



VILLAGE OF TEQUESTA | BUILDING DEPARTMENT  
345 Tequesta Dr. • Tequesta, FL 33469-0273  
Phone: (561) 768-0450 • Email: [permits@tequesta.org](mailto:permits@tequesta.org)

### VILLAGE OF TEQUESTA VACATION RENTAL PERMIT CHECKLIST

Property owner: Please initial every item in the checklist before submitting your packet.

- Provide Village of Tequesta Vacation Rental Permit Application
- Provide Village of Tequesta Vacation Rental Registration
- Provide Property Card from Palm Beach County Property Appraiser  
(Visit <https://www.pbcgov.org/papa/>).
- Vacation Rental Location does not have Homestead Exemption.
- Provide copy of current and active license as a Transient Public Lodging Establishment from the Florida Department of Business and Professional Regulation (DBPR).  
(Visit <http://www.myfloridalicense.com/dbpr/hotels-restaurants/#1489433992517-3bf127b7-72ce>).
- Provide copy of current and active Certificate of Registration with the Florida Department of Revenue (DOR) for purpose of collecting and remitting sales surtax, transient rental taxes and any other taxes required by law to be remitted to DOR.  
(Visit <https://floridarevenue.com/taxes/eservices/Pages/default.aspx>).
- Provide Copy of issued Palm Beach County Business Tax Receipt.  
(Visit <https://pbctax.manatron.com/Tabs/BusinessTax.aspx>)
- Provide total number of bedrooms at the rental property. Please note the maximum number of occupants authorized to stay overnight at any vacation rental shall be limited to two (2) persons per bedroom; and/or a total of eight (8) occupants per dwelling unit.
- Annual Permit Fee will be \$200 per bedroom. Initial inspection is \$100. 1<sup>st</sup> re-inspection is \$150 and 2<sup>nd</sup> re-inspection is \$250. Per Village Ordinance Section 78-891(7), these fees are non-refundable.
- Provide written Home Owners Association Approval.
- Provide a copy of the interior floor plan that includes stairways, bedrooms, exits and all locations of fire extinguishers.
- Provide a property survey that includes all structures and others uses, pools, spas, hot tubs and fencing.
- Provide the completed Village of Tequesta Vacation Rental Affidavit demonstrating knowledge of the responsibility to maintain initial and on-going compliance with the Village's Vacation Rental ordinance, plus any other applicable state, federal or local laws.
- Completion of approved property inspection by the Village of Tequesta Building Department.



# VILLAGE OF TEQUESTA

BUILDING DEPARTMENT

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Tequesta, Florida 33469-0273

(561) 768-0450 Fax (561) 768-0698

## Village of Tequesta Vacation Rental Registration

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (If different from above): \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person/Responsible Party: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Property Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

(Please note if authorized agent is signing they must provide notarized authorization from the property owner)

STATE OF: \_\_\_\_\_

COUNTY: \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_ who is personally know to me or who has produced \_\_\_\_\_ as  
identification.

\_\_\_\_\_  
Notary Public, State of Florida

(Notary Seal)



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**Village of Tequesta Vacation Rental Permit Application**

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: Tequesta State: FL Zip: 33469

Property Control Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Contact Person/Responsible Party: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

(Please note if authorized agent is signing they must provide notarized authorization from the property owner)

STATE OF: \_\_\_\_\_

COUNTY: \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally know to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

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## APPLICATION FOR BUSINESS TAX RECEIPT SHORT TERM RENTAL

**BUSINESS INFORMATION** (to be completed by applicant)

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

**\*\*please complete highlighted fields\*\***

**Check Applicable Box:**  New Business  Transfer of Address  Transfer of Ownership  Business Name Change

**Current Business Tax Receipt # (if applicable):** \_\_\_\_\_

**Business/DBA/Trade Name:** \_\_\_\_\_

(Division of Corporations requires registration of a fictitious name. Copy of Registration must accompany this application)

**Corporation/Business Name:** \_\_\_\_\_

**Owners Name:** \_\_\_\_\_

**Federal Employer ID#:** \_\_\_\_\_ **\*\*OR\*\* Social Security #:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Date in Business at this location:** \_\_\_\_\_ **Business Phone Number:** \_\_\_\_\_

**Mailing Address (if different from above):** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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

**Nature of Business:** Short Term Rental **\*\*OR\*\* Profession:** \_\_\_\_\_  
(Landscape, Cleaning Service, etc.) (Doctor, Lawyer, etc.)

**NEW FOOD SERVICE ESTABLISHMENTS:** All New Food Service establishments must be signed off by the Loxahatchee River Environmental Control District (ENCON)

**Zoning District:** \_\_\_\_\_ **Use: Permitted** \_\_\_\_\_ **Special Exception** \_\_\_\_\_

**Square Footage of Rental Space:** \_\_\_\_\_ **Were you issued a Notice of Non-Compliance?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Maximum Number of: Employees:** \_\_\_\_\_ **Machines:** \_\_\_\_\_ **Rooms:** \_\_\_\_\_ **Restaurant Seating:** \_\_\_\_\_

I CERTIFY, under penalty of law, the above information is true and correct, and I understand that any false statements could result in penalties as provided by law.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**PROPERTY OWNER/AGENT'S SIGNATURE:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

.....  
 FIRE RESCUE \_\_\_\_\_  LOXAHATCHEE RIVER DISTRICT \_\_\_\_\_

BUSINESS TAX OFFICIAL \_\_\_\_\_  DIV. OF HOTEL AND RESTAURANTS \_\_\_\_\_

BUILDING INSPECTOR \_\_\_\_\_  PALM BEACH COUNTY HEALTH DEPT. \_\_\_\_\_

**\*Applicants must contact Code Enforcement (561-768-0458) for an inspection prior to issuance of a Vacation Rental Permit.**

Prior Use of Business Location: \_\_\_\_\_

NAICS CODE: \_\_\_\_\_

BUSINESS TAX FEE: \_\_\_\_\_  1-YR. (10/1 – 9/30)  3/4 YR. (1/1 – 9/30) 75%  1/2 YR. (4/1 – 9/30) 50%



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### **Village of Tequesta Vacation Rental Affidavit of Compliance**

Before me, the undersigned authority personally appeared \_\_\_\_\_ who, after being duly sworn, says they personally know the facts and requirements stated herein.

As of the date this affidavit is signed, I am the known owner of or person who is a principal of an entity that owns the residence located at \_\_\_\_\_, Tequesta Florida 33469.

On \_\_\_\_\_, I submitted an application for the registration of a residence as a vacation rental and request for a Vacation Rental Permit from the Village of Tequesta.

I hereby certify that the Vacation Rental is in compliance with the provisions of the Village of Tequesta Code of Ordinances, that I have read and fully understood the Village of Tequesta Ordinance and other applicable local, state, and federal laws, regulations, and standards to include, but not be limited to Chapter 509, Florida Statutes, and Rules, Chapter 61C and 69A, Florida Administrative Code, and will continue to operate within those guidelines including but not limited to the following.

By checking this box, I hereby certify that I am utilizing a third party vendor (e.g. Airbnb, VRBO, Home Away, or similar) to remit tourist development taxes (or other applicable Sales and Tourist Taxes) required by law to be remitted to Palm Beach County in lieu of registering with Palm Beach County. I have provided the Village with a copy of my third party vendor's certificate of registration with the Florida Department of Revenue and evidence of their current and active account with the Palm Beach County Tax Collector.

## Vacation Rental Compliance Requirements & Standards

**Licensing:** Obtain and maintain Village of Tequesta Vacation Rental Permit, Palm Beach County Business Tax Receipt, Florida Department of Revenue certificate of registration for purposes of collecting and remitting tourist development taxes, sales surtaxes and transient rental taxes, Palm Beach County for Tourist Development Tax; and Department of Business and Professional Regulation license as a transient public lodging establishment.

**Local Telephone Service:** At least one landline telephone with the ability to call 911 shall be available in the main level common area in the vacation rental.

**Fees:** Fees are non-refundable.

**Interior Posting:** There shall be posted, next to the interior door of each bedroom and primary egress a legible copy of the building evacuation map – Minimum 8-1/2" by 11".

**Interior Information Packet:** There shall be placed within each vacation rental unit an information packet/binder providing the vacation rental lessee with basic information on the Village's laws and ordinances. A statement advising the occupant that unreasonably loud, excessive, unnecessary, or offensive sound exceeding 55 dBA during the day or 50 dBA at night is prohibited in single-family residential zoning districts and exceeding 60 dBA during the day or 55 dBA at night is prohibited in multifamily residential zoning districts. A sketch or photograph of the location of the off-street parking spaces. The days and times of trash pickup. The location of the nearest hospital. The Village's non-emergency police phone number (561-768-0500). The Fire Safety Pamphlet.

**Parking:** All vehicles associated with the vacation rental must be parked within a driveway located on the subject property and in compliance with the Code of Ordinances of the Village of Tequesta. Vehicles are not permitted to park in the swale or on the street.

**Notice to Guests:** Inform all guests, in writing, prior to occupancy of the property of applicable Village of Tequesta ordinances concerning noise, vehicle parking, and garbage with a written summary of the applicable Village of Tequesta ordinances printed in the English language and placed within an information packet

located within the unit. The summary shall include citations to the applicable Village of Tequesta ordinances and copies of the complete written text.

**Advertising:** Any advertising of the vacation rental unit shall conform to the information included in the Village of Tequesta Vacation Rental Permit and the property's approval, particularly as this pertains to maximum occupancy. A statement stating, "It is unlawful to allow for a sexual offender or sexual predator to occupy this residence when located within applicable zones."

**Property Owner/Responsible Party:** Be available by landline or mobile telephone answered by the vacation rental owner or agent at the listed phone number 24-hours a day, seven (7) days a week to respond to police, fire or other emergency personnel requests. Otherwise, response to contact by the Village's regulatory personnel shall be required only Monday through Friday, 8:30 a.m. to 5:00 p.m. Failure of the vacation rental owner or agent, as applicable, to fulfill this duty, shall be a violation of the Vacation Rental Ordinance. Conduct an on-site inspection of the Vacation Rental at the end of each rental period to ensure continued compliance with the requirements of this chapter. Notices given to the responsible party shall be sufficient to satisfy any requirement of notice to the owner.

**Sexual Offenders:** For vacation rentals within a protected zone (within two thousand five hundred (2,500) feet of any Public or Private School, Child Care Facility, library, Park, or Playground) it shall be unlawful for a vacation rental owner to allow any person who is an Offender as defined in Section (54-29) of the Tequesta Code of ordinances to occupy the vacation rental contrary to the provisions of, Article (II), Chapter (54) of the Tequesta Code of Ordinances. Owner or Responsible Party shall determine, prior to submission of an application for vacation rental permit whether the vacation rental is located within a protected zone in which it is unlawful for sexual offenders or predators to establish residence.

**Modification of Vacation Rental Registration:** An amendment of a vacation rental registration shall be required in the event any one of the following is proposed: (1) An increase in the number of bedrooms; (2) An increase in the maximum occupancy of the vacation rental; (3) An increase or decrease in the number of parking spaces, or change in the location of parking spaces for the vacation rental; or (4) A change in ownership of the vacation rental or designated agent.

I hereby also acknowledge that the approval of this Certificate of Compliance shall in no way permit any activity contrary to the Village of Tequesta Code, or any activity that would constitute a nuisance under state or local law. I understand and acknowledge that the approval for use of this residence as a vacation rental is based on my representations to Village staff. I further acknowledge that it is my responsibility, as property owner and/or local agent, to ensure that the conduct of this vacation rental is not contrary to any ordinance, code or restriction which may govern the property on which the vacation rental will be conducted, which property address is referenced above. I acknowledge that any misrepresentation made by me or by my agent in applying for this permit may render the permit invalid.

Property Owner (Printed Name): \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

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

Local Agent (Printed Name): \_\_\_\_\_

Local Agent Signature: \_\_\_\_\_

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

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally know to me \_\_\_\_ or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

(Notary Seal)



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### **Village of Tequesta Vacation Rental Inspection Process**

Inspection of a vacation rental to verify compliance with the applicable provisions of the Florida Building Code (FBC), Florida Fire Prevention Code (FFPC), Florida Administrative Code and the Vacation Rental Ordinance shall be conducted by the Village upon registration of the vacation rental. If instances of non-compliance are found, all such instances of noncompliance shall be handled as other violations of the Florida Building Code and Florida Fire Prevention Code, and Village Ordinance.

Inspections shall be made by the Village through appointment with the vacation owner or agent, as applicable. If a Village inspector has made an appointment with the vacation rental owner or agent, as applicable, for an inspection and the Village inspector is unable to complete the inspection as a result of an action or inaction of the vacation rental owner or agent, or an occupant of the vacation rental, the vacation rental owner shall be charged a “re-inspection” fee. The re-inspection fee shall be paid prior to rescheduling the re-inspection.

In addition, failure of a vacation rental owner or agent, as applicable, to make the vacation rental available for an inspection within twenty (20) days after notification by the Village in writing that the Village is ready to conduct the annual inspection, shall be a violation of the Vacation Rental Ordinance. Each day that such violation continues shall be a separate violation.

The fee for the initial inspection shall be \$100, however, the fee for the first re-inspection shall be \$150. The Second re-inspection fee shall be \$250. These fees shall be subject to adjustment by the Village from time to time.

In the event a vacation rental permit is revoked or suspended for non-compliance with the Vacation Rental Ordinance, inspection or re-inspection, shall be required as set forth in Village Ordinance.

## Document Folder:

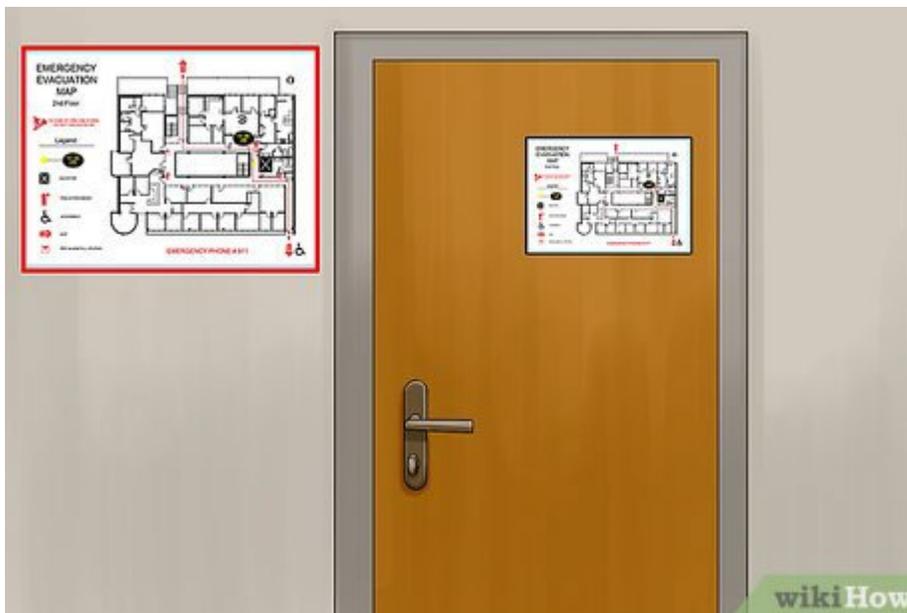
Each vacation rental shall have a document folder placed in a conspicuous location containing the following information:

- Copy of the Village Vacation Rental Ordinance.
- Public Nuisance Information
- Days and times of garbage and recyclable pick-up.
- Map showing locations of the nearest hospital.
- The Village's Non-Emergency Police Phone Number (561-768-0500).
- Sketch showing the number of parking spaces. Must state "No On-Street Parking."
- Copy of the Village Noise Ordinance.
- Name, Address and Phone Number of vacation rental owner or agent.
- Maximum Occupancy of the Vacation Rental.
- Fire Safety Pamphlet



## Interior Requirements Posting of Documents:

- Evacuation Map 8 ½ by 11". Place on the interior side of the bedroom doors or on the interior bedroom walls and primary means of egress (typically front door.)
- Licenses and Certificates from the State (DPBR) and Palm Beach County, must be posted near the main entrance of the property. Including your Vacation Rental Permit.
- 24-Hour emergency contact number of Vacation Rental Owner or Vacation Rental Agent shall be posted near the main entrance of the property.
- Maximum occupancy of vacation rental



## Fire Extinguishers:



- Minimum Classification Required 2-A:10-B:C.



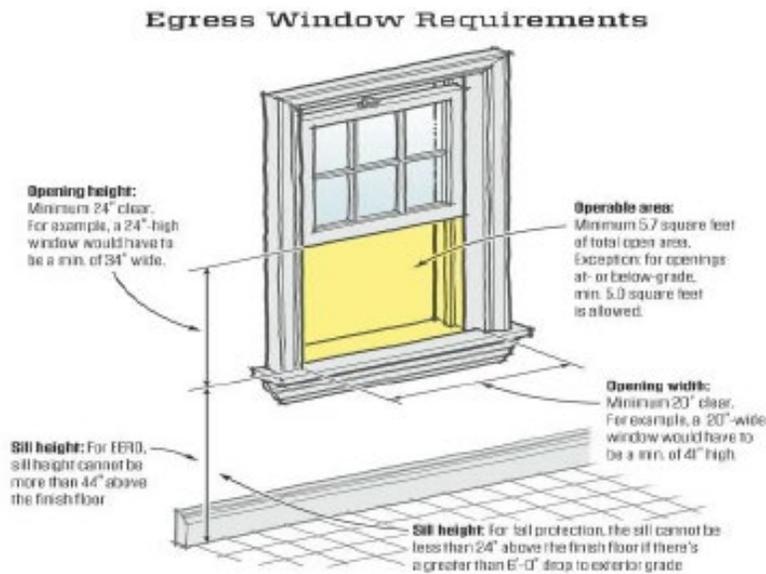
- Shall be annually inspected and certified by a Florida Licensed Company.



- Must be installed in accordance with NFPA 10.
- One unit shall be mounted on wall adjacent to front door, with no obstructions within 3 feet.
- One unit shall be mounted on wall adjacent to rear door, with no obstructions within 3 feet.

## Secondary means of escape:

- Every sleeping room and living area shall have a secondary means of escape.
- It shall be a minimum of one doorway or one window directly to the exterior
- The window shall have a clear opening compliant with the following:
  - Clear width shall be no less than 20 inches.
  - Clear height shall be no less than 24 inches.
  - Opening shall be no less than 5.7 square feet.
  - Opening shall be no more than 44 inches above the floor.



## Landline Phone:

- Landline phone shall be available for placement of emergency calls.



## Smoke and Carbon Monoxide Alarms:

- All must be hardwired and interconnected.
  - A smoke alarm shall be installed inside and outside of each sleeping room.
  - A carbon monoxide alarm shall be installed outside each sleeping room and adjacent to the garage door. This is required if gas appliances or attached garage is present.
  - All smoke and carbon monoxide alarms shall be interconnected.



## Swimming Pool Safety:

- Option 1: Place alarms on all windows and doors leading to the pool complying with UL 2017.



### Interior Pool Door Alarm Example:

- (Alarm must sound at 85 decibels)



- If you have a perimeter gate, you must have a self-latching and self-closing fence surrounding the pool.



- Option 2: Child Barrier Removable fence
- If you choose Option 2, the window and door alarms are not required. The perimeter fence is also not required.



### Vacation Rental Permit:

- The permit will be issued within five business days.
- Your advertisements must be updated to include your Permit number (Example PVR22-0001)



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## VILLAGE OF TEQUESTA VACATION RENTAL INSPECTOR CHECKLIST

### The Items Below Should Be Posted within the Unit:

**P F**

- The name, address, and phone number of the Vacation Rental owner or agent.
- The maximum occupancy of the Vacation Rental.
- Licenses and certificates from the State and County posted near the main entrance.
- Evacuation Map 8 ½ by 11". Placed on the interior side of the bedroom doors or on the interior bedroom walls.

### The Information Below Should Be Placed Within a Binder and Located in a Conspicuous Area:

**P F**

- A copy of a document supplied by the Village which includes:
  - Solid waste and recyclables pick-up regulations
  - The Village of Tequesta Noise Ordinance.
  - Map showing locations of local hospitals
  - Public Nuisance information
  - Vacation Rental Ordinance
  - Maximum number of vehicles that can be parked at the vacation rental, along with a sketch of the location of the parking spaces. The sketch or photograph must state "No On-Street Parking is Permitted."
- The Village's non-emergency police phone number (561)-768-0500.
- The name, address, and phone number of the Vacation Rental owner or agent.
- The maximum occupancy of the Vacation Rental.

### Life Safety, Minimum Housing, and Florida Building Code:

**P F**

- Location address shall be minimum of 6 inches. Numbers shall be visible from road fronting property.
- Each vacation rental must have a portable, multi-purpose 2A:10B: C fire extinguisher that has been inspected and certified by a Florida Licensed Company. The fire extinguisher shall be installed, inspected and maintained in accordance with NFPA 10. One unit shall be mounted on wall adjacent to front door, with no obstructions within 3 feet. One unit shall be mounted on wall on each floor/level adjacent to stairs, with no obstructions within 3 feet.
- Each vacation rental must have within each unit an operational smoke and carbon monoxide (CO) detection alarm. Every smoke and carbon monoxide (CO) detection notification system must be hard-wired, or have a sealed 10-year battery. A smoke alarm shall be installed in each sleeping room. A



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carbon monoxide alarm shall be installed outside each sleeping room and adjacent to the garage door. All smoke and carbon monoxide alarms shall be interconnected.

- Every sleeping room and living area shall have a secondary means of escape. It shall be a minimum of one doorway or window directly to the exterior. The window shall have a clear width of no less than 20 inches, clear height of no less than 24 inches, opening of no less than 5.7 square feet and shall be no more than 44 inches above the floor.
- If there is a swimming pool on-site, the vacation rental owner shall ensure that the swimming pool has in place at least one (1) of the pool safety features listed in Section 515.27, Florida Statutes, (i.e. pool safety barrier, pool safety cover, pool alarm, or door/latch alarm) prior to use of the property as a vacation rental by any person.
- Each vacation rental must have within each unit at least one (1) landline telephone with the ability to call 911.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Pass:
- Fail:

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

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