



City of Cocoa Beach

VACATION RENTAL REQUIREMENTS

Revision Date: September 2018
Ordinance No. 1621

Vacation Rental Compliance Requirements and Standards

1. **Licensing:** Obtain and maintain Brevard County Business Tax Receipt (if applicable), Florida Department of Revenue certificate of registration for purposes of collecting and remitting tourist development taxes, sales surtaxes and transient rental taxes, Brevard County Tax Collector for Tourist Development Tax; and Department of Business and Professional Regulation license as a transient public lodging establishment.
2. **Local Telephone Service:** At least one onsite telephone with the ability to call 911 shall be available in the main level common area in the vacation rental. The number must be registered with the City of Cocoa Beach, and be able to receive emergency notifications.
3. **Fees:** Fees are non-refundable.
4. **Interior Posting:** In each vacation rental, there shall be provided, in a prominent location on the inside of the Vacation Rental, the following written information:
 - The official street address and onsite phone number of the vacation rental.
 - The name, address and phone number of the vacation rental owner or responsible party as applicable.
 - The maximum occupancy of the vacation rental.
 - A copy of a document to be supplied by the City which includes excerpts from City of Cocoa Beach ordinance provisions of general application relevant to Vacation Rentals to include solid waste pick-up regulations, regulations related to sea turtles and sea turtle lighting, and City of Cocoa Beach Noise Ordinance, as specified by resolution of the City, as a lease addendum. The City will make available to vacation rental owners and agents a copy of such document in digital format upon request, and the city will post such document on its website.
 - The maximum number of vehicles that will be allowed to park at the vacation rental, along with a sketch of the location of the paved off-street parking.
 - The days and times of trash and recycling pickup.
 - Phone number and address of Cape Canaveral Hospital, Cocoa Beach and Health First Viera Hospital, with directions from the vacation rental to the hospital.
 - Emergency and nonemergency phone numbers for Cocoa Beach Police and Fire.
 - Emergency evacuation instructions.
 - Notice of the need for respect for the peace and quiet of neighborhood residents, especially during citywide quiet hours identified in the City Code of Ordinances Chapter 8. A statement that all occupants shall be prohibited from making excessive or boisterous noise in or about any residential dwelling unit at all times. Noise, that is audible beyond the boundaries of the residential dwelling unit, is regulated by the city's noise regulations and violations can result in fines.
 - There shall be posted, next to the interior door of each bedroom and the exterior doors exiting the vacation rental a legible copy of the building evacuation map – Minimum 8-1/2" by 11".



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5. **Parking:** All vehicles associated with the vacation rental must be parked in compliance with the City of Cocoa Beach Code of Ordinances. All vehicles associated with the vacation rental must be parked within a paved parking space or driveway located on the subject property. There shall be no sidewalk, on street, right-of-way, common area, or grass parking.
6. **Notice to Guests:** Inform all vacation rental occupants, in writing, prior to arrival and post at a minimum near the main entrance of the establishment the following:
 - Guests are required to comply with all local, state and federal laws at all times, including those related to illegal activities, local nuisance ordinances, and emergency management.
 - Guests are required to participate in all mandatory evacuations due to hurricanes, tropical storms or other threats to resident safety, as required by state and local laws.
7. **Advertising:** Any advertising of the vacation rental unit shall conform to the information included in the Vacation Rental Certificate of Compliance and the property's approval, particularly as this pertains to maximum occupancy.
8. **Property Owner/Agent/Responsible Party:**
 - Availability. Be available with authority to address and coordinate solutions to problems with the rental of the property twenty-four (24) hours a day, seven (7) days a week for the purpose of promptly responding to complaints regarding conduct or behavior of vacation rental occupants or alleged violations of these regulations. This party shall respond to calls within one (1) hour of being notified by law enforcement officer, emergency personnel, or the City of issues related to the vacation rental. Responsible party shall respond when requested.
 - Guest registration. Keep available a register of all guests, which shall be open to inspection by authorized personnel of the City of Cocoa Beach at all times.
 - Inspections. 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, tenant, and violator.
 - Responsible Party Changes. Any change in the vacation rental responsible party shall require written notification (updated application) to the city. There shall only be one Responsible Party for each vacation rental property at any given time.
9. **Changes or Alteration to the Property or Operation:** The owner shall notify the City if there is an increase in the number of bedrooms, change in designated parking, or change in the responsible party.