



# TOWN OF MELBOURNE BEACH

## **Considering owning a Vacation Rental Things to think about before you start the process**

1. The definition of a Vacation Rental or Transient Public Lodging or a Short Term Rental is found in the Florida State Statutes (short version: rentals for less than 30 days or one month whichever is less, more than three times in a calendar year or is advertised for similar guest rental)
2. If plan to live in your primary residence and rent out a portion of the dwelling then certain exemptions may apply.
3. Check the zoning for the location of your property. In zones 4-RM and 5-RMO rentals of less than 30 day is not allowed by Code
4. Utilize the Pre-Inspection Guide to determine the potential actions that will need to take place prior to your safety inspection. Inspections for short-term rentals follow Florida State Fire Codes and Florida State Building Codes.
5. Utilize the Vacation Rental Registration Process & Checklist to understand what the licensing requirements are for the State, County and Town
6. Utilize the Vacation Rental Registration Process & Checklist to obtain a list of forms required to submit with your application.
7. Review Town of Melbourne Beach Resolution No. 2024-11 Fee Schedule.
8. All vehicles utilized by the occupants of the vacation rental must be parked within a driveway located on the subject property. There shall be no sidewalk, on street, right-of-way, or grass parking. To determine the amount of available parking spaces, one parking space is 10 X20 ft. per code. Therefore, a driveway that is 16 ft. wide by 48 ft. long would only be approved as two parking places.
9. Occupancy (persons staying overnight) is limited to two per bedroom and two in the common area up to a maximum of eight (8) total.
10. Registration, (initial and renewal) fees and inspection fees must be paid before any paperwork is reviewed or an inspection is scheduled.
11. There is a requirement to have a Responsible Party whether that is you or someone you authorize registered with the Town as that person. The responsible party shall be available 24 hours per day, seven days a week, for the purpose of promptly responding to emergency personnel (police or fire) as well as complaints regarding conduct or behavior of vacation rental occupants or alleged violations of these

regulations. The responsible party must have authority to immediately address and take affirmative action, within one hour of notice from the town, on violations concerning life-safety, noise, and parking violations.

12. The vacation rental owner or responsible party shall inquire prior to check-in if any guest of at the vacation rental is a sexual offender/predator as defined in § 775.21, § 943.0435, § 944.607, or § 985.4815. If any guest of a Vacation Rental is a sexual offender/predator as defined in the aforementioned, the operator shall immediately notify the Melbourne Beach Police Department. In addition the owner or responsible party must ensure that the offenders/predators are registered at the Brevard County Sheriff's office and the Town of Melbourne Beach Police Department following the process set forth in § 775.21, 48 hours prior to arrival at a vacation rental, regardless of the length of stay.

13. A vacation rental owner and/or responsible party shall comply with Florida Law, § 775.215, as amended from time to time, pertaining to the distance separation of homes with a sexual offender/predator residing within the vacation rental and any business, school, child care facility, park, playground, or other places where children regularly congregate. Failure to comply with items 12 and 13 will result in revoking of the registration to operate a vacation rental in the Town of Melbourne Beach.

14. A vacation rental agreement must include a list of occupant names and a record of the license plate numbers of vehicles used by occupants during any rental term or such information shall be provided in writing to the vacation rental owner prior to, or at the time of, the commencement of the rental term. This information shall be maintained by a vacation rental owner for no less than one year from the commencement of the rental term and available for review.

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