



TOWN OF MELBOURNE BEACH

Vacation Rental Application Process

1. Download the Vacation Rental Application Package
2. Check the zoning for the location of the structure that you are proposing to rent out to determine if short term rental (less than 30 days) is allowed. For example zones 4-RM and 5-RMO do not allow less than 30 day rentals.
3. Utilize the Pre-inspection Checklist to determine the potential actions that will need to take place to get the structure ready to meet the safety and regulatory requirements to be able to rent.
4. Utilize the Vacation Rental Registration Checklist to guide you in acquiring the required licenses and completing the required paperwork for submittal to the Town.
5. Submit the completed application package to the Town and pay the fees
6. The package will be reviewed for completeness. If anything is missing it will be sent back for any required corrections.
7. Once the application is approved, we will call you to schedule a Life Safety inspection.

Vacation Rental Check List

_____ Vacation Rental Registration Application and Affidavit of Compliance.
Completed and notarized. (Owner/Agent and Responsible Party).

_____ Vacation Rental Registration Agent Authorization (If applicable)

_____ Proof of property ownership (BCPA or Sunbiz).

_____ Exterior sketch of the Vacation Rental (Drawn to scale: all structures, pools, fencing, off-street parking spaces, and trash containers)

_____ Interior sketch of the Vacation Rental (Drawn to scale: floor plan, bedrooms/sleeping rooms (numbered), exits, smoke/carbon monoxide detectors, and fire extinguishers)

_____ Proof of licensure with the Florida Department of Business and Professional Regulation (DBPR) for a transient public lodging establishment.

_____ Proof of registration with the Florida Department of Revenue for sales tax collection.

_____ Proof of registration, including number, with Brevard County Tourist Development Tax.

_____ Payment of Application Fee

_____ Payment of Inspection Fee