

Hello Owner and Managers,

Detailed within this email you will find information on the registration and inspection process for all vacation rentals as outlined within the Panama City Beach Ordinance 1632. The final objective for your unit(s) is to receive a Vacation Rental Certificate (VRC). The issuance of the VRC certifies that the inspected vacation rental unit has satisfied the registration and inspection process and in return, will be granted the increased maximum occupancy load limit. Attached are all the forms required for the registration process, along with guidelines and signs to post inside the unit to assist you in a successful inspection process.

Below you will find the process for registration and inspection along with key points for preparing your unit(s). **Our office will be accepting registrations beginning November 1st, 2023.**

Steps to Attain the Vacation Rental Certificate

1. Registration (due annually)

- a) Submit the application packet (items listed below) via email to fireinspections@pcbfl.gov. Please note that the PCB Business Tax Office will no longer accept any applications for fire inspections.
 - i. Notarized affidavit
 - ii. Copies of PCB Business Tax ID, FL Department of Business and Professional Regulation Tax ID, and Tourist Development Tax ID
 - iii. Pool inspection certificate – if applicable

2. Invoicing

- a) The PCB Fire Inspections Division will process the application packet and send an invoice to the recipient indicated on the application.
- b) Payments are due upon receipt of the invoice. There is a maximum of 30 days for completion of the registration & inspection process to avoid any fines.

3. Inspection

- a) After payment is received, the Fire Inspections Division will email the applicant to request a time to schedule an inspection. We request that the rental unit is not occupied by guests during the scheduled time of inspection unless we are escorted by an owner or an agent of the management company. Scheduling an inspection when the unit is occupied by anyone other than the owner will result in a failed inspection and a \$50 reinspect fee assessed.
- b) We encourage owners/agents to be present during the time of inspection. If unable to be present, please provide a door code for the day of the inspection. If the provided door code does not gain entry into the unit, a \$100 lock-out fee may be charged.
- c) After a successful “passed” inspection is obtained for the rental unit, the PCB Fire Inspector will issue the Vacation Rental Certificate. This certificate will be left at the unit and it will be the responsibility of the owner/management company to display it on the back of or next to the main entrance door or on the refrigerator of the unit. The certificate will include the VRC number (issued PCB Business Tax ID for that unit) and the maximum occupancy load allowed for that unit. Inspection reports will be sent to the applicant's email address on file, normally within 24 hours. If a reinspection is required, a \$50 re-inspect fee will be charged.

Key Points for Requirements of Rental Units

Signage

- Condominiums and Cooperatives – A visible sticker or decal placed on a door, window, or wall shall be visible from the exterior of the vacation rental unit.
- Single Family Homes (all except condominiums and cooperatives) - This form of signage shall be posted on the wall or property of the vacation rental and visible from the public right-of-way. It must comply with size and location regulations set by the City's Land Development Code.
- All units - Must indicate an emergency contact name and phone number with availability 24 hours per day, seven days a week, or the locally available responsible party AND the Vacation Rental Certificate Number (PCB Business Tax ID)

Interior Posting of Rental Unit Information

- Must be posted on the back of or next to the main entrance door or on the refrigerator and shall include the following:
 - The address of the rental unit in case of emergency
 - Name and phone number of the rental responsible party
 - Maximum occupancy of the unit (Detailed on the Vacation Rental Certificate, issued by the PCB Fire Department)
 - Notification of failure to conform to local noise, parking, and occupancy requirements for the Vacation Rental is a violation of the City's Code and may result in tickets or citations.
 - Days of trash pickup along with instructions requiring all trash to be kept in containers.
 - Location of the nearest hospital with an emergency room and including a statement to call 911 in case of emergency.
 - Information describing leave-no-trace requirements, beach safety flag notification system, and penalties and violations for both.
 - Legible copy of the building evacuation map, at a minimum size of 8.5 by 11 inches. If the rental unit includes three (3) or more occupied floors, on the third floor above ground level and higher floors, there shall be a building evacuation map (8.5 by 11 inches) posted to the interior door of each bedroom.

Maximum Occupancy Limit

- Ord. 1632 allows for occupancy of one person per 150 sq. ft. of habitable space. Please note that balconies, porches, patios, and garages are not counted as habitable spaces. The calculation is not based on the number of bedrooms, only the square footage. Currently, the occupancy load under State Statutes is one person per 200 sq. ft. for condos. The higher occupancy rate can only be granted after the unit has passed a life safety inspection and a finding that there are no fire code violations within the unit. Until that occurs, maximum occupancy remains at one person per 200 sq. ft.
- Limits shall be calculated on the square footage of the heated living area found on the [Bay County Property Appraiser](#) website. The occupancy load limit calculation shall be rounded up to the nearest whole person. *Example – 1250 sq ft of heated living space / 150 sq ft per person = 8.33. The new occupancy load limit shall be granted to a maximum of 9 persons.*

Enforcement

Civil penalties for correctable violations as set by the PCB City Council:

- First offense -- \$500
- Second offense -- \$1,000
- Third and subsequent violations within a 12-month period -- \$1,000 and the revocation of the Vacation Rental Certificate for one calendar year. Revocation of the VRC applies to individual units, not a management company as a whole.
- Re-inspect fee -- \$50
- Lockout or No-show fee -- \$100

Please forward this email to all owners with vacation rental units and any other homeowner association with vacation rentals within the City of Panama City Beach.

If you have any additional questions or concerns, please feel free to reach out to our office.

Shawn Legleiter EMT-P
Captain/Fire Inspector
17121 Panama City Beach Parkway
Panama City Beach, FL 32413
(850)233-5054 ext. 2320
(850)630-2346 mobile
www.pcbfire.com
www.pcbgov.com



Under Florida Law, e-mail addresses and contents are public records. If you do not want your e-mail address and content released to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

NOTICE: This message is intended only for the use of the individual or entity to which it is addressed. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately reply to the sender that you have received this communication in error, then delete it. Thank you.



CITY OF PANAMA CITY BEACH

Fire Inspections Office



Vacation Rental Registration Application

Property Name: _____

Address: _____ Unit#: _____

City: _____ State: _____ Zip: _____

Owner Name: _____

Owner Address: _____ Unit#: _____

City: _____ State: _____ Zip: _____

Owner Phone: _____

Owner Email: _____

Provide management company information if property is not managed by property owner:

Property Management Company: _____

Management Company Address: _____

City: _____ State: _____ Zip: _____

Management Company Primary POC: _____

Management Company POC Phone: _____

Management Company POC Email: _____

Hosting Platform URL / Reservation Link: _____

Required Attachments: Submit all documentation listed below along with this form.

Indicate who will be responsible for payment: ☐ Owner ☐ Property Manager

- Notarized affidavit
- Proof of PCB Business Tax ID, FL Department of Business and Professional Regulation Tax ID and Tourist Development Tax ID
- Pool inspection certificate

Submitted By: _____ Date: _____

Position: _____



CITY OF PANAMA CITY BEACH

Vacation Rental Registration Affidavit



Property Address: _____

Property Owner: _____

Property Manager (if applicable): _____

For multiple properties, attach a list to this form to include the property address and owner's name.

The undersigned acknowledges and agrees that he/she has received, understands and will comply with the requirements of Section 8-183(g) of the City Code. The City shall have the right to inspect the premises to ensure compliance with Section 8-183(g) and all applicable local, state and federal laws and regulations governing Vacation Rentals, and the undersigned will comply with all such laws and regulations, including Chapter 509, Florida Statutes, Rule 61C and 69A, Florida Administrative Code, and the NFPA 101 Life Safety Code.

The name and contact information for the Rental Responsible Party is:

Name: _____

Address: _____

Telephone: _____ Email: _____

The undersigned confirms that the following required documentation is being submitted with this affidavit:

- (a) Licensure as a Vacation Rental with the Florida Department of Business and Professional Regulation.
- (b) Merchant business tax license and current status of local business tax returns and any payments due to the City's Business License Department.
- (c) Registration for Tourist Development Tax payments with the Bay County Clerk of Court.
- (d) Evidence that any pool located on the property is properly licensed and inspected.

Note: A Vacation Rental must be recertified annually, or in the event of a change of ownership, recertified at the time of transfer. Interior inspections shall be performed at the discretion of the Panama City Beach Fire Inspector. The property owner must comply with all posting and signage requirements for Vacation Rentals and is responsible for designating and keeping current the name and contact information for the Rental Responsible Party.

Signature: _____

Printed Name: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20____, by _____ who is ☐ personally known to me or ☐ produced the following identification: _____.

Print, Type, or Stamp Commissioned
Name of Notary Public:

(Signature of Notary Public - State of Florida)



PANAMA CITY BEACH FIRE RESCUE FIRE INSPECTORS OFFICE

17121 Panama City Beach Parkway, Panama City Beach, Florida 32413
Shawn Legleiter (850)233-5100 ext. 2320 shawn.legleiter@pcbfl.gov

Vacation Rental Guidelines for Compliance

Interior Postings

- Postings must be located on the back of or next to the main entrance or on the refrigerator.
- This posting must include the address of the rental unit, the name and phone number of the rental responsible party, the maximum occupancy load (Given by PCBFR after passed inspection), trash pickup days, the location of the nearest hospital with a statement to call 911 in case of emergency, information describing leave no trace requirements, beach safety flag notification system with penalties for violation, a legible copy of the building evacuation map (8 1/2" x 11" minimum) and notification that failure to conform to local ordinances such as the noise, parking, and occupancy requirements is a violation of the City's Code and may result in tickets or citations.

Exterior Signage

- A vacation rental except condominiums and cooperatives must have a sign that is visible from the right of way, posted on a wall or the property. For all other vacation rentals, a decal or sticker is allowed and can be posted on a door or window and must be visible from the right of way.
- The sign, sticker, or decal must include the following information: name and number of the rental responsible party or some form of 24-hour 7-days a week emergency contact, or the locally available responsible party and the vacation rental certificate number (PCB BTR #)

Fire Extinguishers

- All vacation rental homes must have a minimum of a 2A:10 BC (5lb.) tagged extinguisher maintained and serviced annually by a State of Florida licensed contractor.
- Mount all extinguishers where readily available. Post signage indicating the location of the extinguisher if it is behind a closed door.

Smoke Detectors

- Smoke or combination CO detectors are required in all sleeping areas. (Combination CO detectors where gas appliances are used)
- Existing hardwired smoke alarms shall be replaced with the same type.
- All smoke alarms shall be replaced every 10 years or in agreeance with manufacturer requirements, whichever is less.
- The addition of a required smoke alarm shall be permitted to be one of the 10-year, sealed battery-type detectors.

Exit & Egress

- Emergency lighting must be installed over all stairwells in all single-family homes 3 stories and greater in height.
- Exit doors may not be equipped with any type of deadbolt or latch which requires the use of a key or special knowledge/effort to open the door from the interior side.

Electrical

- The use of extension cords and multiplug adapters as permanent wiring is not allowed.
- All electrical receptacles/junctions must have cover plates installed. Exterior electrical receptacles must have rain cover guards installed.
- All unused openings for circuit breakers and switches shall be closed. Replace with adequate spacers, blanks, or filler plates.
- GFCI-protected outlets shall be installed near every water source.

Storage and General Fire Prevention

- Keep storage, furnishings, and combustibles three feet (3') away from heat-producing equipment to minimize fire risk.
- Storage of any materials in mechanical, electrical, or fire systems equipment rooms is not allowed.

This compilation was provided as a helpful, simplistic guideline for common violations that are discovered during routine inspections. Understand that this guideline does not represent every code requirement, which is derived from the Florida Fire Prevention Code, 7th Edition. Please contact our office if we can be of further assistance.

Thank you,

BEACH SAFETY



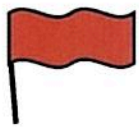
DOUBLE RED FLAGS = YOU COULD DIE!

BEACH WARNING FLAGS

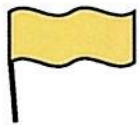
Banderas de advertensia en la playa



DOUBLE RED FLAGS
WATER CLOSED TO PUBLIC
Agua Cerrada al Publico



RED FLAG: HIGH HAZARD
High Surf and/or Strong Currents
Peligro Alto, Resaca Alta y/o Corrientes Fuertes



YELLOW FLAG: MEDIUM HAZARD
Moderate Surf and/or Currents
Peligro Medio, Resaca Moderada y/o Corrientes Fuertes



GREEN FLAG: LOW HAZARD
Calm Conditions/Exercise Caution
Peligro Bajo, Condiciones Calmas, Tenga Cuidado

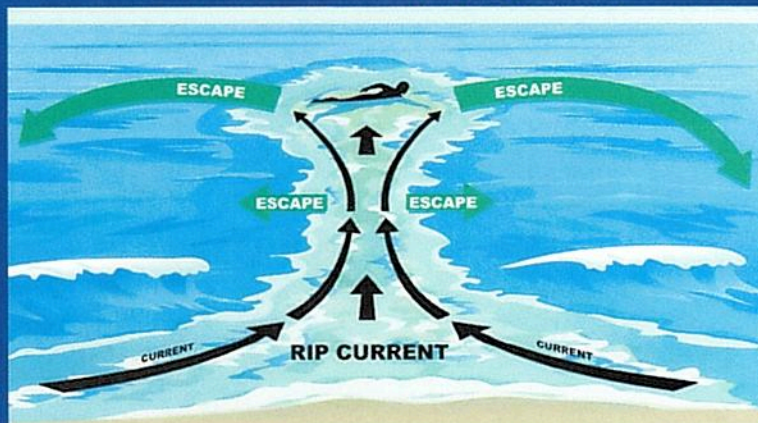


PURPLE FLAG: DANGEROUS MARINE LIFE
Vida Marina Peligrosa

ABSENCE OF FLAGS DOES NOT ASSURE SAFE WATERS
La ausencia de Banderas No Asegura Aguas Seguras

RIP CURRENTS

How to break the grip of the rip.



IF CAUGHT IN A RIP CURRENT

- Don't fight the current.
- Swim out of the current, then to shore.
- If you can't escape, float or tread water.
- Need help? Call or wave for assistance.

For your own safety, know how to swim. Do not swim alone and if in doubt, don't go out.

CITY OF PANAMA CITY BEACH ORDINANCE 1540 SECTION 7-12

(FAILURE TO OBEY LAWFUL ORDER)

The Legislative intent of this section is to authorize City personnel to order persons to stay out of or come in from the Gulf of Mexico when double red flags are flying.

Failure to obey an order to stay out of or come in from the Gulf of Mexico by a police or code enforcement officer, when reasonably known to be such an official, is hereby prohibited and made unlawful. Such order shall be made for the purpose of ensuring the safety of persons using the beach or waters of the Gulf of Mexico.

Any person violating any provision of this section may be punished as follows:

1. **FIRST OFFENSE: \$500**
2. **SECOND OFFENSE: Up to \$1,000 and/or jail time**



STAY PCB CURRENT

BEACH SAFETY FLAGS

RED OVER RED
Water Closed to Public

YELLOW - MEDIUM HAZARD
Moderate surf and/or currents

PURPLE
Dangerous Marine Life

RED - HIGH HAZARD
High surf and/or strong currents

GREEN - LOW HAZARD
Calm conditions, exercise caution

Flags are located approximately one mile apart along the beach. Absence of flags does not assure safe waters.

SEA TURTLES

NESTING SEASON IS MAY- OCTOBER

Hatchlings emerge at night and must quickly reach the water to survive but beachfront lighting can draw them in the wrong direction.

YOU CAN HELP

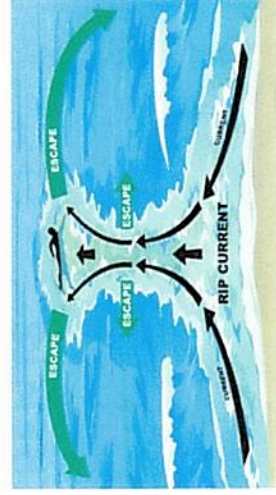
- Keep flashlights off the beach
- Close the blinds at sunset
- Turn off balcony lights
- Call PCB Police if you see nesting or hatchling turtles. 850-233-5000

LEAVE NO TRACE

LEAVE ONLY FOOTPRINTS - KEEP PCB BEAUTIFUL

Items left on the beach between 7:00 pm and 7:00 am will be disposed of. Items may be kept overnight at the foot of the dune at your own risk.

Bay County Ordinance No. 12-14, 12-37 and Panama City Beach Ordinance No. 1242



RIP CURRENTS

KNOW HOW TO SWIM, NEVER SWIM ALONE, IF IN DOUBT, DON'T GO OUT

- Don't fight the current
- Swim out of the current, then to shore
- If you can't escape, float or tread water
- If you need help, call or wave for assistance



REAL BEACH
FUN
PANAMA CITY BEACH

For info on beach safety flags, text alerts, lifeguards, the Leave Only Footprints ordinance, and frequently asked questions, visit:
VISITPANAMACITYBEACH.COM/STAYPCBCURRENT