



City of Cocoa Beach

VACATION RENTAL REGISTRATION

Revision Date: September 2018
Ordinance No. 1621

Requirements Checklist

Please ensure that all items listed below are submitted with the application. Notify us if an item is still pending. Failure to provide these items, including the registration/application fee, will result in a delay of the application review process. During review, if information is missing, the applicant will be notified of the deficiency, and be allowed ten (10) days to provide any missing information. Copies of all State and County licenses/certificates are required.

REQUIRED DOCUMENTS	YES	NO
Vacation Rental Registration Application and Affidavit of Compliance		
Agent Authorization, if applicable		
Proof of Property Ownership (Brevard Prop. App. or Sunbiz)		
Copy of vacation rental lease agreement, which includes information required from Chapter 26.5 of the Cocoa Beach Code of Ordinances		
An exterior sketch of the vacation rental home shall be provided. The sketch shall show and identify all structures, pools, spas, hot tubs, fencing, and uses, including areas provided for off-street parking. At the option of the vacation rental owner, such sketch may be hand drawn, and need not be professionally prepared		
A building sketch by floor shall be provided, showing a floor layout identifying all bedrooms, other rooms, exits, hallways, stairways, as applicable. At the option of the vacation rental owner, such sketch may be hand drawn, and need not be professionally prepared		
A sketch of the location of the off-street parking spaces, with the following statement on it: "No on-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. At the option of the vacation rental owner, such sketch may be hand drawn, and need not be professionally prepared		
Licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment		
License with the Florida Department of Revenue for sales and development tax collection. If no such certificate or account, provide name of entity through which taxes will be remitted		
Brevard County Tourist Development Tax Number (Brevard Tax Collector)		
The names of any non-paying occupants, such as family members, who will occupy the vacation rental at the when one or more paying occupants are onsite, and the vehicle information for each non-paying occupant		