



**CITY OF MADEIRA BEACH**  
BUILDING AND PERMITTING DEPARTMENT  
300 MUNICIPAL DRIVE ♦ MADEIRA BEACH, FLORIDA 33708  
(727) 391-9951 EXT. 246 ♦ FAX (727) 399-1131



**APPLICATION FOR RENTAL INSPECTION HOUSING LICENSE**

The City recognizes the need for safe, decent, well-maintained residential property within the City. The State of Florida regulates residential rental properties with five (5) or more units. This regulation is intended to ensure that residential rental units that are not subject to state regulation meet minimum standards for the health, safety, and welfare of all City residents, and that responsible persons are readily available to respond and take appropriate action when necessary to prevent or remedy the occurrence of nuisances.

1. **Address of Rental Property:** \_\_\_\_\_
2. **Tax Parcel number of rental property:** \_\_\_\_\_
3. **Type of Rental property:** \_\_\_\_\_

- There shall be an initial application fee of \$40 and an annual license renewal fee of \$15.00.
- There shall be an initial inspection fee of \$50.00 per unit paid upon application and an annual inspection fee assessed of \$68.00 per unit.
- A re-inspection fee of \$100.00 will be assessed for every re-inspection after the second if the failure correct noted code violations is due to owner/manager negligence.
- A penalty of ten percent (10%) shall be assessed for failure to submit a timely renewal fee during the first month of such delinquency, and an additional five percent (5%) penalty shall be assessed of each month of delinquency thereafter.
- Failure to renew within four (4) months of expiration will result in Code Enforcement action. In addition to the late fee provided in (d), the Special Magistrate may impose any fines and issue any orders authorized by law.
- Fees are due when your application is submitted.
- You must have a current Business Tax Receipt to have rental property in the **City of Madeira Beach**. If you do not have a current Business Tax Receipt, please fill out an application and send the fees in with your application.

4. **Total Number of Rental Units at this Address:** \_\_\_\_\_
5. **Property Owner Information:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

*\*Continue to the back of this page\**

Telephone Number (Required): \_\_\_\_\_

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

Contact Person (24 hrs/day, 18 years of age or older): \_\_\_\_\_

**6. Property Manager/Owner/Representative/Agent Information (if applicable):**

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

Address: \_\_\_\_\_

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

Telephone Number (required): \_\_\_\_\_

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

Contact Person (24 hrs/day, 18 years of age or older): \_\_\_\_\_

Notes: Licenses that are not renewed when due and payable are delinquent and subject to a penalty.  
Failure to renew within four (4) months of expiration will result in Code Enforcement action.

**I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE; I UNDERSTAND THAT ANY FALSE INFORMATION GIVEN IN THIS APPLICATION MAY BE SUFFICIENT CAUSE FOR REVOCATION OF THE LICENSE.**

Signature of applicant: \_\_\_\_\_

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

**\*OFFICE USE ONLY\***

Zoning Approval: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Zoning Denied: \_\_\_\_\_

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