City of Indian Harbour Beach
VACATION RENTAL
REGISTRATION CHECKLIST

The following documents are to be emailed to vacationrental@indianharbour.org
or delivered to City Hall all at once.

Missing items will result in a rejected application.

☐ 1. Vacation Rental Registration Application and Affidavit of Compliance. Completed and notarized (Owner/Agent and Responsible Party).

☐ 2. Vacation Rental Registration Agent Authorization if the application is being submitted on behalf of the owner by their authorized representative. Completed and notarized.

☐ 3. Grandfathering Application, if applicable.

☐ 4. Proof of property ownership (BCPA or Sunbiz).

☐ 5. Local Information Notification as required in Section 10-145 of Resolution 697, which may include the City Lease Addendum that provides a portion of the required information.

☐ 6. An exterior sketch of the Vacation Rental facility.

☐ 7. A building sketch by floor.

☐ 8. A sketch to indicate the # of parking spaces. “No on-street parking” should be printed on the sketch.

☐ 9. Proof of licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment.

☐ 10. Proof of registration with the Florida Department of Revenue for sales tax collection.

☐ 11. Proof of registration, including number, with Brevard County Tourist Development Tax.

☐ 12. Payment for applicable fees.