

Dear Vacation Rental Owner / Manager,

We have become aware that a vacation rental property is operating at this South Hutchinson Island location. A "vacation rental" is defined by the State of Florida as any dwelling or unit rented to guests more than three (3) times per year for periods less than thirty (30) days. Such properties require licensing by the State of Florida.

A flyer issued by the Florida Department of Business & Professional Regulation (DBPR) entitled a "Guide to Vacation Rentals and Timeshare Projects" has been enclosed to provide helpful information. Applications and instructions can be found on the DBPR website for the Division of Hotels and Restaurants at www.myfloridalicense.com.

The City of Fort Pierce also has specific requirements that must be met when operating a short-term rental within the city limits. These include:

- Dwelling Rentals are allowed as a permitted use in all residential zoning districts, providing the rental is for a term of at least six months. To rent a unit for a term of less than six months requires an approved conditional use permit. An application for the Conditional Use has been included. Please contact the Planning Department at 772-467-3729 with any questions or for additional information.
- All short-term dwelling / vacation rentals are required to have a current and valid business tax receipt. This can be obtained through the City Clerk's office at City Hall. Their office can also be reached by telephone at 772-467-3065.

Please consider this as a friendly reminder to a valued partner in our community. These actions are required to continue operation of a vacation rental property. Without taking these steps, operations as a vacation rental will need to cease or the matter will be addressed by the Code Enforcement Department.