

## Requirements and Standards

# Requirements and Standards for Vacation Rentals

### Minimum Safety Requirements

### Minimum Informational Requirements

### Parking

### Advertising

### Maximum Occupancy

### Vacation Rental Document Folder

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## Minimum Safety Requirements:

- (a) A swimming pool, spa or hot tub shall comply with the current standards of the Residential Swimming Pool Safety Act which specifies that a pool, spa or hot tub must meet at least one of the following requirements relating to pool safety features:
- i. The pool must be isolated from access to a home by an enclosure that meets the specific barrier requirements of the Residential Swimming Pool Safety Act including, and not limited to, a minimum 4-foot height barrier with no gaps, openings, protrusions, or structural elements that could allow a young child to crawl under, squeeze through or climb over the barrier; the barrier must be placed around the perimeter of the pool and must be separate from any fence, wall or other enclosure surrounding the yard unless the fence, wall or enclosure is situated on the perimeter of the pool and is being used as part of the barrier; gates that provide access to swimming pools must open outward away from the pool and be self-closing and equipped with a self-latching locking device with the release mechanism of which must be located on the pool side of the gate, *or*
  - ii. The pool must be equipped with an approved safety pool cover, manually or power operated, that meets all the performance standards of ASTM F1346-91.

Where a wall of the dwelling serves as part of the barrier, one of the following shall apply:

- iii. All doors and windows providing direct access from the home to the pool shall be equipped with an exit alarm complying with UL 2017 that has a minimum sound pressure rating of 85 dBA at 10 feet. Any deactivation switch shall be located at least 54 inches above the threshold of the access. Separate alarms are not required for each door or window if sensors wired to a central

alarm sound when contact is broken at any opening, *or*

iv. All doors providing direct access from the home to the pool must be equipped with a self-closing, self-latching device with positive mechanical latching/locking installed a minimum 54 inches above the threshold, which is approved by the authority having jurisdiction, *or*

v. A swimming pool alarm that, when placed in a pool, sounds an alarm upon detection of an accidental or unauthorized entrance into the water. Such alarm must meet and be independently certified to ASTM Standard F2208, titled "Standard Safety Specification for Residential Pool Alarms", which includes surface motion, pressure, sonar, laser and infrared alarms.

(b) The vacation rental shall have a smoke and carbon monoxide detection and notification system which shall be installed and continually maintained and which shall be permanently powered by the dwelling's electrical system, or where not feasible, shall be powered by 10-year nonremovable, nonreplaceable batteries. The use of combination smoke alarm and carbon monoxide alarms is acceptable. Smoke alarms shall be located in each sleeping room, outside each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of a dwelling including basements and habitable attics. Carbon monoxide alarms shall be located within ten feet of each sleeping room for any dwelling using fossil-fuel burning heater, fixture or appliance, a fireplace or attached garage.

A portable, multi-purpose dry chemical 2A:10B:C fire extinguisher shall be installed, inspected, and maintained in accordance with NFPA 10 on each floor level of the vacation rental. The fire extinguisher shall be installed on the wall in an open common area or in an enclosed space with appropriate markings visibly showing the location or with written information provided to the overnight occupants regarding the location of the fire extinguisher(s).

## **Minimum Informational Requirements:**

The following shall be posted in a conspicuous location on an interior wall inside the vacation rental for the safety and convenience of the occupants. As an alternative to posting, the information it may be provided in a "welcome binder" left on a coffee table, kitchen table, or other prominent location in the vacation rental or the information may be provided to the occupants of the vacation rental electronically.

- the location of the nearest hospital.
- the non-emergency police telephone number 941-316-1199.
- the dates and approximate times of trash and recycling pick up.
- the street address of the vacation rental.
- the name and phone number of the designated responsible party or parties.
- emergency evacuation instructions.
- the maximum occupancy of the vacation rental.
- the maximum number of vehicles that can park at the vacation rental.
- a notice of the need to respect the peace and quiet of neighborhood residents which shall state as follows:

“You are vacationing in a residential neighborhood. Please be a good neighbor by not making excessive noise or engaging in boisterous behavior, especially after 11:00 pm. Such behavior can deprive your neighbors of the peaceful enjoyment of their homes.”

- a statement that sound that is audible beyond the property lines of the vacation rental unit is regulated by the City Sound Ordinance and that violation of the Sound Ordinance could result in fines to the occupants.

### **Parking:**

All vehicles associated with the vacation rental shall be parked within a driveway or parking area located on the premises and in compliance with all applicable City ordinances. The number of vehicles and their parked location shall be consistent with the parking plan submitted and approved as part of the Certificate of Registration.

### **Advertising:**

Any advertising of the vacation rental shall conform to the information submitted with the application for the certificate of registration. Advertisements for the vacation rental must include:

- The maximum occupancy.
- The City of Sarasota Vacation Rental Certificate of Registration number.

Advertising of the vacation rental shall conform to the minimum stay requirement set out in Section 14(b) of the City of Sarasota Zoning Code (“longer than one week”).

**The advertising of a vacation rental for an occupancy level that exceeds the maximum occupancy limit is a violation and is direct evidence of offering a property for rent as a vacation rental in violation of the maximum occupancy limits.**

### **Maximum Occupancy:**

#### **SINGLE FAMILY ZONE DISTRICTS:**

- Vacation rentals in residential single family zone districts shall be two (2) persons per bedroom, plus two (2) additional persons per property or ten (10) persons, whichever is less. Children under six (6) years of age shall not be included in the calculation of maximum occupancy.

#### **MULTIPLE FAMILY ZONE DISTRICTS:**

- Vacation rentals in residential multiple family zone districts shall be two (2) persons per bedroom, plus two additional persons per property or twelve (12) persons, whichever is less. Children under six (6) years of age shall not be included in the calculation of maximum occupancy.

#### **PRE-EXISTING VACATION RENTALS PRIOR TO MAY 4, 2021:**

- Vacation rentals lawfully in existence prior to May 4, 2021 shall temporarily be capped at no more than sixteen (16) provided that all the requirements to obtain a certificate of registration in accordance with Section 34.5-5 are satisfied and a certificate of registration is issued. This maximum occupancy limit shall remain in effect from June 1, 2022, through December 31, 2023.
- From January 1, 2024, through December 31, 2024, the maximum occupancy shall be reduced from sixteen (16) to fourteen (14).
- After December 31, 2024, the maximum occupancy for all vacation rentals shall be as provided in subparagraph 34.5-16(a) above.

## **Vacation Rental Document Folder Information:**

**The following information listed below shall be posted in a conspicuous location on an interior wall inside the vacation rental for the safety and convenience of the occupants.**

1. The location of the nearest hospital.
2. The non-emergency police telephone number for the City of Sarasota 941-316-1199.
3. The dates and approximate times of trash and recycling pick up.
4. The street address of the vacation rental.
  - a. The name and phone number of the 24-hour designated responsible party or parties.
5. Emergency evacuation instructions.
6. The maximum occupancy of the vacation rental.
7. The maximum number of vehicles that will be allowed to park at the vacation rental based on the number of off-street parking spaces on site, including enclosed spaces as determined by City staff.
8. A notice of the need to respect the peace and quiet of neighborhood residents which shall state as follows: "You are vacationing in a residential neighborhood. Please be a good neighbor by not making excessive noise or engaging in boisterous behavior, especially after 11:00 pm. Such behavior can deprive your neighbors of the peaceful enjoyment of their homes."
9. A statement that sound that is audible beyond the property lines of the vacation rental unit is regulated by the City Sound Ordinance and that violation of the Sound Ordinance could result in fines to the occupants.

**As an alternative to posting, the information required to be provided by this section may be provided in a "welcome binder" left on a coffee table, kitchen table, or other prominent location in the vacation rental or the information may be provided to the occupants of the vacation rental electronically. In the event the required information is provided electronically, the vacation rental owner shall have the burden to demonstrate that the**

**information was, in fact, provided, if requested to do so by the City Director of Development Services.**



## **CERTIFICATE OF REGISTRATION APPLICATION FORM - RENEWAL**

DEVELOPMENT SERVICES DEPARTMENT

1565 FIRST ST/ANNEX – 2<sup>ND</sup> FLOOR      SARASOTA, FL 34236      941-263-6623

**Vacation Rental Property Address:** \_\_\_\_\_

**Vacation Rental Initial Certificate of Registration #: VR** \_\_\_\_\_

All City of Sarasota vacation rental certificate of registrations are required to be renewed each odd numbered year. The renewal application shall be filed no earlier than August 1 and by no later than October 1 to avoid late penalty fees. This application may be completed by either the property owner or the owner's Authorized Representative.

On the following page, you will be required to indicate if each of the listed items submitted with the initial application for the certificate of registration remains current and active. If the applicant signs the declaration on the last page of this application indicating that the information remains current and accurate, no further information concerning these items shall be requested. If the applicant indicates that specified items are no longer current and accurate, then updated information which is current and accurate shall be submitted to support the application.

**The following required information shall also be submitted to accompany this application:**

- A copy of a current and active Sarasota County Local Business Tax Receipt for the vacation rental unit
- A copy of a current and active vacation rental dwelling license issued by the Florida Division of Business and Professional Regulation
- Declaration of Owner Form

**Please contact our office at 941-263-6623 if you have any questions regarding the renewal application requirements.**

City of Sarasota  
Development Services  
1565 1<sup>st</sup> Street Sarasota, Florida 34236  
Ph: 941-263-6623

Please check 'Yes' or 'No' beside each item below to indicate if the following information submitted with the original certificate of registration application for your property remains current and accurate. If any of the specified items are no longer current and accurate, the updated information shall be submitted to support the application:

	YES	NO
Initial Registration Application information		
Proof of Ownership of the vacation rental		
Designated Responsible Party Form and acknowledgment of DRP responsibilities		
Proof of remission of Tourist Development Taxes to Sarasota County		
Proof of remission of taxes to the Florida Department of Revenue		
The number of bedrooms in the vacation rental		
The number of full bathrooms in the vacation rental		
Exterior sketch of the property		
Interior sketch of the property		
The standard lease agreement for the vacation rental		
Authorized Representative Form		

Submission of an incomplete application for a renewed certificate of registration shall result in rejection of the application. If the submission for the renewal is incomplete, the applicant shall be notified of the deficiency and shall be allowed twenty (20) calendar days to provide any missing information or to pay any unpaid registration or inspection fees, or code compliance penalties. If the missing information is not provided or fees or penalties not paid within the twenty (20) day period, the application shall be deemed withdrawn.

Once the application and supporting documentation has been reviewed and approved, you will receive an invoice to make payment for the renewal application fee of \$150. Applications submitted past the due date of October 1 will be accompanied by a late fee of \$100. If the Declaration of Owner form is supplied along with the application and no other changes have been made, a physical inspection of the property will not be required to complete the renewal process. The City will issue the renewed certificate of registration once all applicable requirements and fees have been satisfied.

*Initial certificates of registration issued during the calendar years 2022 and 2023 shall be valid through December 31, 2023. Thereafter, initial certificates of registration issued at any time after January 1 of an even numbered year shall expire on December 31 of the following odd numbered year, such that all initial certificates of registration shall expire on December 31 of each odd numbered year, even if this means the certificate of registration is valid for less than two years. All initial and renewed certificates of registration shall be considered current and valid until their expiration date unless: (1) an amended certificate is required by Sec. 34.5-7; (2) a new initial certificate is required by Sec. 34.5-8; or (3) the certificate has been suspended in accordance with Sec. 34.5-20.*

**Certificates of registration are non-transferable and non-assignable.**

**I HEREBY ATTEST AND DECLARE, UNDER PENALTY OF PERJURY, THAT THE ABOVE INFORMATION AND STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND I WILL COMPLY WITH CHAPTER 34.5, VACATION RENTALS FOR THE CITY OF SARASOTA, FLORIDA.**

**Owner or Authorized Representative Name:** \_\_\_\_\_

**Owner or Authorized Representative Signature:** \_\_\_\_\_

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

City of Sarasota  
Development Services  
1565 1<sup>st</sup> Street Sarasota, Florida 34236  
Ph: 941-263-6623





## DESIGNATION OF RESPONSIBLE PARTY FORM

This form must be signed by the owner and each designated responsible party.

DEVELOPMENT SERVICES DEPARTMENT

1565 FIRST ST/ANNEX – 2<sup>ND</sup> FLOOR      SARASOTA, FL 34236      941-263-6623

**Vacation Rental Property Address:** \_\_\_\_\_

*The vacation rental owner(s) may appoint himself, herself or themselves as the designated responsible party or as one of two designated responsible parties or shall otherwise designate someone to act as the designated responsible party on his or her behalf. The duties of a designated responsible party, whether the owner or the owner's authorized representative, are as follows:*

- a. To be available by land line or mobile telephone at one of the listed phone numbers provided to the City in the application for an initial or renewed certificate of registration twenty-four (24) hours a day, seven (7) days a week and to be capable of assisting with resolution of any issues arising from the use of the vacation rental.
- b. To be available twenty-four (24) hours a day, seven (7) days a week for the purpose of promptly responding to complaints regarding the conduct or behavior of vacation rental occupants or their guests or regarding alleged violations of this Chapter or violations of other city ordinances. The designated responsible party shall have authority to immediately address and take affirmative action, within one (1) hour of notice from the City, or as soon thereafter as reasonably possible, to address complaints, including but not limited to safety issues, noise, or parking.
- c. To come to the vacation rental within one (1) hour, or as soon thereafter as reasonably possible, following notification from an occupant, the owner, or a City official, code compliance officer or law enforcement officer to assist with finding solutions to problems or issues associated with the vacation rental.
- d. To receive service of any legal notice on behalf of the owner for violations of this Chapter or other law or ordinance.
- e. To exercise all rights of the owner under Sections 509.141, 509.142 and 509.143 Florida Statutes to deal with unruly occupants and their guests in the vacation rental.

City of Sarasota  
Development Services  
1565 1<sup>st</sup> Street      Sarasota, Florida 34236  
Ph: 941-263-6623

- f. To maintain continuous compliance with the requirements Section 34.5-13 of this Chapter regarding information to be provided to vacation rental occupants.
- g. To maintain the vacation rental premises free of garbage and litter, provided that this subsection does not prohibit the storage of garbage and litter in authorized receptacles for collection.
- h. To otherwise monitor the vacation rental when rented to check upon the condition of the unit and the occupants' compliance with this Chapter.
- i. To be informed as to the names, address and phone numbers of each individual who booked the vacation rental and as to the number of occupants during each rental period and to provide this information to law enforcement officers or to code compliance officers upon request. In addition, to provide a copy of the rental agreement for the current occupants of a vacation rental to law enforcement officers or to code compliance officers upon request.
- j. To provide the Office of the City Auditor and Clerk with notice of resignation in writing at least one (1) week in advance of the effective date of the resignation.
  - i. A designated responsible party must have authority to consent to allow all inspectors access to the vacation rental property to conduct the inspections required by Sections 34.5-5(a)(3); 34.5-6(d)(4); and 34.5-8.
  - ii. It shall be the sole responsibility of the owner to appoint a reliable designated responsible party and to inform the City of his or her contact information as a part of the application for registration as provided in Section 34.5-4(b)(4) above. Failure to do so shall not be a defense to an alleged violation of other provisions of this Chapter.
  - iii. An owner may change his or her designated responsible party temporarily or permanently. However, there shall be no more than two (2) designated responsible parties for each vacation rental property at any one time. To change the designated responsible party, the property owner shall notify the City in writing on a form to be provided by the City at least one week in advance.
  - iv. Personal service of or mailing or emailing of a notice of violation or other notices to the designated responsible party shall be deemed valid service and notification of the owner or occupant as the case may be.

**By signing this form, the designated responsible party is acknowledging that he or she is aware of the provisions of this Chapter and agrees to serve in the capacity of designated responsible party for the vacation rental being registered; he or she agrees to discharge the duties of a designated responsible party as set forth in Section 34.5-15.**

**Designated Responsible Party #1 Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Designated Responsible Party #1 Signature:** \_\_\_\_\_

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

**Designated Responsible Party #2 Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Designated Responsible Party #2 Signature:** \_\_\_\_\_

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

**I hereby appoint the individual(s) listed above as the designated responsible party or parties for the vacation rental property address being registered.**

**Owner/Representative Name (print):** \_\_\_\_\_

**Owner/Representative Signature:** \_\_\_\_\_

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



## CHANGE OF DESIGNATION OF RESPONSIBLE PARTY FORM

This form must be signed by the owner and each designated responsible party.

DEVELOPMENT SERVICES DEPARTMENT

1565 FIRST ST/ANNEX – 2<sup>ND</sup> FLOOR      SARASOTA, FL 34236      941-263-6623

**Vacation Rental Property Address:** \_\_\_\_\_

*The vacation rental owner(s) may appoint himself, herself or themselves as the designated responsible party or as one of two designated responsible parties or shall otherwise designate someone to act as the designated responsible party on his or her behalf. The duties of a designated responsible party, whether the owner or the owner's authorized representative, are as follows:*

- a. To be available by land line or mobile telephone at one of the listed phone numbers provided to the City in the application for an initial or renewed certificate of registration twenty-four (24) hours a day, seven (7) days a week and to be capable of assisting with resolution of any issues arising from the use of the vacation rental.
- b. To be available twenty-four (24) hours a day, seven (7) days a week for the purpose of promptly responding to complaints regarding the conduct or behavior of vacation rental occupants or their guests or regarding alleged violations of this Chapter or violations of other city ordinances. The designated responsible party shall have authority to immediately address and take affirmative action, within one (1) hour of notice from the City, or as soon thereafter as reasonably possible, to address complaints, including but not limited to safety issues, noise, or parking.
- c. To come to the vacation rental within one (1) hour, or as soon thereafter as reasonably possible, following notification from an occupant, the owner, or a City official, code compliance officer or law enforcement officer to assist with finding solutions to problems or issues associated with the vacation rental.
- d. To receive service of any legal notice on behalf of the owner for violations of this Chapter or other law or ordinance.
- e. To exercise all rights of the owner under Sections 509.141, 509.142 and 509.143 Florida Statutes to deal with unruly occupants and their guests in the vacation rental.

City of Sarasota  
Development Services  
1565 1<sup>st</sup> Street      Sarasota, Florida 34236  
Ph: 941-263-6623

- f. To maintain continuous compliance with the requirements Section 34.5-13 of this Chapter regarding information to be provided to vacation rental occupants.
- g. To maintain the vacation rental premises free of garbage and litter, provided that this subsection does not prohibit the storage of garbage and litter in authorized receptacles for collection.
- h. To otherwise monitor the vacation rental when rented to check upon the condition of the unit and the occupants' compliance with this Chapter.
- i. To be informed as to the names, address and phone numbers of each individual who booked the vacation rental and as to the number of occupants during each rental period and to provide this information to law enforcement officers or to code compliance officers upon request. In addition, to provide a copy of the rental agreement for the current occupants of a vacation rental to law enforcement officers or to code compliance officers upon request.
- j. To provide the Office of the City Auditor and Clerk with notice of resignation in writing at least one (1) week in advance of the effective date of the resignation.
  - i. A designated responsible party must have authority to consent to allow all inspectors access to the vacation rental property to conduct the inspections required by Sections 34.5-5(a)(3); 34.5-6(d)(4); and 34.5-8.
  - ii. It shall be the sole responsibility of the owner to appoint a reliable designated responsible party and to inform the City of his or her contact information as a part of the application for registration as provided in Section 34.5-4(b)(4) above. Failure to do so shall not be a defense to an alleged violation of other provisions of this Chapter.
  - iii. An owner may change his or her designated responsible party temporarily or permanently. However, there shall be no more than two (2) designated responsible parties for each vacation rental property at any one time. To change the designated responsible party, the property owner shall notify the City in writing on a form to be provided by the City at least one week in advance.
  - iv. Personal service of or mailing or emailing of a notice of violation or other notices to the designated responsible party shall be deemed valid service and notification of the owner or occupant as the case may be.

**By signing this form, the designated responsible party is acknowledging that he or she is aware of the provisions of this Chapter and agrees to serve in the capacity of designated responsible party for the vacation rental being registered; he or she agrees to discharge the duties of a designated responsible party as set forth in Section 34.5-15.**

**Designated Responsible Party #1 Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Designated Responsible Party #1 Signature:** \_\_\_\_\_

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

**Designated Responsible Party #2 Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Designated Responsible Party #2 Signature:** \_\_\_\_\_

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

**I hereby appoint the individual(s) listed above as the designated responsible party or parties for the vacation rental property address being registered.**

**Owner/Representative Name (print):** \_\_\_\_\_

**Owner/Representative Signature:** \_\_\_\_\_

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



## INSPECTION CHECKLIST

DEVELOPMENT SERVICES DEPARTMENT  
CITY OF SARASOTA VACATION RENTAL

1565 FIRST ST/ANNEX – 2<sup>ND</sup> FLOOR      SARASOTA, FL 34236      941-263-6623

**Vacation Rental Property Address:** \_\_\_\_\_

<b>*DRP – Designated Responsible Party</b>	<b>CONFIRMED BY OWNER/DRP*</b>	<b>TO BE COMPLETED BY CITY</b>
<b>Required Informational Postings:</b>		
Street address of the vacation rental	<input type="checkbox"/>	<input type="checkbox"/>
Name and phone number of designated responsible party	<input type="checkbox"/>	<input type="checkbox"/>
Location of the nearest hospital	<input type="checkbox"/>	<input type="checkbox"/>
Non-emergency police telephone number	<input type="checkbox"/>	<input type="checkbox"/>
Trash and recycle pick up days/times	<input type="checkbox"/>	<input type="checkbox"/>
Emergency evacuation instructions	<input type="checkbox"/>	<input type="checkbox"/>
Maximum occupancy	<input type="checkbox"/>	<input type="checkbox"/>
Maximum number of vehicles	<input type="checkbox"/>	<input type="checkbox"/>
"Good Neighbor" Notice	<input type="checkbox"/>	<input type="checkbox"/>
Statement regarding audible sound beyond property lines	<input type="checkbox"/>	<input type="checkbox"/>

<b>Safety Requirements:</b>	<b>OWNER/DRP*</b>	<b>CITY</b>
Swimming pool, spa or hot tub complies with the minimum safety standards as set forth in Ordinance No. 21-5353 Section 34.5-12(a)	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detection complies with the minimum safety standards as set forth in Ordinance No. 21-5353 Section 34.5-12(b)	<input type="checkbox"/>	<input type="checkbox"/>
Carbon monoxide detection complies with the minimum safety standards as set forth in Ordinance No. 21-5353 Section 34.5-12(b)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher (portable, multi-purpose dry chemical 2A:10B:C) on each floor/level as set forth in Ordinance No. 21-5353 Section 34.5-12(c)	<input type="checkbox"/>	<input type="checkbox"/>

City Code Requirements:	OWNER/DRP*	CITY
Interior and exterior conditions of property comply with minimum standards	<input type="checkbox"/>	<input type="checkbox"/>
Property (including the city sidewalk) is free of overgrowth, trash, and debris (to include landscape)	<input type="checkbox"/>	<input type="checkbox"/>
Trash and recycle bins are stored properly	<input type="checkbox"/>	<input type="checkbox"/>
RV, trailer, and/or boat stored properly	<input type="checkbox"/>	<input type="checkbox"/>

I hereby certify that the information contained herein is true and correct as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Owner/Authorized Representative/DRP Name: \_\_\_\_\_

Owner/Authorized Representative/DRP Signature: \_\_\_\_\_

City Staff Use Only

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

Code Compliance Inspector Signature





## **DECLARATION OF OWNER FORM**

DEVELOPMENT SERVICES DEPARTMENT

1565 FIRST ST/ANNEX – 2<sup>ND</sup> FLOOR      SARASOTA, FL 34236      941-263-6623

**Vacation Rental Property Address:** \_\_\_\_\_

**1. I have reviewed and understand the following standards for vacation rentals:**

- a. Minimum safety requirements
- b. Minimum informational requirements
- c. Parking requirements
- d. Duties of Designated Responsible Party
- e. Maximum Occupancy limitations and exemption from maximum occupancy limits for pre-existing rental agreements
- f. Fines and citation penalties for violations

**2. The following information has been posted or displayed inside the vacation rental unit:**

- a. The location of the nearest hospital
- b. The non-emergency police telephone number 941-316-1199
- c. The street address of the vacation rental
- d. Trash and recycling pick-up time and days and protocol for placing and retrieving/storing containers
- e. The name and phone number of the designated responsible party or parties
- f. Emergency evacuation instructions

**3. The following information has been posted in a conspicuous location on an interior wall inside the vacation entry in close to the main entrance, or alternatively this information has been provided in accordance with subsection 34.5-13(c):**

- a. The maximum occupancy of the vacation rental
- b. The maximum number of vehicles that will be allowed to park at the vacation rental based on the number of off-street parking spaces on site, including enclosed spaces as determined by City staff
- c. A notice of the need to respect the peace and quiet of neighborhood residents which shall state as follows: "You are vacationing in a residential neighborhood. Please be a good neighbor by not making excessive noise or engaging in boisterous behavior, especially after 11:00 pm. Such behavior can deprive your neighbors of the peaceful enjoyment of their homes."
- d. A statement that sound that is audible beyond the property lines of the vacation rental unit is regulated by the City Sound Ordinance and that violation of the Sound Ordinance could result in fines to the occupants

**4. I will ensure that any advertisement and any rental offering associated with the vacation rental unit will contain the following information:**

- a. The City of Sarasota Vacation Rental Certificate of Registration Number
- b. Any advertising of the vacation rental shall conform to the minimum stay requirement set out in Section II-304(b) of the City of Sarasota Zoning Code. In accordance with Section II-304(b)(1) of the Zoning Code "household living" is "characterized by the residential occupancy of a dwelling unit by a family. Tenancy is arranged for periods longer than one week. Uses where tenancy is arranged for a shorter period are not considered residential. They are considered to be a form of "transient lodging. . ."
- c. Conformity to the occupancy limit of the vacation rental property being registered as set by Section 34.5-16 of this Chapter

I, as the owner (or Authorized Representative of the owner) of the vacation rental property address listed herein, am aware of the City of Sarasota rules regulating vacation rentals specifically including the minimum stay requirement set out in Section II-304(b) of the City of Sarasota Zoning Code. Under Penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Owner or Authorized Representative Name: \_\_\_\_\_

Owner or Authorized Representative Signature: \_\_\_\_\_

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

=====FOR OFFICE USE ONLY=====

DATE RECEIVED: \_\_\_\_\_ DATE ACCEPTED: \_\_\_\_\_

REVIEWER: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

BY: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

CERTIFICATE NUMBER: \_\_\_\_\_



## **AUTHORIZED REPRESENTATIVE FORM**

DEVELOPMENT SERVICES DEPARTMENT

VACATION RENTALS

1565 FIRST ST/ANNEX – 2<sup>ND</sup> FLOOR    SARASOTA, FL 34236    941-263-6623

**Vacation Rental Property Address:** \_\_\_\_\_

**If the application for registration is being submitted on behalf of the owner of the property by his or her authorized representative, this form must accompany the initial application. By signing this form, the vacation rental property owner hereby authorizes the following listed Authorized Representative to act on his or her behalf.**

**Authorized Representative Name:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

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



## CERTIFICATE OF REGISTRATION APPLICATION FORM - INITIAL

DEVELOPMENT SERVICES DEPARTMENT

1565 FIRST ST/ANNEX – 2<sup>ND</sup> FLOOR    SARASOTA, FL 34236    941-263-6623

**Vacation Rental Property Address:** \_\_\_\_\_

Each vacation rental unit shall require a separate Certificate of Registration.

Owner's name: \_\_\_\_\_

Authorized Representative (*if other than owner*): \_\_\_\_\_

Owner mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Owner phone number: \_\_\_\_\_

Owner email address: \_\_\_\_\_

Vacation Rental Street address: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## 1. Designated Responsible Party Information

*The vacation rental owner(s) may appoint himself, herself or themselves as the designated responsible party or as one of two designated responsible parties or shall otherwise designate someone to act as the designated responsible party on his or her behalf.*

**1<sup>ST</sup> Designated Responsible Party name:** \_\_\_\_\_

a. Cell phone number: \_\_\_\_\_

b. Email address: \_\_\_\_\_

c. Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**2<sup>ND</sup> Designated Responsible Party name (if applicable):** \_\_\_\_\_

a. Cell phone number: \_\_\_\_\_

b. Email address: \_\_\_\_\_

c. Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## 2. Required documentation to be attached:

- a. **Proof of ownership** of rental property: Copy of Deed or Tax Bill
- b. Payment of **initial registration fee**: \$250.00
- c. A form supplied by the City entitled "**Designation of Responsible Party**" signed by the owner of the vacation rental or authorized representative, naming a single designated responsible party, or naming two (2) designated responsible parties who shall have the duties listed in Section 34.5-15. The vacation rental owner(s) may appoint himself, herself, or themselves as the designated responsible party or as one of two designated responsible parties or shall otherwise designate someone to act as the designated responsible party on his or her behalf. An owner may designate a private property management company to serve as the designated responsible party. However, in the event an owner so designates a property management company, the owner shall also designate one or two individual persons associated with the property management company as the designated responsible party or parties.
  - The "Designation of Responsible Party Form" includes a **written acknowledgment** signed by each designated responsible party acknowledging that he or she is aware of the provisions of this Chapter and that he or she agrees to serve in the capacity of designated responsible party for the vacation rental being registered and that he or she agrees to discharge the duties of a designated responsible party as set forth in Section 34.5-15.
- d. A copy of the business tax receipt showing payment of the **City of Sarasota local business tax for the vacation rental**.
- e. A copy of the business tax receipt showing payment of the **Sarasota County local business tax for the vacation rental**.
- f. Evidence that the vacation rental has a current and **active account with the Sarasota County Tax Collector** for the purposes of collecting and remitting tourist development taxes and any other taxes required by law to be remitted to the Sarasota County Tax Collector.
- g. Current and **active license** as a Transient Public Lodging Establishment with the **Florida Department of Business and Professional Regulation (DBPR)**.
- h. Current and active **certificate of registration with the Florida Department of Revenue** for the vacation rental showing that the vacation rental is registered for the purposes of collecting and remitting sales taxes, transient rental taxes and any other taxes required by law to be submitted to the Florida Department of Revenue.
- i. The number of bedrooms: \_\_\_\_\_
- j. The number of full bathrooms (sink, toilet and bathtub or shower) in the vacation rental: \_\_\_\_\_

- k. An **exterior site sketch** of the vacation rental facility. The sketch shall show and identify all structures, pools, hot tubs, spas, fencing, and uses, including areas provided for off street parking. For purposes of the sketch, **off street parking spaces shall be delineated so as to enable a fixed count of the number of spaces provided.** Sketch may be hand drawn to reasonable scale and need not be professionally prepared.
- l. An **interior building sketch** by floor for each floor in the vacation rental showing the floor plan layout and identifying all bedrooms, other rooms, exits, hallways and stairways and elevators as may be applicable. Sketch may be hand drawn to reasonable scale and need not be professionally prepared.
- m. A **blank sample of the standard rental lease agreement** used for the vacation rental.
- n. A **signed Declaration** executed by the owner on a form provided by the City, representing that he or she is aware of the City of Sarasota rules regulating vacation rentals specifically including the minimum stay requirement set out in Section II-304(b) of the City of Sarasota Zoning Code.
- o. If the application for registration is being submitted on behalf of the owner of the property by his or her authorized representative, an **"Authorized Representative Form" signed by the property owner** representing that the representative is authorized to act on his or her behalf.
- p. Any **pre-existing rental agreements** as defined in Section 34.5-3(i).

**Submission of an incomplete application for an initial certificate of registration shall result in rejection of the application. If the submission for registration is incomplete, the applicant shall be notified of the deficiency and shall be allowed twenty (20) calendar days to provide any missing information or to pay any unpaid registration or inspection fees, or code compliance penalties. If the missing information is not provided or fees or penalties not paid within the twenty (20) day period, the application shall be deemed withdrawn.**

Initial certificates of registration issued during the calendar years 2022 and 2023 shall be valid through December 31, 2023. Thereafter, initial certificates of registration issued at any time after January 1 of an even numbered year shall expire on December 31 of the following odd numbered year, such that all initial certificates of registration shall expire on December 31 of each odd numbered year, even if this means the certificate of registration is valid for less than two years. All initial and renewed certificates of registration shall be considered current and valid until their expiration date unless: (1) an amended certificate is required by Sec. 34.5-7; (2) a new initial certificate is required by Sec. 34.5-8; or (3) the certificate has been suspended in accordance with Sec. 34.5-20.

**Certificates of registration are non-transferable and non-assignable.**



**CERTIFICATE OF REGISTRATION APPLICATION FORM - INITIAL**

**I HEREBY ATTEST THAT THE ABOVE INFORMATION AND STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND I WILL COMPLY WITH CHAPTER 34.5, VACATION RENTALS FOR THE CITY OF SARASOTA, FLORIDA.**

**Owner or Authorized Representative Name:** \_\_\_\_\_

**Owner or Authorized Representative Signature:** \_\_\_\_\_

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

=====FOR OFFICE USE ONLY=====

**DATE RECEIVED:** \_\_\_\_\_ **DATE ACCEPTED:** \_\_\_\_\_

**REVIEWER:** \_\_\_\_\_ **APPROVED:** \_\_\_\_\_ **DENIED:** \_\_\_\_\_

**BY:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

**CERTIFICATE NUMBER:** \_\_\_\_\_

# Registration



**If you wish to file in person, please fill out the required documents and provide all required documentation and deliver to:**

**City of Sarasota Vacation Rentals**  
**1565 1st Street, Annex Building, 2nd Floor**  
**Sarasota, FL 34236**

**Initial Application Form**

**Annual Representative Form**

**Declaration of Owner Form**

**Inspection Checklist Form**

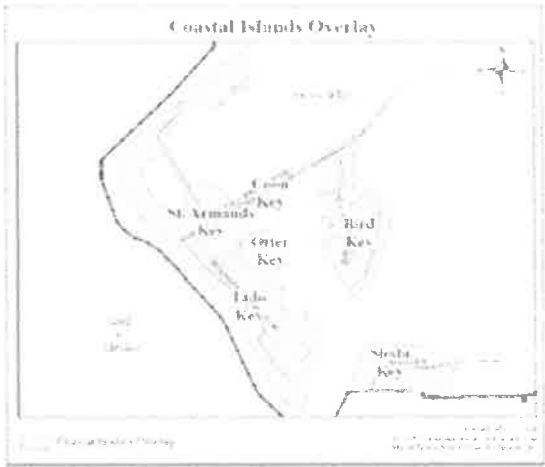
**Designation of Responsible Party Form**

**Change of Designation of Responsible Party Form**

**Renewal Application Form**

# Registration Guidance

It is the intent of this ordinance to regulate those vacation rentals in any individually or collectively owned single family, two family, three family, and four family house or dwelling units which are located in residential zones within the Coastal Islands Overlay District established by Section VI-907 of the Zoning Code.



**These requirements DO NOT apply to owner occupied vacation rentals, condominiums, cooperatives, or rentals for 30 days or more.**

**Registration Documentation**

**Inspections**

**Renewal Process & Requirements**

**Amendments to Certificate of Registration**

**Change in Ownership**

**Designation of Responsible Party**

**Fee Schedule**

**Registration Checklist**

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## **Certificate of Registration:**

- Effective June 1, 2022, all vacation rentals must have a current valid Certificate of Registration to be rented or offered for rent.
- Every vacation rental owner must apply to the city for an initial Certificate of Registration no earlier than January 3, 2022, and no later than March 1, 2022. The City will review the application and schedule an

inspection prior to issuing the Certificate of Registration.

- Owners who open a new vacation rental after March 1, 2022, must apply for an initial certificate of registration prior to renting or allowing occupancy of that vacation rental.
- Owners of vacation rentals who become owners after March 1, 2022, shall apply for an initial certificate of registration at any time of year prior to acquiring ownership or by no later than fifteen (15) days after acquiring ownership.
- A separate certificate of registration is required for each vacation rental.
- If the vacation rental identified in the application for a certificate of registration shows any violations of City Codes associated with unpaid penalties or unsatisfied liens, the certificate of registration shall not be issued unless all outstanding penalties or liens are first paid or satisfied as the case may be.
- Certificates of registration are non-transferable and non-assignable.
- The issuance of a certificate of registration shall not be construed to create any vested rights or entitle the owner of the registered vacation rental to any rights under the theory of estoppel.
- The issuance of a certificate of registration shall not be construed as a waiver of any other requirements contained within the City of Sarasota Code of Ordinances or the City of Sarasota Zoning Code.

**IMPORTANT NOTICE:**

**A Vacation Rental Certificate of Registration requires multiple documents, including documents from State and County agencies. It is advised that you gather all required documentation before proceeding with this application.**

**Required Documentation:**

**The required documentation includes, but is not limited to:**

1. A current and active license as a Transient Public Lodging Establishment with the Florida Department of Business and Professional Regulation;
2. A current and active certificate of registration with the Florida Department of Revenue;
3. A current and active account with the Sarasota County Tax Collector;
4. A current Sarasota County Local Business Tax Receipt;
5. A current Sarasota County Tourist Tax Receipt;
6. A current City of Sarasota Local Business Tax Receipt;
7. Copy of deed or tax bill proving current ownership of the vacation rental property;
8. A blank sample of the standard rental lease agreement used for the vacation rental;
9. Executed Designation of Responsible Party Form;
10. Declaration of Owner Form;
11. Signed Authorized Representative Form (if applicable).

	Florida Department of Business and Professional Regulation (DBPR)	Florida Department of Revenue (DOR)	Sarasota County Business Tax Receipt - <i>This certificate cannot be acquired without the DBPR License</i>	Sarasota County Tourist Tax
Type of License/ Certificate	Licensure for Transient Public Lodging Establishment	Sales Tax Collection	Business Tax Receipt	Tourist Development Tax
ation	Owner occupied properties only renting out a room do not need to obtain this license.	Certain websites collect and remit state taxes on your behalf. Registration would not be needed. A notarized letter stating that your state taxes are being collected and paid for on your behalf would be required. Be sure to list all the sites you advertise on.	Room rentals are not regulated by the County.	Certain websites collect and remit county taxes on your behalf. Registration would not be needed. A notarized letter stating that your County taxes are being collected and paid for on your behalf would be required. Be sure to list all sites you advertise on.
Website	<a href="#">My Florida License</a>	<a href="#">Florida Department of Revenue</a>	<a href="#">Sarasota County Tax Collector</a>	<a href="#">Sarasota County Tourist Tax</a>

Specific to the Property:

1. The number of bedrooms and the number of full bathrooms.
2. Maximum overnight occupancy number.
3. An exterior sketch of the vacation rental facility identifying all structures, pools, hot tubs, spas, fencing and uses, including specific areas provided for off street parking so that a fixed count of spaces and

location can be determined. The sketch may be hand drawn to reasonable scale.

- 4. An interior building sketch by floor; showing the floor plan layout and identifying all bedrooms, other rooms, exits, hallways and stairways and elevators as may be applicable. The sketch may be hand drawn to reasonable scale.

**For Vacation Rentals with Rental Agreements executed prior to May 4, 2021:**

Any pre-existing rental agreement as defined in Section 34.5-3(i) that was already in existence and fully executed on or before May 4, 2021, and in which the occupants' tenancy is arranged for a period of longer than one week are exempt from maximum occupancy limits. Section 34.5-17

**Inspections:**

Upon the filing of an application for an initial certificate of registration and prior to receipt of an initial certificate of registration from the City pursuant to Section 34.5-5, the vacation rental shall be subject to an inspection to verify compliance with the minimum safety requirements specified under Section 34.5-12 and minimum informational requirements specified under Section 34.5-13 and with any applicable provisions of the Sarasota City Code including the Zoning Code. The designated responsible party shall schedule and confirm all required inspections.

**Certificate of Registration Renewal Process and Requirements:**

**The Renewed Certificate of Registration process will begin August 1, 2023 and must be submitted by October 1, 2023. Certificates will be issued by January 1, 2024 and will be valid until December 31, 2025. The following highlights the renewal process.**

A Renewed Certificate of Registration may require some additional documentation, but many of the items submitted with the initial application do not need to be resubmitted if the information on them is unchanged.

**Unless changed from initial application, you do not need to resubmit:**

- 1. The Parcel ID of the property; the name, address, electronic mail address, and telephone number of the vacation rental owner(s); and the name, address, electronic mail address, and telephone number of the designated responsible party or parties if different from the owner;
- 2. Proof of current ownership of the vacation rental property;
- 3. The required certifications acknowledging awareness of the provisions of this Chapter;
- 4. A current and active account (or proof of remission) with the Sarasota County Tax Collector;
- 5. A current and active certificate of registration (or proof of remission) with the Florida Department of Revenue;
- 6. The number of bedrooms and the number of bathrooms;
- 7. An exterior sketch of the vacation rental unit;
- 8. An interior building sketch of the vacation rental unit;

9. A blank sample of the standard rental lease agreement.

### **Required to be submitted along with the application for renewal:**

1. A current and active license as a Transient Public Lodging Establishment with the Florida Department of Business and Professional Regulation;
2. A current Sarasota County Local Business Tax Receipt;
3. A current City of Sarasota Local Business Tax Receipt;
4. Declaration of Owner form.

**Renewal applications can be submitted via our customer portal or on paper along with the required documents. All required forms and a link to the customer portal can be located [here](#). If you are no longer using your property as a vacation rental, or if you have any questions regarding the renewal application process, please contact our office at 941-263-6623 or email [VacationRentals@SarasotaFL.gov](mailto:VacationRentals@SarasotaFL.gov).**

### **Amendment to the Certificate of Registration:**

An amendment of the initial or any renewed Certificate of Registration is required if any of the following changes to the vacation rental occur.

1. An increase in the number of bedrooms or bathrooms;
2. An increase in the gross square footage;
3. An increase in the maximum occupancy;
4. An increase or decrease in the number of parking spaces or a change in the location of parking spaces for the vacation rental from what was shown on the exterior site sketch submitted with the most recent application for a Certificate of Registration;
5. Any other material modifications that would increase the intensity of use.

### **Change in Ownership:**

1. Certificates of Registration are non-transferable and non-assignable.
2. The Certificate of Registration pertains to the property owner designated on the certificate for use at the one specific property identified on the certificate.
3. A separate Certificate of Registration is required for the same property owner to operate a vacation rental at another location.
4. A new Certificate of Registration is required if ownership of the vacation rental changes from the owner(s) identified on the current certificate, including purchase or acquisition of the assets of a legal entity identified as the owner on the certificate.
5. When a vacation rental is sold or ownership is otherwise transferred, the new owner must apply for an initial Certificate of Registration prior to acquiring ownership or within fifteen (15) days from the date of the sale or transfer. A new inspection by the city is required.

**Designation of Responsible Party:**

- 1. The owner of the vacation rental or authorized representative, naming a single designated responsible party or naming two (2) designated responsible parties.
- 2. The vacation rental owner(s) may appoint himself, herself, or themselves as the designated responsible party or as one of two designated responsible parties or shall otherwise designate someone to act as the designated responsible party on his or her behalf.
- 3. An owner may designate a private property management company to serve as the designated responsible party.
- 4. In the event an owner so designates a property management company, the owner shall also designate one or two individual persons associated with the property management company as the designated responsible party or parties.
- 5. Designation of Responsible Party Form signed by the property owner and each designated responsible party acknowledging that he or she is aware of the provisions of this Chapter and that he or she agrees to serve in the capacity of designated responsible party for the vacation rental being registered and that he or she agrees to discharge the duties of a designated responsible party as set forth in Section 34.5-15.

**FEE SCHEDULE:**

**Section 34.5-11 Schedule of Fees**

**APPLICATION:**

<b>Application Fee</b> for an initial certificate of registration:	<b>\$250.00</b>
<b>Application Fee</b> for a renewed certificate of registration:	<b>\$150.00</b>
<b>Late Fee</b> for an untimely submitted application for an initial certificate of registration or a renewed certificate of registration:	<b>\$100.00</b>
<b>Application Fee</b> for an amended certificate of registration:	<b>\$100.00</b>

**INSPECTIONS:**

<b>Initial inspection:</b>	<b>included in application</b>
<b>First Re-Inspection Fee:</b>	<b>\$50.00</b>
<b>Second and Third Re-Inspection Fee:</b>	<b>\$100.00 per inspection</b>
<b>Inspection Fee upon change of ownership:</b>	<b>\$100.00</b>

Note: The fee for your initial inspection is included in the Application Fee. Once we review your Vacation Rental Certificate of Registration Application for completeness you will be contacted by City staff to arrange an inspection.



**REGISTRATION CHECKLIST:**

Required:	OWNER	CITY
Completed application	<input type="checkbox"/>	<input type="checkbox"/>
Proof of ownership – copy of deed or tax bill	<input type="checkbox"/>	<input type="checkbox"/>
Copy of receipt for registration fee	<input type="checkbox"/>	<input type="checkbox"/>
Owner Acknowledgment form signed	<input type="checkbox"/>	<input type="checkbox"/>
Designation of Responsible Party completed and signed form	<input type="checkbox"/>	<input type="checkbox"/>
Authorized Representative Form signed by the owner authorizing representative to act on their behalf (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
A copy of the City of Sarasota Local Business Tax Receipt	<input type="checkbox"/>	<input type="checkbox"/>
A copy of the Sarasota County business tax receipt	<input type="checkbox"/>	<input type="checkbox"/>
A copy of the Sarasota County tourist tax receipt	<input type="checkbox"/>	<input type="checkbox"/>
A current and active license Transient Public Lodging Establishment Florida Department of Revenue	<input type="checkbox"/>	<input type="checkbox"/>
A current and active certificate of registration with the Florida Department of Revenue	<input type="checkbox"/>	<input type="checkbox"/>
An exterior site sketch	<input type="checkbox"/>	<input type="checkbox"/>
An interior building sketch	<input type="checkbox"/>	<input type="checkbox"/>
A blank sample of the standard rental lease agreement	<input type="checkbox"/>	<input type="checkbox"/>
Any pre-existing rental agreements	<input type="checkbox"/>	<input type="checkbox"/>
Inspection checklist	<input type="checkbox"/>	<input type="checkbox"/>
Check for unpaid penalties or unsatisfied liens	<input type="checkbox"/>	<input type="checkbox"/>

**Please refer to the Inspection Checklist for a list of all requirements that will  
need to be compliant at the time of inspection.**

Enforcement

Enforcement

All violations of City Code Section 34.5, vacation rentals, shall be enforced in accordance with Chapter 162 of the Florida Statutes and the City of Sarasota Code of Ordinances. In order to ensure compliance with the established Vacation Rental Regulations, Code Compliance will be addressing complaints related to unsupervised vacation rentals, including but not limited to, over-occupancy, open and late-night parties, excessive noise, parking on public sidewalks and excessive trash and garbage accumulation.

**Violation Information** - Violations of the Vacation Rental Ordinance include, but are not limited to, the following unlawful conduct:

- It is unlawful to rent out a vacation rental without a current Certificate of Registration effective June 1, 2022.
- It is unlawful to offer a vacation rental for rent or to advertise a vacation rental for rent without a current Certificate of Registration effective June 1, 2022.
- It is unlawful to rent a vacation rental for occupancy more than the applicable maximum occupancy.  
It is unlawful to be an occupant of a vacation rental at any time that the number of occupants of the vacation rental exceeds its maximum occupancy.
- It is unlawful to fail to provide any of the information required to be provided to occupants of the vacation rental.
- It is unlawful to provide any false or misleading information in connection with any application for an initial or renewed certificate of registration, or for amendment of a certificate of registration as required by this Chapter.

**\*\* Note: Each day a violation exists shall constitute a separate and distinct violation. \*\***

The vacation rental owner is liable for any violations pertaining to the vacation rental. In addition, when two or more persons commit a violation, each violator shall be jointly and severally liable for any fines or penalties assessed. Any fines to occupants resulting from violations after the property owner or a designated responsible party was advised shall also be the responsibility of the property owner to pay.

All repeat violations of the same applicable Vacation Rental provision or other applicable City ordinance within a one-year period shall be scheduled for a hearing before the special magistrate and the repeat violator shall not have the option to pay a fine prior to the hearing.

**Suspension of the Certificate of Registration**

In addition to any fines and any other remedies provided by law, a special magistrate may, in his or her

discretion, suspend an initial or renewed certificate of registration for a vacation rental upon request in accordance with the following suspension time frames:

Violation of Vacation Rental Ordinance or another applicable City Ordinance	Suspension (calendar days)
1 <sup>st</sup> Violation	No Suspension
2 <sup>nd</sup> Violation	30 Days
3 <sup>rd</sup> Violation	60 Days
4 <sup>th</sup> Violation	90 Days
Each additional violation	30 Days up to a maximum 360 Days

**A vacation rental may not host any occupants during any period when the certificate of registration for the vacation rental is suspended. Operation and hosting of occupants during any period of suspension is a separate violation.**

**Making A Complaint:**

If you would like to register a complaint with Code Compliance, please visit our [Citizen Connect Portal](#) , email us at [VacationRentals@sarasotafl.gov](mailto:VacationRentals@sarasotafl.gov), or call us at 941-263-6623 for assistance.

**Additional Resources**

**Excessive Noise Information:** The Code Compliance Division works together with [Sarasota Police Department](#) to enforce the city’s noise ordinance as set forth in Chapter 20 of the City of Sarasota Code of Ordinances. If you would like to register a noise complaint, please call the Sarasota Police Department non-emergency number at 941-316-1199.

**Sea Turtle Lighting Information:** The City of Sarasota has a partnership with [Sarasota County](#) to enforce issues related to sea turtle lighting here in our city limits. Sea turtle nesting season begins May 1 and runs through October 31. For questions or complaints about sea turtle lighting please call Sarasota County at 941-861-5000.