

# Short-Term Rental Registration Guide



## Step 1: Check for Eligibility

Per Article 7 of the City of Destin Land Development Code, short-term rentals are only allowed in the following zones:

- Bay Resort Mixed Use (BRMU)
- Crystal Beach Resort (CBR)
- Calhoun Mixed Use (CMU)
- Gulf Resort Mixed Use (GRMU)
- Holiday Isle Mixed Use (HIMU)
- North Harbor Mixed Use (NHMU)
- Residential, Office, Institutional Tourist Development (ROI-TD)
- South Harbor Mixed Use (SHMU)
- Crystal Beach Neighborhood (CBN)
- Low Density Residential– Holiday Isle (LDR-HI)
- Medium Density Residential– Holiday Isle (MDR-HI)
- High Density Residential– Holiday Isle (HDR-HI)

View the [Zoning Map](#) to determine your location.



### NOTE

Condos and apartments do not have to be registered as short-term rentals with the City of Destin.

**A short-term rental is defined as any occupancy of a single-family dwelling unit for a period of time between one (1) day to no more than six (6) months.**

House            Duplex

Townhouse    Triplex

## Step 2: Before registering, obtain the current, valid and necessary documents

- A **City of Destin Business Tax Receipt** (Chapter 13 of the Code of Ordinances)

Please call (850) 837-4242 or visit the Building Division for further information.

The city's Business Tax Receipt application can be found on our website at [www.cityofdestin.com/rentals](http://www.cityofdestin.com/rentals).

- A **Florida Rental Dwelling License** (Chapter 509, Florida Statutes)

This process can be started by visiting [www.myfloridalicense.com](http://www.myfloridalicense.com) or calling 1-850-487-1395.

Find the application under

“Apply For/Update Licenses > Hotels and Restaurants >Vacation Rental Dwelling.”

- A **Florida Department of Revenue Resale Certificate** (Chapter 212, Florida Statutes)

This process can be started by calling 850-488-6800 or visiting [www.dor.myflorida.com](http://www.dor.myflorida.com),

under the taxes tab, begin with “Register to Collect & Report Taxes.”

- A **City of Destin Short Term Rental Affidavit of Bedrooms/Parking Spaces**

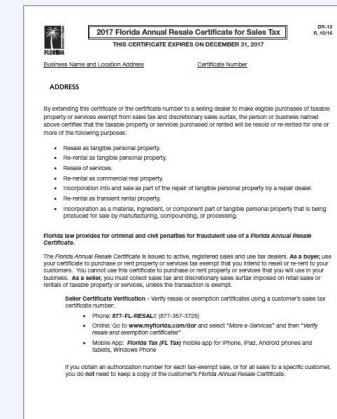
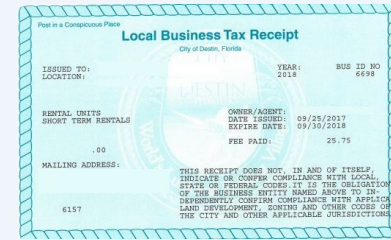
A notarized affidavit stating the number of bedrooms, parking spaces, and occupancy limit. Affidavit can be found [here](#).

- A **City of Destin Application for Short Term Rental**.

Must be notarized. Application can be found [here](#).

- A **City of Destin Grandfather Certificate of Short Term Rental Occupancy (2019)**. *IF Applicable* .

### Examples



### Note:

Maintaining a short-term rental is considered a business and registration is mandated by state and local ordinance.

## Step 3: Max occupancy

As of January 22, 2019, The City of Destin adopted occupancy limits for short term rentals.

**Sec. 13-117.—Maximum occupancy based on site capacity/Grandfathering.**

**(a) The maximum overnight occupancy of a short term rental shall be stated in the short term rental registration form and shall be limited to the lesser occupancy of the following two options:**

- i. Two (2) persons for each bedroom, plus four (4) additional persons. The number of bedrooms shall be based upon the Property Appraiser’s profile of the property, and other documents of record as needed. In no case shall the maximum total occupancy for any dwelling unit exceed the occupancy limits permitted by the Florida Fire Prevention Code or Florida Building Code.**  
**or**
- ii. A total of twenty-four (24) persons per short term rental. In the event that there is more than one building or dwelling on one plated lot, the maximum occupancy shall be capped at twenty-four (24) occupants per lot or structure, whichever is less.**

### **Example:**

A dwelling with 5 bedrooms can have a max occupancy of 14.

### **Note:**

Approved max occupancy and parking must be listed on all online advertisements. Sec. 13.117

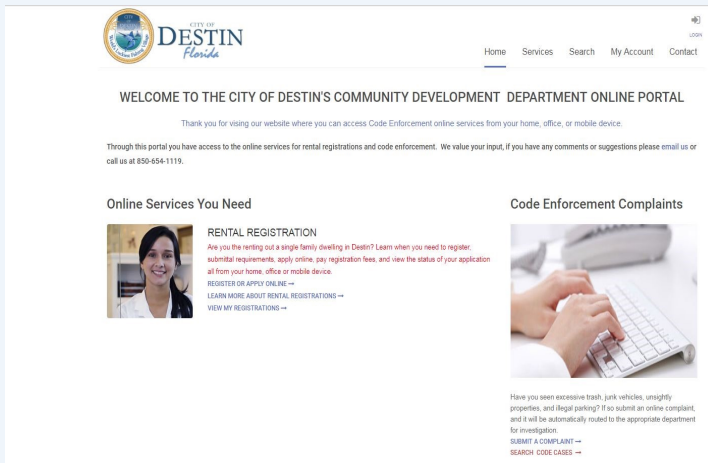
### **Note:**

Before the hours of 7 AM or after 10 PM, the occupancy load of the unit may not exceed the maximum allowed number of overnight tenants. Sec. 13.117

## Step 4 : Registering Your Short Term Rental

- There are two ways to register your short term rental:
- Visit the [City of Destin website](#) and use the online portal (Citizenserve).
- Mail or walk-in with a [paper application](#).

The Citizenserve online portal offers a step-by-step guide on when you need to register, submittal requirements, apply online, pay registration fees, and view the status of your application all from your home, office or mobile device.



**Proper signage** must be displayed on the property per city ordinance within seven (7) days following the completion of the registration process.

- The sign must be prominently placed on the property of the single-family dwelling unit so that the required content of the sign shall be legible as viewed from the public right-of-way; however, signage shall not be placed in the public right-of-way;
- Such sign shall be eighteen by eighteen (18X18) inches in size;
- The sign must clearly indicate the name, and twenty-four (24) hours a day, seven (7) days a week emergency contact phone number of the local responsible party for said single-family dwelling unit. If the responsible party phone number and the rental contact phone number are different, the sign shall clearly indicate both phone numbers;
- The sign must clearly indicate the occupancy limit and maximum available parking.
- The sign must be continuously on the property of the single-family dwelling unit during any period a local business tax or registration has not expired.

*City Code Sec. 13-114*

### Fees

*Short-Term Rental Registration* - \$ 500– Less than or equal to 2499 sq. ft.

\$600– 2500-4999 Sq. ft.

\$700– Greater than or equal to 5000 sq. ft.

(Registrations expire on February 28th the following year.)

Late fees assessed after March 31.

*Late Application* - April 1 to June 1– Late Fee \$100.00

After June 1– Late Fee \$500.00

Paper Application Fee- \$25

### Note:

A late application fee of \$100.00 will be assessed after March 31 (\$500.00 after June 1) if the short-term rental was registered the previous year by the same owner and/or responsible party.

## Step 5: Completed Registration

Once the registration application has been submitted and approved, the applicant will need to come to the City of Destin Annex (4100 Indian Bayou Trail) to receive a City-issued annual decal which must be displayed on the top right corner of the signage. After inspection of the signage with decal, the registration will be issued.

### Note:

Registrations are non-transferable.

If a property is registered and there is new ownership or responsible party within the registered year, the property must be registered again with the City of Destin . *City Code Sec 13-112*

## Stay in Compliance

Sec. 13-109. - General regulations/standards.

- (1) All vehicles shall only be parked in the improved access way/vehicle use area as defined per Land Development Code, Section 3.00.01 and/or within the garage area of the single-family dwelling unit. Garage area parking shall only be counted as provided parking if the area is open and free from obstructions. Vehicles shall not be within the right-of-way, including the grassy/unimproved areas and sidewalk sections for pedestrian traffic pursuant to City of Destin Code of Ordinances, Chapter 19.5, Traffic and Motor Vehicles and Land Development Code, Section 8.01.00.6. Vehicles found in violation of the City of Destin's applicable codes may be subject to citation or impoundment;
- (2) It shall be unlawful to allow or make any noise or sound which exceed the limits set forth in Chapter 14, Article 2;
- (3) Signage will be posted and maintained on the single-family dwelling unit in accordance with section 13-116, of this article;
- (4) No garbage container shall be located at the curb for pickup before 12:00 p.m. of the day prior to pick up, and garbage container shall be removed before midnight of the day of pickup. Additionally, by 5:00 p.m. the day after the last day of the contracted short-term rental period, all garbage shall be removed. The owner shall be required to obtain one (1) trash can for the first 3 bedrooms; and one (1) can per 2 bedrooms thereafter, and to acquire special valet garbage service from the city's solid waste removal provider in order to ensure all garbage is properly contained and removed. The owner, in lieu of acquiring valet garbage service from the city's solid waste removal provided, may utilize a third party valet garbage service removal provider, but such private service shall not excuse continuing to accept and pay for regular services of the city solid waste service provider;
- (5) Whoever, without being authorized, licensed, or invited, willfully enters or remains in any structure or conveyance of a single-family dwelling unit, or, having been authorized, licensed, or invited is warned by the owner or lessee, to depart the single-family dwelling unit and refuses to do so, commits the offense of trespass in a structure or conveyance;
- (6) Recreational amenities, such as exercise facilities, hot tubs and swimming pools, may not be jointly shared commodities and should not be considered available for use unless the right to use such facilities is clearly stated in the rental agreement for the dwelling unit.

**Violations may result in fines imposed on tenants and/or property owners.**

## Special Events

### LDC 7.12.04

- Advertising for special events (including but not limited to weddings or wedding receptions, spring break parties, bachelor parties, family reunions, class reunions, company banquets, company retreats and/or company picnics, or other similar event or celebration) in a residential area and/or residential zoning district is prohibited.

- **Commercial special events are prohibited in all residential zoning districts.**

Definition of Commercial Special Event-

Any wedding or wedding reception, spring break party, bachelor party, family reunion, class reunion, company banquet, company retreat and/or company picnic, or other similar event or celebration for which a property owner, property owner's agent, or occupant of the property obtains a profit, monetary compensation, event fee, or other commercial gain.

- **Limit on number of other special events in residential zoning districts.**

Special events (including but not limited to weddings or wedding receptions, spring break parties, bachelor parties, family reunions, class reunions, company banquets, company retreats and/or company picnics, or other similar events or celebrations) that are not "commercial special events", as defined in this Code, shall be limited to five or fewer in any 12-month period in residential zoning districts.