## 69A-43.003 Scope.

These rules apply to any transient public lodging establishment as defined and licensed by the Department of Business and Professional Regulation under Sections 509.013(4) and (11), F.S., and any time-share unit or time-share plan as defined in Sections 721.05(39) and (41), F.S.

*Rulemaking Authority 509.215, 633.104, 633.206(1)(b), 721.24(5) FS. Law Implemented 509.215, 633.104(1), 633.206(1)(b), 721.24(5) FS. History—New 11-12-85, Formerly 4A-43.03, Amended 8-24-87, 5-14-91, 5-23-94, 9-6-01, Formerly 4A-43.003.*

## 69A-43.004 Definitions.

As used in this rule chapter, the following definitions shall apply:

(1) “Approved” shall refer either to:

(a) Materials, devices, construction, and installation accepted by the authority having jurisdiction under the provisions of these rules by reason of tests or investigations

conducted by it or by an agency satisfactory to the authority, based upon nationally accepted test standards or principles; or to:

(b) Occupancy or use accepted by the authority having jurisdiction under the provisions of these rules by reason of the submission of adequate proof of conformity with the basic requirements of the State Fire Marshal's Rules.

(2) "Authority having jurisdiction" shall mean the Division of Hotels and Restaurants, Department of Business and Professional Regulation, and the local governmental entity, organization, office, or individual responsible for approving equipment, an installation, or a procedure.

(3) "Date the construction contract is let" means the date the permit is issued to begin construction.

(4) "NFPA" is the abbreviation for the National Fire Protection Association.

(5) "Public Lodging Establishment" means any establishment classified as a hotel, motel, resort condominium, non-transient apartment, transient apartment, rooming-house or resort dwelling as defined in Section 509.242(1), F.S.

(6) "One Family Dwelling" means a detached building containing no more than one living unit which is rented for transient occupancy to a single party at a time, containing no cooking or sanitary facilities in common with any other dwelling.

(7) "Two Family Dwelling" means a detached building containing no more than two separate and distinct living units which are separately rented for transient occupancy to a single party at a time, neither of which contain cooking or sanitary facilities in common with each other or any other dwelling.

(8) "Sleeping Room" means a room that has the sole purpose of providing sleeping facilities, commonly referred to as a "bedroom," and does not include living rooms or dens having sofas that convert to beds.

*Rulemaking Authority 509.215, 633.104, 721.24(5) FS. Law Implemented 509.215, 509.242(1), 633.206, 721.24(5) FS. History—New 11-12-85, Formerly 4A-43.04, Amended 8-24-87, 5-14-91, 5-23-94, Formerly 4A-43.004.*

#### **69A-43.005 Interpretation of this Rule Chapter.**

The State Fire Marshal shall be the final administrative interpreting authority regarding the rules in this rule chapter.

*Rulemaking Authority 509.215, 633.104 FS. Law Implemented 509.215, 633.104, 633.206, 721.24 FS. History—New 11-12-85, Formerly 4A-43.05, 4A-43.005.*

#### **69A-43.009 Automatic Smoke Detection Requirements.**

(1) The single station smoke detectors specified for construction contracts before October 1, 1983, by Section 509.215, F.S., for transient public lodging establishments which are less than 3 stories in height and by Section 721.24, F.S., for a time-share plan

which is less than 3 stories in height shall be approved UL 217, listed single station smoke detector. Existing facilities may continue to use battery powered smoke detectors provided they are tested on a regular basis in accordance with paragraph (1)(b), and replaced in accordance with the manufacturer's recommendations, as required in Section 2-6 of NFPA 72, the edition as adopted in Rule 69A-3.012, F.A.C., but not less than once every twelve (12) months. New facilities shall have the detectors powered by the building electrical service with a rechargeable battery as a secondary power supply in compliance with NFPA 72, Section 1-5.2.6, the edition as adopted in Rule 69A-3.012, F.A.C.

(a) All such smoke detectors shall comply with NFPA 72, Section 2-3, the edition as adopted in rule Chapter 69A-3, F.A.C.

(b) Battery powered, single station smoke detectors, where used, shall be tested and inspected not less frequently than once per week. A log of the required tests and inspections shall be kept and available to the authority having jurisdiction at any time. This log shall include, but not be limited to, the following information and any other information as may be required by the authority having jurisdiction.

1. A list, clearly identifying each individual detector by its physical location.
2. The date of each required test & inspection.
3. The identity and signature of the inspector.
4. The result of each test & inspection.
5. The completion date and form of any maintenance performed.
6. The completion date and form of any corrective measures taken for each improperly functioning device.
7. A copy of the manufacturer's recommended maintenance schedule and procedures.

(c) At such time that the authority having jurisdiction finds cause to believe that the requirements of paragraph (1)(a) or (b), are not being fulfilled, detectors powered by the building electrical system shall be required.

(2) Specialized smoke detectors for the deaf and hearing-impaired as required by Section 509.215(6), F.S., shall be listed by a nationally recognized testing laboratory for the intended use, and shall:

(a) Have a visual signaling appliance which has an effective intensity rating of at least 100 candela; and,

(b) Be listed by a nationally recognized testing laboratory for the particular purpose of alerting the deaf and hearing impaired in the event of a fire.

*Rulemaking Authority 509.215, 633.104, 633.206(1)(b), 721.24(5) FS. Law Implemented 509.215, 633.104(1), 633.206(1)(b), 721.24(5) FS. History—New 11-12-85, Formerly 4A-43.09, Amended 8-24-87, 5-14-91, 9-6-01, Formerly 4A-43.009.*

### **69A-43.011 Standpipe and Hose Systems.**

Standpipe and hose systems are required for all transient public lodging establishments, timeshare units or timeshare plans which are located in buildings exceeding 50 feet in height or in buildings over six stories high which have a complete automatic sprinkler system. The standpipe and hose systems shall comply with the provisions of NFPA 14, the edition as adopted in Rule 69A-3.012, F.A.C. Both standpipe and hose are required for those buildings which do not have sprinkler systems. A standpipe with no hose, but hose connections, is required for those buildings that do have sprinkler systems.

*Rulemaking Authority 509.215, 633.104, 633.206(1)(b), 721.24(5) FS. Law Implemented 509.215, 633.104(1), 633.206(1)(b), 721.24(5) FS. History—New 11-12-85, Formerly 4A-43.11, Amended 8-24-87, 5-14-91, 9-6-01, Formerly 4A-43.011.*

### **69A-43.014 Special Compliance Schedule.**

All required public lodging establishments, time share plans or time share units shall be sprinklered in accordance with Sections 509.215 and 721.24, F.S. All systems must have been installed and operational by October 1, 1994, and the Division of the State Fire Marshal will no longer grant any extensions for delayed installations.

*Rulemaking Authority 509.215, 633.104, 633.206(1)(b), 721.24(5) FS. Law Implemented 509.215, 633.104(1), 633.206(1)(b), 721.24(5) FS. History—New 11-12-85, Formerly 4A-43.14, Amended 8-24-87, 5-14-91, 9-6-01, Formerly 4A-43.014.*

### **69A-43.015 Historic Hotel Structures.**

(1) Any request to utilize the special provisions of Section 509.215(4), F.S., shall be made in writing to the Director of the Division of State Fire Marshal.

(2) The special historical review task force, as designated in Section 509.215(4)(b), F.S., shall review the application of fire safety standards required by Section 509.215, F.S., and shall address other fire safety provisions pursuant to the authority of Section 633.104, F.S.

*Rulemaking Authority 509.215, 633.104, 633.206(1)(b), 721.24(5) FS. Law Implemented 509.215, 633.104(1), 633.206(1)(b), 721.24(5) FS. History—New 11-12-85, Formerly 4A-43.15, Amended 8-24-87, 5-14-91, 9-6-01, Formerly 4A-43.015.*

### **69A-43.015 Historic Hotel Structures.**

(1) Any request to utilize the special provisions of Section 509.215(4), F.S., shall be made in writing to the Director of the Division of State Fire Marshal.

(2) The special historical review task force, as designated in Section 509.215(4)(b), F.S., shall review the application of fire safety standards required by Section 509.215,

F.S., and shall address other fire safety provisions pursuant to the authority of Section 633.104, F.S.

*Rulemaking Authority 509.215, 633.104, 633.206(1)(b), 721.24(5) FS. Law Implemented 509.215, 633.104(1), 633.206(1)(b), 721.24(5) FS. History—New 11-12-85, Formerly 4A-43.15, Amended 8-24-87, 5-14-91, 9-6-01, Formerly 4A-43.015.*

**69A-43.018 One and Two Family Dwellings, Recreational Vehicles and Mobile Homes Licensed as Public Lodging Establishments.**

(1) **This section applies to one and two family dwellings, recreational vehicles and mobile homes licensed as public lodging establishments** as defined in Section 509.013(4)(a), F.S. Except as modified by this rule, one and two family dwellings used by more than one party per living unit shall comply with Chapter 24, One-Family and Two-Family Dwellings, of NFPA 101, Life Safety Code, as adopted in Chapter 69A-3, F.A.C., and incorporated by reference therein.

(2) Three family and four family dwellings licensed as public lodging establishments shall comply with Chapter 28, New Hotels and Dormitories or Chapter 29, Existing Hotels and Dormitories, of NFPA 101, Life Safety Code, as adopted in Chapter 69A-3, F.A.C., and incorporated by reference therein.

(3) Smoke detectors.

(a) One and two family dwellings and mobile homes shall have an approved single station or multiple station smoke detectors continuously powered by the house electrical system.

(b) Recreational vehicles shall have an approved single station smoke detector continuously powered by 120 volt electrical service.

(c) In addition to paragraph (3)(a) or (b), above, an approved single station smoke detector powered by the building electrical system, and 120 volt AC electrical service for recreational vehicles, shall be provided in each sleeping room.

(d) To qualify as “approved,” smoke detectors shall be installed in accordance with NFPA 72, National Fire Alarm Code, the edition as adopted in Chapter 69A-3, F.A.C., and incorporated by reference therein.

(4) Means of egress.

(a) Every one and two family dwelling, recreational vehicle or mobile home licensed as a public lodging establishment shall have a minimum of one primary exit and one secondary means of escape.

(b) The primary means of exit shall be a door, stairway, or ramp providing a means of unobstructed exit travel to the outside of the dwelling, recreational vehicle or mobile home, at street or ground level.

(c) The secondary means of escape shall be one of the following:

1. A door, stairway or ramp providing a way of unobstructed exit travel to the outside of the dwelling, recreational vehicle or mobile home, at street or ground level that

is independent of and remote from the primary means of exit; or

2. 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.

(d) The secondary means of exit and sleeping room smoke detectors are not required if the dwelling, recreational vehicle or mobile home is protected throughout by an approved automatic sprinkler system in accordance with NFPA 13, Standard for Installation of Sprinkler Systems, or NFPA 13D, Standard for the Installation of Sprinkler Systems in One and Two Family Dwellings and Mobile Homes, or NFPA 13R, Standard for the Installation of Sprinkler Systems in Residential Occupancies Up to Four Stories in Height, as adopted in Chapter 69A- 3, F.A.C., and incorporated by reference therein.

(5) The maximum occupancy load permitted for one and two family dwellings and mobile homes licensed as public lodging establishments shall be computed at 150 square feet gross floor area per person. The occupancy load for recreational vehicles licensed as public lodging establishments will be the occupancy load designated by the manufacturer of the recreational vehicle, which shall be posted in the vehicle.

(6) Battery powered emergency lighting shall be provided for a period of not less than one (1) hour to illuminate the primary exit. The emergency lighting shall provide illumination automatically in the event of any interruption of normal lighting.

(7) Minimum acceptable portable fire extinguisher requirements shall conform to NFPA10, as adopted in Rule 69A-3.012, F.A.C.

(8) A floor diagram reflecting the actual floor arrangement, primary exit location, secondary exit location and room identification shall be posted in a conspicuous location.

(9) A fire safety information pamphlet describing evacuation of the dwelling or vehicle, smoke detector information, procedures for reporting a fire or other emergency shall be provided to guests.

(10) Unvented fuel fired heaters shall not be utilized in one and two family dwellings, recreational vehicles or mobile homes licensed as public lodging establishments.

(11) Specialized smoke detectors for the deaf and hearing impaired shall be available upon request by guests in public lodging establishments at a rate of at least one such smoke detector per 50 dwelling units or portions thereof, not to exceed five such smoke detectors per public lodging facility, as provided in Section 509.215(6), F.S.

*Rulemaking Authority 509.215, 633.104, 633.206(1)(b), 721.24(5) FS. Law Implemented 509.215, 633.104(1), 633.206(1)(b), 721.24(5) FS. History—New 5-23-94, Amended 9-6-01, Formerly 4A-43.018.*

69A-43.019 Standards of the National Fire Protection Association Adopted.

(1) Except as modified by Section 509.215, F.S., the standards of the National Fire Protection Association, NFPA 101, the Life Safety Code, the edition as adopted and incorporated in Rule 69A-3.012, F.A.C., shall be the uniform firesafety standards for “public lodging establishments,” as defined in Section 509.013(4)(a), F.S., which are “transient establishments,” as defined in Section 509.013(11), F.S.

(2) The codes and standards published by the National Fire Protection Association may be obtained by writing to the National Fire Protection Association at 1 Batterymarch Park, Quincy, Massachusetts 02169-7471. All codes and standards referenced in this rule are also available for public inspection during regular business hours at the Bureau of Fire Prevention, Division of State Fire Marshal, 325 John Knox Road, The Atrium, Third Floor, Tallahassee, Florida 32303.

*Rulemaking Authority 509.215(5) FS. Law Implemented 509.215 FS. History—New 9-15-02, Formerly 4A-43.019.*

#### **69A-43.0095 Individually Annunciated at Panel.**

Single station smoke detectors which annunciate at a panel at a supervised location, where used, shall meet the following:

(1) All means of interconnecting equipment, devices and/or appliances shall be monitored for the integrity of the conductors or equivalent so that the occurrence of a single open or a single ground trouble condition in the installation conductors and their restoration to normal shall be automatically signaled as “trouble” at the panel in the supervised location.

(2) Trouble signals shall be audible and distinctive from alarm signals, and shall comply with NFPA 72, Section 1-5.4.6, the edition as adopted in rule Chapter 69A-3, F.A.C.

(3) The annunciator system shall have primary power supplied in accordance with NFPA 72, Section 1-5.2.4, the edition as adopted in rule Chapter 69A-3, F.A.C., and secondary power supplied in accordance with NFPA 72, Section 1-5.2.5, the edition as adopted in rule Chapter 69A-3, F.A.C.

*Rulemaking Authority 509.215, 633.104, 633.206(1)(b), 721.24(5) FS. Law Implemented 509.215, 633.104(1), 633.206(1)(b), 721.24(5) FS. History—New 5-14-91, Amended 9-6-01, Formerly 4A-43.0095.*