

JASPER COUNTY BOARD OF COMMISSIONERS

Will have a

Work Session

Monday, February 26, 2024

6:00 P.M.

Large Courtroom, Second Floor

Discussion Items:

- 1. Landfill Operations**
- 2. Short Term Rentals Ordinance Discussion**

Discussion Item #1

Landfill Operations Discussion

Jasper County C&D Landfill Third Party Leasing Pros and Cons

PROS

Cost Reduction to County Taxpayers

Cost to County taxpayers to operate C&D landfill for the past ten years combined - \$2,746,272
This is the cost over and above the tipping fee revenue received over the last ten years combined.

Future Closure and Post Closure Cost

Third party responsible for funding these future costs

Turn a negative cash flow into a positive cash flow

Host Fee will provide revenue to the County

Reduction in tipping fees to County residents

Tipping fees subject to be lower than current rates

Landfill Open Days

Open six days per week
(Currently open Fridays and Saturdays only)

Free Dumping for County Taxpayers

Multiple Free Tipping Days for County residents

Convenience Center

New Convenience Center constructed at no cost to County
(EPD new requirements for C&D Landfills will require County to stop placing non C&D materials in C&D landfill)

New entrance for landfill

New entrance to be constructed away from Recreation Department entrance

CONS

More Truck Traffic

**JASPER COUNTY, GEORGIA
STATEMENT OF REVENUES,
EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

	<u>Business-Type Activities - Enterprise Funds</u>		
	<u>Landfill</u>	<u>Curbside</u>	<u>Total</u>
Operating Revenues			
Charges for Services	\$ 124,522	\$ 1,057,528	\$ 1,182,050
Other Income	14,911	43,268	58,179
Total Operating Revenues	<u>139,433</u>	<u>1,100,796</u>	<u>1,240,229</u>
Operating Expenses			
Salaries and Benefits	107,269	20,000	127,269
Purchased Services	115,208	1,010,688	1,125,896
Repairs and Maintenance	106,907	-	106,907
Closure and Post-Closure	9,111	-	9,111
Other	45,285	200	45,485
Depreciation	30,617	-	30,617
Total Operating Expenses	<u>414,397</u>	<u>1,030,888</u>	<u>1,445,285</u>
Operating Income (Loss)	<u>(274,964)</u>	<u>69,908</u>	<u>(205,056)</u>
Nonoperating Revenues			
Interest Earnings	5,039	6,903	11,942
Gain on Sale of Assets	24,650	-	24,650
Total Nonoperating Revenues	<u>29,689</u>	<u>6,903</u>	<u>36,592</u>
Income (Loss) before Transfers	<u>(245,275)</u>	<u>76,811</u>	<u>(168,464)</u>
Transfers			
Transfers from Other Funds	338,765	-	338,765
Transfers to Other Funds	-	(14,102)	(14,102)
Total Transfers	<u>338,765</u>	<u>(14,102)</u>	<u>324,663</u>
Change in Net Position	<u>93,490</u>	<u>62,709</u>	<u>156,199</u>
Net Position (Deficit) - Beginning of Year	<u>(430,649)</u>	<u>173,419</u>	<u>(257,230)</u>
Net Position (Deficit) - End of Year	<u>\$ (337,159)</u>	<u>\$ 236,128</u>	<u>\$ (101,031)</u>

See accompanying notes which are an integral part of these financial statements.

**JASPER COUNTY, GEORGIA
STATEMENT OF REVENUES,
EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	<u>Business-Type Activities - Enterprise Funds</u>		
	<u>Landfill</u>	<u>Curbside</u>	<u>Total</u>
Operating Revenues			
Charges for Services	\$ 203,645	\$ 810,259	\$ 1,013,904
Other Income	19,918	33,201	53,119
Total Operating Revenues	<u>223,563</u>	<u>843,460</u>	<u>1,067,023</u>
Operating Expenses			
Salaries and Benefits	76,934	20,000	96,934
Purchased Services	117,611	816,790	934,401
Repairs and Maintenance	67,947	-	67,947
Post-Closure	86,657	-	86,657
Other	66,369	2,791	69,160
Depreciation	18,104	-	18,104
Total Operating Expenses	<u>433,622</u>	<u>839,581</u>	<u>1,273,203</u>
Operating Income (Loss)	<u>(210,059)</u>	<u>3,879</u>	<u>(206,180)</u>
Nonoperating Revenues			
Interest Earnings	250	4,644	4,894
Total Nonoperating Revenues	<u>250</u>	<u>4,644</u>	<u>4,894</u>
Income (Loss) before Transfers	(209,809)	8,523	(201,286)
Transfers (To) From Other Funds	<u>159,780</u>	<u>(14,102)</u>	<u>145,678</u>
Change in Net Position	(50,029)	(5,579)	(55,608)
Net Position (Deficit) - Beginning of Year	<u>(380,620)</u>	<u>178,998</u>	<u>(201,622)</u>
Net Position (Deficit) - End of Year	<u>\$ (430,649)</u>	<u>\$ 173,419</u>	<u>\$ (257,230)</u>

See accompanying notes which are an integral part of these financial statements.

**JASPER COUNTY, GEORGIA
STATEMENT OF REVENUES,
EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	Business-Type Activities - Enterprise Funds		
	Landfill	Nonmajor Curbside	Total
Operating Revenues			
Charges for Services	\$ 130,825	\$ 788,216	\$ 919,041
Other Income	27,851	23,313	51,164
Total Operating Revenues	158,676	811,529	970,205
Operating Expenses			
Salaries and Benefits	51,845	20,000	71,845
Purchased Services	128,743	751,106	879,849
Repairs and Maintenance	50,631	-	50,631
Post-Closure	48,557	-	48,557
Other	49,436	213	49,649
Depreciation	18,105	-	18,105
Total Operating Expenses	347,317	771,319	1,118,636
Operating Income (Loss)	(188,641)	40,210	(148,431)
Nonoperating Revenues			
Interest Earnings	442	7,065	7,507
Total Nonoperating Revenues	442	7,065	7,507
Income (Loss) before Transfers	(188,199)	47,275	(140,924)
Transfers (To) From Other Funds	150,063	(14,102)	135,961
Change in Net Position	(38,136)	33,173	(4,963)
Net Position (Deficit) - Beginning of Year	(342,484)	145,825	(196,659)
Net Position (Deficit) - End of Year	\$ (380,620)	\$ 178,998	\$ (201,622)

See accompanying notes which are an integral part of these financial statements.

JASPER COUNTY, GEORGIA

STATEMENT OF REVENUES,
EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Business-type Activities - Enterprise Funds		
	Landfill	Curbside	Total
<u>Operating Revenues</u>			
Charges for services	\$ 92,134	\$ 789,246	\$ 881,380
Total Operating Revenues	92,134	789,246	881,380
<u>Operating Expenses</u>			
Salaries and benefits	48,669	20,000	68,669
Purchased services	156,756	745,642	902,398
Repairs and maintenance	37,474	-	37,474
Postclosure	49,487	-	49,487
Other	24,110	78	24,188
Depreciation	18,104	-	18,104
Total Operating Expenses	334,600	765,720	1,100,320
Operating Income (Loss)	(242,466)	23,526	(218,940)
<u>Non-Operating Revenues</u>			
Interest earnings	737	7,314	8,051
Total Non-operating Revenues	737	7,314	8,051
Income (Loss) before Transfers	(241,729)	30,840	(210,889)
Transfers (to) from Other Funds	150,063	(14,102)	135,961
Change in Net Position	(91,666)	16,738	(74,928)
Net Position (Deficit), beginning of year	(250,818)	129,087	(121,731)
Net Position (Deficit), end of year	\$ (342,484)	\$ 145,825	\$ (196,659)

See accompanying notes to the financial statements.

JASPER COUNTY, GEORGIA

STATEMENT OF REVENUES,
EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	<u>Business-type Activities - Enterprise Funds</u>		
	<u>Landfill</u>	<u>Curbside</u>	<u>Total</u>
<u>Operating Revenues</u>			
Charges for services	\$ 119,660	\$ 762,383	\$ 882,043
Total Operating Revenues	119,660	762,383	882,043
<u>Operating Expenses</u>			
Salaries and benefits	44,080	20,000	64,080
Purchased services	128,222	735,926	864,148
Repairs and maintenance	33,471	-	33,471
Postclosure	41,966	-	41,966
Other	26,753	52	26,805
Depreciation	17,432	-	17,432
Total Operating Expenses	291,924	755,978	1,047,902
Operating Income (Loss)	(172,264)	6,405	(165,859)
<u>Non-Operating Revenues</u>			
Interest earnings	810	6,243	7,053
Interest expense	(1,029)	-	(1,029)
Total Non-operating Revenues	(219)	6,243	6,024
Income (Loss) before Transfers	(172,483)	12,648	(159,835)
Transfers (to) from Other Funds	148,585	(14,102)	134,483
Change in Net Position	(23,898)	(1,454)	(25,352)
Net Position (Deficit), beginning of year	(226,920)	130,541	(96,379)
Net Position (Deficit), end of year	\$ (250,818)	\$ 129,087	\$ (121,731)

See accompanying notes to the financial statements.

JASPER COUNTY, GEORGIA

STATEMENT OF REVENUES,
EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

	<u>Business-type Activities - Enterprise Funds</u>		
	<u>Landfill</u>	<u>Curbside</u>	<u>Total</u>
<u>Operating Revenues</u>			
Charges for services	\$ 107,097	\$ 753,536	\$ 860,633
Total Operating Revenues	<u>107,097</u>	<u>753,536</u>	<u>860,633</u>
<u>Operating Expenses</u>			
Salaries and benefits	52,426	40,847	93,273
Purchased services	118,874	735,926	854,800
Repairs and maintenance	52,368	-	52,368
Postclosure	66,163	-	66,163
Other	9,888	51	9,939
Depreciation	16,952	-	16,952
Total Operating Expenses	<u>316,671</u>	<u>776,824</u>	<u>1,093,495</u>
Operating Income (Loss)	<u>(209,574)</u>	<u>(23,288)</u>	<u>(232,862)</u>
<u>Non-Operating Revenues</u>			
Interest earnings	900	8,831	9,731
Interest expense	(2,064)	-	(2,064)
Total Non-operating Revenues	<u>(1,164)</u>	<u>8,831</u>	<u>7,667</u>
Income (Loss) before Transfers	(210,738)	(14,457)	(225,195)
Transfers (to) from Other Funds	<u>149,164</u>	<u>(208,955)</u>	<u>(59,791)</u>
Change in Net Position	(61,574)	(223,412)	(284,986)
Net Position (Deficit), beginning of year	<u>(165,346)</u>	<u>353,953</u>	<u>188,607</u>
Net Position (Deficit), end of year	<u>\$ (226,920)</u>	<u>\$ 130,541</u>	<u>\$ (96,379)</u>

See accompanying notes to the financial statements.

JASPER COUNTY, GEORGIA

STATEMENT OF REVENUES,
EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

	<u>Business-type Activities - Enterprise Funds</u>		
	<u>Landfill</u>	<u>Curbside</u>	<u>Total</u>
<u>Operating Revenues</u>			
Charges for services	\$ 105,901	\$ 831,993	\$ 937,894
Total Operating Revenues	105,901	831,993	937,894
<u>Operating Expenses</u>			
Salaries and benefits	29,220	40,000	69,220
Purchased services	131,794	735,926	867,720
Repairs and maintenance	23,900	-	23,900
Postclosure	43,350	-	43,350
Other	7,516	93	7,609
Depreciation	15,595	-	15,595
Total Operating Expenses	251,375	776,019	1,027,394
Operating Income (Loss)	(145,474)	55,974	(89,500)
<u>Non-Operating Revenues</u>			
Interest earnings	625	18,532	19,157
Interest expense	(2,488)	-	(2,488)
Total Non-operating Revenues	(1,863)	18,532	16,669
Income (Loss) before Transfers	(147,337)	74,506	(72,831)
Transfers (to) from Other Funds	149,413	(58,955)	90,458
Change in Net Position	2,076	15,551	17,627
Net Position (Deficit), beginning of year	(167,422)	338,402	170,980
Net Position (Deficit), end of year	\$ (165,346)	\$ 353,953	\$ 188,607

See accompanying notes to the financial statements.

JASPER COUNTY, GEORGIA

STATEMENT OF REVENUES,
EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

	<u>Business-type Activities - Enterprise Funds</u>		
	<u>Landfill</u>	<u>Curbside</u>	<u>Total</u>
<u>Operating Revenues</u>			
Charges for services	\$ 171,895	\$ 833,861	\$ 1,005,756
Total Operating Revenues	<u>171,895</u>	<u>833,861</u>	<u>1,005,756</u>
<u>Operating Expenses</u>			
Salaries and benefits	9,345	40,000	49,345
Purchased services	169,197	735,926	905,123
Repairs and maintenance	20,542	-	20,542
Postclosure	107,684	-	107,684
Other	355,435	44	355,479
Depreciation	<u>14,300</u>	<u>-</u>	<u>14,300</u>
Total Operating Expenses	<u>676,503</u>	<u>775,970</u>	<u>1,452,473</u>
Operating Income (Loss)	<u>(504,608)</u>	<u>57,891</u>	<u>(446,717)</u>
<u>Non-Operating Revenues</u>			
Interest earnings	414	25,982	26,396
Insurance proceeds	21,091	-	21,091
Interest expense	<u>(3,358)</u>	<u>-</u>	<u>(3,358)</u>
Total Non-operating Revenues	<u>18,147</u>	<u>25,982</u>	<u>44,129</u>
Income (Loss) before Transfers	(486,461)	83,873	(402,588)
Transfers (to) from Other Funds	<u>486,461</u>	<u>(259,962)</u>	<u>226,499</u>
Change in Net Position	-	(176,089)	(176,089)
Net Position (Deficit), beginning of year	<u>(167,422)</u>	<u>514,491</u>	<u>347,069</u>
Net Position (Deficit), end of year	<u>\$ (167,422)</u>	<u>\$ 338,402</u>	<u>\$ 170,980</u>

See accompanying notes to the financial statements.

JASPER COUNTY, GEORGIA

STATEMENT OF REVENUES,
EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Business-type Activities - Enterprise Funds		
	Landfill	Curbside	Total
<u>Operating Revenues</u>			
Charges for services	\$ 68,572	\$ 835,960	\$ 904,532
Total Operating Revenues	68,572	835,960	904,532
<u>Operating Expenses</u>			
Salaries and benefits	11,105	40,090	51,195
Purchased services	137,452	734,492	871,944
Repairs and maintenance	1,001	-	1,001
Postclosure	22,922	-	22,922
Other	15,577	37	15,614
Depreciation	14,300	-	14,300
Total Operating Expenses	202,357	774,619	976,976
Operating Income (Loss)	(133,785)	61,341	(72,444)
<u>Non-Operating Revenues</u>			
Interest earnings	220	-	220
Interest expense	(3,554)	-	(3,554)
Total Non-operating Revenues	(3,334)	-	(3,334)
Income (Loss) before Transfers	(137,119)	61,341	(75,778)
Transfers (to) from Other Funds	154,202	(353,035)	(198,833)
Change in Net Position	17,083	(291,694)	(274,611)
Net Position (Deficit), beginning of year	(184,505)	806,185	621,680
Net Position (Deficit), end of year	\$ (167,422)	\$ 514,491	\$ 347,069

See accompanying notes to the financial statements

JASPER COUNTY, GEORGIA

STATEMENT OF REVENUES,
EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014

	Business-type Activities - Enterprise Funds		
	Landfill	Curbside	Total
<u>Operating Revenues</u>			
Charges for services	\$ 54,877	\$ 883,545	\$ 938,422
Total Operating Revenues	54,877	883,545	938,422
<u>Operating Expenses</u>			
Salaries and benefits	41,712	30,682	72,394
Purchased services	113,195	730,462	843,657
Repairs and maintenance	1,469	-	1,469
Postclosure	477,486	-	477,486
Other	119,031	36	119,067
Depreciation	8,603	-	8,603
Total Operating Expenses	761,496	761,180	1,522,676
Operating Income (Loss)	(706,619)	122,365	(584,254)
<u>Non-Operating Revenues</u>			
Interest earnings	139	-	139
Interest expense	(642)	-	(642)
Total Non-operating Revenues	(503)	-	(503)
Income (Loss) before Transfers	(707,122)	122,365	(584,757)
Transfers from Other Funds	707,122	-	707,122
Change in Net Position	-	122,365	122,365
Net Position/(Deficit), beginning of year	(184,505)	683,820	499,315
Net Position/(Deficit), end of year	\$ (184,505)	\$ 806,185	\$ 621,680

See accompanying notes to the financial statements

Jasper County C&D Landfill

10 Year History Loss Before Transfers

FY 2023	(\$245,275)
FY 2022	(\$209,809)
FY 2021	(\$188,199)
FY 2020	(\$241,729)
FY 2019	(\$172,483)
FY 2018	(\$210,738)
FY 2017	(\$147,337)
FY 2016	(\$486,461)
FY 2015	(\$137,119)
FY 2014	<u>(\$707,122)</u>
Total	(\$2,746,272)

Discussion Item #2

Short Term Rentals Ordinance Discussion

Sec. 22-121. - Short term vacation rental license.

- (a) For the purposes of this chapter, a short term vacation rental is defined as the renting or leasing of a single-family dwelling unit, not including a boarding house, where the term of occupancy, possession, or tenancy is 30 consecutive calendar days or less. Renting or leasing, as used herein, means the payment of compensation, money, rent, or other, bargained for consideration in exchange for occupancy, possession, or use of the property. A short term vacation rental license shall not be required for a residence offered for a single rental period of time in a calendar year of no more than 14 days in duration.
- (b) No person or entity shall rent, lease or otherwise exchange for compensation all or any portion of a dwelling unit as short term vacation rental without first obtaining a short term rental license pursuant to the regulations contained in this article.
- (c) Any license issued pursuant to this article shall be valid for a term of one calendar year, with the exception that all licenses issued after October 1 of any given calendar year shall be valid until December 31 of the proceeding calendar year.
- (d) No licensee shall transfer the right to operate under any license issued under this chapter to any other person or entity by lease, agreement, or any other contract.
- (e) No license issued under this article may be operated or shall have any legal effect at any location other than that for which it is issued.
- (f) The maximum day or night occupancy for any license issued pursuant to this article shall be two persons per bedroom plus two additional persons per residence, but no rental unit shall have a maximum occupancy greater than 12, with the exception that any licenses issued prior to September 1, 2023 which are in excess of the maximum occupancy shall be allowed to remain at such occupancy unless such license is relinquished, is revoked, or structural changes to the rental unit necessitate a reduction in occupancy for safety reasons, as determined by the county clerk, or their designee.
- (g) Nothing in this chapter shall be deemed to alter, affect, supersede or conflict with the requirements of any state or federal law, the Putnam County Code of Ordinances, or any applicable private covenants or third-party contractual obligations regarding the prohibition or limitation of the use of any residential property as a short term vacation rental unit.
- (h) Prior to issuance of any license pursuant to this chapter, an applicant must be in compliance with all applicable requirements under federal, state, and/or county ordinances. Compliance with state and county statute and ordinances shall specifically include the requirement that the applicant or business of the applicant is not delinquent in the payment of any tax or fee owed the county, including, but not limited to, personal or real property taxes, any occupational taxes, sales and use taxes, or payment for any required

permit necessary for operation of applicant's business. For purposes of this section, any tax that has been paid, formally appealed to the proper authorities, or is being paid pursuant to a plan authorized and approved by the appropriate tax or revenue commissioner shall not be deemed delinquent.

- (i) The application process, management, and enforcement of the issuance and regulation of short term vacation rentals shall be the responsibility of the county clerk, or their designee.

(Ord. of 9-1-2023 (1), § 1)

Sec. 22-122. - Short term vacation rental overlay sector.

- (a) *Overlay sector created.* The following overlay sectors are hereby created within Putnam County and shall consist of the following described real properties:

- (1) Sector 1—R-1R
- (2) Sector 2—R-1, R-2, RM-1, RM-3
- (3) Sector 3—AG

- (b) *Purpose.* The purpose of the STVROS is to regulate short term vacation rentals on specific parcels that are permitted within certain sectors and to otherwise reduce the number of transient guests.

- (c) *Capacity.* For each overlay sector, the following capacity limits are hereby established:

- (1) Sector 1—With the exception of pre-existing non-conforming uses, no short term vacation rentals shall be permitted in sector 1.
- (2) Sectors 2 and 3—For parcels of land within these sectors, short term vacation rental use is limited to no more than 350 total licenses, with such number to include those pre-existing non-conforming licenses issued in sector 1. Upon issuance of the maximum allowed licenses, any application for licensure thereafter shall be waitlisted and considered for approval in the order in which they are received by the county clerk. In the event of non-renewal or revocation of any existing licenses, the county clerk shall review, process, and issue licensure to the waitlisted applications which conform with the regulations herein.

(Ord. of 9-1-2023 (1), § 1)

Sec. 22-123. - Short term vacation rental regulations.

Any and all holders of any licenses issued pursuant to this article shall abide by the following regulations:

- (a) Licensees shall not allow occupants to violate any federal, state, or local law, statute, rule or ordinances, including, but not limited to, sections 29-1 and 32-20, and shall maintain compliance with all requirements regarding the appointed short term vacation rental agent.
- (b) All marketing and advertising of the licensed premises shall include the prominent display of the number of the license issued pursuant to this chapter, and such license number shall be prominently displayed on the licensed premises. All marketing and advertising shall include notification of the maximum occupancy and maximum numbers of vehicles allowed.
- (c) A licensee may retain a managing agency, managing agent, operator, representative or local contact person to comply with the requirements of this section, including without limitation, the licensing of the short term vacation rental, the management of the short term vacation rental and the compliance with the conditions of this license. The owner of the short term vacation rental is responsible for compliance with the provisions of this section and the failure of an agent, representative, or local contact person to comply with this section shall be deemed noncompliance by the owner.
- (d) Each licensee shall designate a short term vacation rental agent who has access and authority to assume management of the short term vacation rental unit. The licensee may be designated as the short term vacation rental agent. The name of the property owner and the short term vacation rental agent shall, along with their email addresses and telephone numbers at which the agent may be reached on a 24-hour, seven days a week, basis must be displayed with the short term rental license. The short term vacation rental agent shall be required to respond to the location of the short term rental within one hour after being notified of the existence of a violation of this chapter or any other provision of this Code, or any disturbance requiring immediate remedy or abatement. A licensee must immediately notify the county clerk, or their designee, in writing upon a change of short term vacation rental agent or any change in such agent's contact information, and such notification will be through forms prescribed by the county clerk within five days of any change in agent or contact information.
- (e) A copy of a valid short term rental license shall be posted in a conspicuous location inside the main entrance of the short term rental and shall be presented by the owner, agent, renter, or occupant of the premises when requested by the sheriff, any deputy sheriff, fire marshal or official, or code enforcement officer. The contact information for the short rental vacation rental license holder and agent, if applicable, must be prominently displayed within the premises at all times.
- (f) The licensee must furnish the renter of the property a copy of the ordinance from which this article is derived and a contract specifying the terms of the rental which will include the maximum number of persons allowed on the premises at any time. Said contract will also specify the maximum number of vehicles allowed on the property at any time during the rental period. Said

contract will further prescribe the maximum number of boats or vessels that may be docked or moored on any body of water adjacent to the short term vacation rental unit. The property owner, agent, or occupant of the short term vacation rental, when requested to do so, will, present a copy of the rental contract to the sheriff, any deputy sheriff, fire marshal or official, or code enforcement officer.

- (g) The maximum day or night occupancy for any license issued pursuant to this article shall be two persons per bedroom plus two additional persons per residence, but no rental unit shall have a maximum occupancy greater than 12, with the exception that any licenses issued prior to September 1, 2023 which are in excess of the maximum occupancy shall be allowed to remain at such occupancy unless such license is relinquished, is revoked, or structural changes to the rental unit necessitate a reduction in occupancy for safety reasons, as determined by the county clerk, or their designee.
- (h) The presence of more people on the premises of a short term vacation rental than the maximum number specified in the rental contract shall be a violation of this article and the person(s) named in the rental contract shall be subject to being cited for said violation. The sheriff, any deputy sheriff, fire marshal or official, or code enforcement officer may order the excess numbers of persons to vacate the premises and any person refusing to do so shall be subject to arrest and prosecution for disorderly conduct as provided for in section 29-1(t) of the Putnam County Code of Ordinances.
- (i) It shall be unlawful for any occupant of a short term vacation rental to make, continue or cause to be made or continued any excessive, unnecessary, or unusually loud noise which disturbs the peace or quiet of anyone in the neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitiveness. All electronic devices with speakers, including televisions, radios and stereo systems must be operated within the enclosed confines of the primary residence between the hours of 10:00 p.m. and 9:00 a.m. The frequent or continuous barking, or other means of communication by animals that disturbs the comfort or repose of the residents of any residential neighborhood shall not be allowed.
- (j) The minimum age of the person signing the rental agreement is 25 and such person shall be responsible for adherence to all regulations in this section by all occupants staying at the short term vacation rental. The person signing the rental agreement shall be required to be present at the short term vacation rental within one hour upon request by the sheriff, any deputy sheriff, fire marshal or official, or code enforcement officer during the rental period.
- (k) No vehicles shall be parked on any public or private right-of-way and all parking shall be consistent with the parking plan submitted with the license application. The parking plan, which shall be approved as part of licensure, shall be sufficient to allow adequate parking for the maximum occupancy of the rental unit. No person occupying a short term vacation rental shall park any vehicle illegally on any street or road, nor park adjacent to any such street in a manner that would prevent or hinder any

emergency vehicle from traveling thereupon. No person occupying a short term vacation rental shall park on any other person's property, or block any driveway of any other person or property owner without permission to do so. No occupant of a short term vacation rental shall dock or otherwise tie any boat or vessel to the dock of any other property owner without the permission of the property owner. The sheriff, any deputy sheriff, or code enforcement officer may impound any vehicle found parking in such a manner.

- (l) The presence of more vehicles on the premises of a short term vacation rental, or more boats or vessels docked or moored on a body of water adjacent to the premises, than the maximum number specified in the rental contract shall be a violation of this article and the person(s) named in the rental contract shall be subject to being cited for said violation. The sheriff, any deputy sheriff, or code enforcement officer may order the owners or operators of the excess number of vehicles, boats or vessels to remove them from the property and any person refusing to do may be cited for violating this article. The sheriff, any deputy sheriff, or code enforcement officer may further impound the excess vehicles, boats, or vessels that are not removed upon a request to do so.
- (m) No renter shall go upon any adjacent properties or the common areas of the neighborhood community unless specifically authorized in advance and in writing by the owner of the short term vacation rental property.
- (n) No accessory structures shall be used for any overnight occupancy.
- (o) Any and all pets present at the premises must be leashed or contained at all times.
- (p) The premises may not be utilized for any special event, as defined by this Code, and there shall be no admission charged by the renter for access to the premises.
- (q) No renter shall be allowed to sublet the premises or any rooms during rental.
- (r) No renter shall be allowed to place, site, or occupy any recreational vehicles or campers on the premises during rental.
- (s) All external lighting shall be directed within the parcel and shall not be allowed to impact adjacent properties.
- (t) All garbage and trash must be stored in a trash container or appropriate receptacle and shall not be placed within or adjacent to any private or public right-of-way for a period of time greater than 48 hours.
- (u) An interconnected and hard-wired smoke detection and notification system, with battery backup, is required and must be operable and in good working order at all times.
- (v) Subject to state law, the use of fireworks is prohibited at all short term vacation rentals.
- (w)

No licensee or person occupying a short term vacation rental shall engage in any behavior on the premises on the rental property that constitutes a violation section 29-1 of the Putnam County Code of Ordinances.

(Ord. of 9-1-2023 (1), § 1)

Sec. 22-124. - Short term vacation rental application.

Applicants shall submit, on an annual basis, an application for a short term vacation rental license to the county clerk. Such application shall include:

- (a) The name, address, telephone and email address of the owner(s) of record of the dwelling unit for which a license is sought;
- (b) The address of the dwelling unit to be used as a short term vacation rental;
- (c) The name, address, telephone number and email address of the short term vacation rental agent, which shall constitute his or her 24-hour contact information, and who shall be at least 25 years old, and shall be able to be present onsite within one hour of contact;
- (d) The owner's sworn acknowledgement that he or she has received a copy of this section, has reviewed it and understands its requirements;
- (e) The number and location of parking spaces allotted to the premises and site plan indicating designated parking areas;
- (f) The owner's agreement to use his or her best efforts to assure that use of the premises by short term vacation rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties and will abide by all other short term vacation rental regulations, and will abide by any and all other regulations established by this Code.
- (g) Any other information that this article requires the owner to provide to the county as part of an application for a short term vacation rental permit. The county clerk, or their designee, shall have the authority to obtain additional information from the applicant as necessary to achieve the objectives of this chapter.
- (h) If the rental agent changes, the property owner shall notify the county within five business days.
- (i) Application fees shall be as established by the county clerk.

(Ord. of 9-1-2023 (1), § 1)

Sec. 22-125. - Citations for violations; revocation of license; penalty.

- (a) To ensure the continued application of the intent and purpose of this chapter, the planning department, through available code enforcement officers or the sheriff through his/her deputies, shall notify the holder of a short term vacation rental license of all instances in which acts or omission of the owner, agent, or any individual results in a citation for a code violation or other legal infraction. Citations may be served upon the short term vacation rental owner, rental agent, or any individual violating the provisions of this article. Each individual code violation, regardless of whether citation for such violation is served collectively with any other violation, and each day or instance of a violation, shall be treated as a separate and independent violation.
- (b) The planning department shall maintain in each short term vacation rental location file a record of all code violation charges, founded accusations and convictions occurring at or relating to a short term vacation rental unit. When a license holder has accumulated three violations for a particular property within a period of 12 consecutive months, the county shall revoke any issued license and reject all applications for the subject premises for a period of 12 consecutive months. A license following revocation may be reissued subject to the district capacity requirements established in section 22-122(c).
- (c) If a short term vacation rental applicant has been cited and found to be in violation of any zoning, building, health or life safety code provision, the owner must demonstrate compliance with the applicable code prior to being eligible to receive a short term vacation rental license.
- (d) Citations for any of this article shall be heard in the same fashion as other violations of this Code. In addition to the available fines, a court of competent jurisdiction may impose any other available remedy and may suspend the subject license for one violation for the remainder of the license term, regardless of whether the subject property had previously been subject to a violation.
- (e) Violations of this chapter shall be punishable by a fine not to exceed \$1,000.00 and/or six months confinement in the Putnam County Jail and shall be subject to the following suspensions:
 - (1) Second violation within the preceding 12 months: 30 days suspension of license.
 - (2) Third violation within the preceding 12 months: Suspension of license pursuant to subsection (b).
- (f) Nothing in this section shall limit the county from enforcement of its Code, state or federal law by any other legal remedy available to the county. Nothing in this section shall be construed to limit or supplant the power of any county inspector, deputy marshal or other duly empowered officer under the county's ordinances, rules and regulations and the authority granted under state law, as amended, to take necessary action, consistent with the law, to protect the public from property which constitutes a public nuisance or to abate a

nuisance by any other lawful means of proceedings.

(Ord. of 9-1-2023 (1), § 1)

Sec. 22-126. - Appeal.

- (a) A person aggrieved by the county's denial of a short term vacation rental license may appeal the decision to the board of commissioners. The appeal must be filed with the county manager's office in writing, within 15 calendar days after the adverse action and it shall contain a concise statement of the reasons for the appeal.
- (b) The board of commissioners shall consider the appeal within 30 days after receipt by the county manager of a request unless otherwise agreed in writing by the county and aggrieved party. All interested parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The board of commissioners shall render a determination, which will constitute a final ruling on the application.

(Ord. of 9-1-2023 (1), § 1)

ORDINANCE

AN ORDINANCE TO **AMEND CHAPTERS 22, 66, & APPENDIX D**
OF THE CODE OF **PUTNAM JASPER** COUNTY, GEORGIA

WHEREAS, the **Putnam Jasper** County Board of Commissioner’s (“Board”) presently regulates the use of residential zoned properties and structures for short term vacation rental within the County;

WHEREAS, the Board, pursuant to the police power granted by the laws of the State of Georgia, finds that such regulations protect and promote the safety, health, and general welfare of the citizens of the County; and

WHEREAS, the Board desires, following receipt of evidence concerning the impact such use has within the County, to amend those ordinances regulating the operation, use, and licensure of short term vacation rentals within the unincorporated areas of **Putnam Jasper** County;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF **PUTNAM JASPER** COUNTY, GEORGIA, HEREBY ORDAIN as follows:

SECTION 1: That **Chapter 22** shall be amended to include the following:

Section 22-121 – Short term vacation rental license

- (a) For the purposes of this chapter, a short term vacation rental is defined as the renting or leasing of a detached, attached, or semi-detached single-family dwelling unit, not including a boarding house, where the term of occupancy, possession, or tenancy is up to 30 consecutive calendar days. Renting or leasing, as used herein, means the payment of compensation, money, rent, or other, bargained for consideration in exchange for occupancy, possession, or use of the property. ~~A short term vacation rental license shall not be required for a residence offered for a single rental period of time in a calendar year of no more than 14 days in duration.~~ (Note: This may be added for consideration of the Masters – we do not find this as something we may want to allow as it appears unmanageable.)
- (b) No person or entity shall rent, lease or otherwise exchange for compensation all or any portion of a dwelling unit as short-term vacation rental without first obtaining a short-term rental license pursuant to the regulations contained in this Chapter.
- (c) Any license issued pursuant to this Chapter shall be valid for a term of one year, with the exception that **all existing licenses as of _____, 2023 shall terminate on December 31, 2023.**
- (d) No licensee shall transfer the right to operate under any license issued under this chapter to any other person or entity by lease, agreement, or any other contract.

- (e) No license issued under this Chapter may be operated or shall have any legal effect at any location other than those for which it is issued.
- (f) The maximum occupancy for any license issued pursuant to this Chapter shall be two persons per bedroom plus two additional person per residence.
- (g) Nothing in this chapter shall be deemed to alter, affect, supersede or conflict with the requirements of any state or federal law or of the ~~Putnam~~ Jasper County Code of Ordinances which require registration with the business tax division, including but not limited to the requirement of the provision of information as deemed necessary to confirm that the type of business to be operated is permitted by the zoning code at the location where the business is to be conducted.
- (h) Prior to issuance of any license pursuant to this chapter, an applicant must be in compliance with all applicable requirements under federal, state, and/or county ordinances. Compliance with state and county statute and ordinances shall specifically include the requirement that the applicant or business of the applicant is not delinquent in the payment of any tax or fee owed the county, including, but not limited to, personal or real property taxes, any occupational taxes, sales and use taxes, or payment for any required permit necessary for operation of applicant's business. For purposes of this section, any tax that has been paid, formally appealed to the proper authorities, or is being paid pursuant to a plan authorized and approved by the appropriate tax or revenue commissioner shall not be deemed delinquent.
- (i) The application process, management, and enforcement of the issuance and regulation of short term vacation rentals shall be the responsibility of the County Clerk, or their designee.

Section 22-122 – Short Term Vacation Rental Overlay District

- (a) *Overlay districts created.* The following overlay districts are hereby created within ~~Putnam~~ Jasper County and shall consists of the following described real properties:
 - i. District 1 – R-1R
 - ii. District 2 – R-1, R-2, RM-1, RM-3
 - iii. District 3 – AG (We need to add Jasper Districts – but will it be all 3 zoning districts – AG, RR & RES – and do we need to break it down into Overlay District categories or have it as a single district as under #(c) below we would only have pre-existing non-conforming uses, if again, the BOC has indicated they do not desire to open it up to any additional new locations and just regulate what is here now & try to eliminate over time.)

(b) *Purpose.* The purpose of the STVROD is to place a cap on the number of non-owner occupied parcels that are permitted within certain districts and to reduce the number of transient guests.

(c) *Capacity.* For each overlay district, the following capacity limits are hereby established:

i. District 1 – With the exception of pre-existing non-conforming uses, no short term vacation rentals shall be permitted in District 1.

ii. District 2 – For parcels of land within this district, short term vacation rental use is limited to those parcels for which license applications have been filed before _____, 2023. In the event of non-renewal or revocation of any existing licenses, the number of permitted short term vacation rentals permitted within this district shall be reduced by such non-renewal or revocation.

iii. District 3 – For parcels of land within this district, short term vacation rental use limited to no more than 2% of residential structures within the district.

(*The conversation was to limit 2 per approved bedroom and 2 additional people max on capacity)

Section 22-123 – Short term vacation rental regulations

Any and all holders of any licenses issued pursuant to this Chapter shall abide by the following regulations:

a. Licensees shall not allow occupants to violate any federal, state, or local law, statute, rule or ordinances, including, but not limited to, sections 29-1 and 32-20, and shall maintain compliance with all requirements regarding the appointed short term vacation rental agent.

b. All marketing and advertising of the licensed premises shall include the prominent display of the number of the licensed issued pursuant to this chapter, and such license number shall be prominently displayed on the licensed premises. All marketing and advertising shall include notification of the maximum occupancy and maximum numbers of vehicles allowed.

c. A licensee may retain a managing agency, managing agent, operator, representative or local contact person to comply with the requirements of this section, including without limitation, the licensing of the short term vacation rental, the management of the short term vacation rental and the compliance with the conditions of this license. The owner of the short term vacation rental is responsible for compliance with the provisions of this section and the failure of an agent, representative, or local contact person to comply with this section shall be deemed noncompliance by the owner.

- d. Each licensee shall designate a short term vacation rental agent who has access and authority to assume management of the short term vacation rental unit. The licensee may be designated as the short term vacation rental agent. The name of the property owner and the short term vacation rental agent shall, along with their email addresses and telephone numbers at which the agent may be reached on a 24-hour, seven days a week, basis must be displayed with the short term rental license. The short term vacation rental agent shall be required to respond to the location of the short term rental within one hour after being notified of the existence of a violation of this chapter or any other provision of this Code, or any disturbance requiring immediate remedy or abatement. A licensee must immediately notify the County Clerk, or their designee, in writing upon a change of short term vacation rental agent or any change in such agent's contact information, and such notification will be through forms prescribed by the County Clerk within 7 days of any change in agent or contact information.
- e. A copy of a valid short term rental license shall be posted in a conspicuous location inside the main entrance of the short term rental and shall be presented by the owner, agent, renter, or occupant of the premises when requested by the Sheriff, any Deputy Sheriff, or Code Enforcement Officer. The contact information for the short rental vacation rental license holder and agent, if applicable, must be prominently displayed within the premises at all times.
- f. The licensee must furnish the renter of the property a copy of this ordinance and a contract specifying the terms of the rental which will include the maximum number of persons allowed on the premises at any time. Said contract will also specify the maximum number of vehicles allowed on the property at any time during the rental period. Said contract will further prescribe the maximum number of boats or vessels that may be docked or moored on any body of water adjacent to the short term vacation rental unit. The property owner, agent, or occupant of the short term vacation rental, when requested to do so, will, present a copy of the rental contract to the Sheriff, any Deputy Sheriff, or Code Enforcement Officer.
- g. The maximum occupancy for any license issued pursuant to this Chapter shall be two persons per bedroom plus two additional person per residence.
- h. The presence of more people on the premises of a short term vacation rental than the maximum number specified in the rental contract shall be a violation of this ordinance and the person(s) named in the rental contract shall be subject to being cited for said violation. The Sheriff, any Deputy Sheriff, or Code Enforcement may order the excess numbers of persons to vacate the premises and any person refusing to do so shall be subject to arrest and prosecution for Disorderly Conduct as provided for in Section 29-1(o) of the Putnam Jasper County Code of Ordinances.

- i. It shall be unlawful for any occupant of a short term vacation rental to make, continue or cause to be made or continued any excessive, unnecessary, or unusually loud noise which disturbs the peace or quiet of anyone in the neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitiveness. All electronic devices with speakers, including televisions, radios and stereo systems must be operated within the enclosed confines of the primary residence between the hours of 10:00 PM and 9:00 AM. (* Discussion was to keep with regular noise ordinance hours so either change it to 10:00 P.M. to 7:00 A.M. or refer to the noise ordinance section which is Chapter 18, Sec. 18-20.) The frequent or continuous barking, or other means of communication by animals that disturbs the comfort or repose of the residents of any residential neighborhood shall not be allowed.
- j. The minimum age of the person signing the rental agreement is 25 and such person shall be responsible for adherence to all regulations in this section by all occupants staying at the short term vacation rental. The person signing the rental agreement shall be required to be present at the short term vacation rental within one hour upon request by the Sheriff, any Deputy Sheriff, or Code Enforcement Officer during the rental period.
- k. No vehicles shall be parked on any public or private right of way and all parking shall be consistent with the parking plan submitted with the license application. No person occupying a short term vacation rental shall park any vehicle illegally on any street or road, nor park adjacent to any such street in a manner that would prevent or hinder any emergency vehicle from traveling thereupon. No person occupying a short term vacation rental shall park on any other persons property, or block any driveway of any other person or property owner without permission to do so. No occupant of a short term vacation rental shall dock or otherwise tie any boat or vessel to the dock of any other property owner without the permission of the property owner. The Sheriff, any Deputy Sheriff, or Code Enforcement Officer may impound any vehicle found parking in such a manner.
- l. The presence of more vehicles on the premises of a short term vacation rental, or more boats or vessels docked or moored on a body of water adjacent to the premises, that the maximum number specified in the rental contract shall be a violation of this ordinance and the person(s) named in the rental contract shall be subject to being cited for said violation. The Sheriff, any Deputy Sheriff, or Code Enforcement Officer may order the owners or operators of the excess number of vehicles, boats or vessels to remove them from the property and any person refusing to do may be cited for violating this ordinance. The Sheriff, any Deputy Sheriff, or Code Enforcement Officer may further impound the excess vehicles, boats, or vessels that are not removed upon a request to do so.
- m. No renter shall go upon any adjacent properties or the common areas of the neighborhood community unless specifically authorized in advance and in writing by the owner of the short term vacation rental property.

- n. No accessory structures shall be used for any overnight occupancy.
- o. All rentals shall be subject to a written agreement between the license holder and the renter that contains the substantive terms prescribed by the form provided by the County, including, but not limited to, the occupancy limitation for that specific rental and verification that no occupant is in violation or will be in violation during the rental period. Upon request, the renter shall provide a copy of the executed form to the County and the same shall be kept on the premises at all times.
- p. Any and all pets present at the premises must be leashed or contained at all times.
- q. The premises may not be utilized for any special event, as defined by this Code, and there shall be no admission charged by the renter for access to the premises.
- r. No renter shall be allowed to sublet the premises or any rooms during rental.
- s. No renter shall be allowed to place, site, or occupy any recreational vehicles or campers on the premises during rental.
- t. All external lighting shall be directed within the parcel and shall not be allowed to impact adjacent properties.
- u. All garbage and trash must be stored in a trash container or appropriate receptacle and shall not be placed within or adjacent to any private or public right of way for a period of time greater than 48 hours. (* We have county pick-up – need more discussion on how this will be facilitated.)
- v. An interconnected and hard-wired smoke detection and notification system is required any must be operable and in good working order at all times.
- w. Subject to state law, the use of fireworks is prohibited at all short term vacation rentals.
- x. No licensee or person occupying a short term vacation rental shall engage in any behavior on the premises on the rental property that constitutes a violation **Section 29-1** of the **Putnam Jasper** County Code of Ordinances.

Section 22-124 – Short term vacation rental application

Applicants shall submit, on an annual basis, an application for a short-term vacation rental license to the **County Clerk**. Such application shall include:

- 1. The name, address, telephone and email address of the owner(s) of record of the dwelling unit for which a license is sought;

2. The address of the dwelling unit to be used as a short term vacation rental;
3. The name, address, telephone number and email address of the short term vacation rental agent, which shall constitute his or her 24-hour contact information, and who shall be at least 25 years old, and shall be responsive to a telephone call within one hour of contact;
4. The owner's sworn acknowledgement that he or she has received a copy of this section, has reviewed it and understands its requirements;
5. The number and location of parking spaces allotted to the premises and site plan indicating designating parking areas;
6. The owner's agreement to use his or her best efforts to assure that use of the premises by short term vacation rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties and will abide by all other short term vacation rental regulations, and will abide by any and all other regulations established by this Code.
7. Any other information that this Chapter requires the owner to provide to the county as part of an application for a short term vacation rental permit. The **County Clerk**, or their designee, shall have the authority to obtain additional information from the applicant as necessary to achieve the objectives of this chapter.
8. If the rental agent changes, the property owner shall notify the County within five business days.
9. Application fees shall be as established by the Board of Commissioners.

Section 22-125 – Citations for violations; revocation of license; penalty

- (a) To ensure the continued application of the intent and purpose of this chapter, the planning department, through available Code Enforcement officers or the Sheriff through his/her deputies, shall notify the holder of a short term vacation rental license of all instances in which acts or omission of the owner, agent, or any individual results in a citation for a code violation or other legal infraction. Citations may be served upon the short term vacation rental owner, rental agent, or any individual violating the provisions of this ordinance. Each individual code violation, regardless of whether citation for such violation is served collectively with any other violation, and each day or instance of a violation, shall be treated as a separate and independent violation.

- (b) The planning department shall maintain in each short term vacation rental location file a record of all code violation charges, founded accusations and convictions occurring at or relating to a short term vacation rental unit. **When a license holder has accumulated three violations for a particular property within a period of ~~12~~ **36** consecutive months, the County shall revoke any issued license and reject all applications for the subject premises for a period of 12 consecutive months. (The former sentence is written, it appears there is an allowance to allow again** A license following revocation may be reissued subject to the district capacity requirements established in **Section 22-122(c)**.
- (c) If a short term vacation rental licensee has been cited and found to be in violation of any zoning, building, health or life safety code provision, the owner must demonstrate compliance with the applicable code prior to being eligible to receive a short term vacation license.
- (d) Citations for any of this Chapter shall be heard in the same fashion as other violations of this Code. In addition to the available fines, a court of competent jurisdiction may impose any other available remedy and may suspend the subject license for one violation for the remainder of the license term, regardless of whether the subject property had previously been subject to a violation.
- (e) Violations of this chapter shall be punishable by a fine not to exceed \$1,000 and/or six months confinement in the ~~Putnam~~ **Jasper** County Jail and shall be subject to the following suspensions:
1. **Second violation within the preceding 12 months: 30 days suspension of license.**
 2. **Third violation within the preceding 12 months: Suspension of license pursuant to subsection (b). How does the suspensions work if Jasper is trying to eliminate overall – would that just go directly to revoke rather than suspend or should we suspend on 1st & 2nd Violations and move to revocation on the 3rd Violation?**
- (f) Nothing in this section shall limit the County from enforcement of its Code, state or federal law by any other legal remedy available to the County. Nothing in this section shall be construed to limit or supplant the power of any county inspector, deputy marshal or other duly empowered officer under the County's ordinances, rules and regulations and the authority granted under state law, as amended, to take necessary action, consistent with the law, to protect the public from property which constitutes a public nuisance or to abate a nuisance by any other lawful means of proceedings.

Section 22-126 – Appeal

- (a) A person aggrieved by the County’s denial of a short term vacation rental license may appeal the decision to the Board of Commissioners. The appeal must be filed with the County Manager's office in writing, within 15 calendar days after the adverse action and it shall contain a concise statement of the reasons for the appeal.
- (b) The Board of Commissioners shall consider the appeal within 30 days after receipt by the County Manager of a request unless otherwise agreed in writing by the County and aggrieved party. All interested parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The Board of Commissioners shall render a determination, which will constitute a final ruling on the application.

SECTION 2: That **Chapter 29-1** shall be amended to include the following:

- (m) Any person who by and in any manner, creates loud noises or engages in any conduct, that disturbs or otherwise interferes with the peace and tranquility of the public.
- (t) Any person who refuses to leave the premises of a short term vacation rental property when ordered or requested to do so as prescribed for in **Section 22-123** of the **Putnam Jasper** County Code of Ordinances.

SECTION 3: That Sections 66-72 (AG-1), 66-81 (R-1), 66-84 (R-2), 66-90 (RM-1, 66-96 (RM-3), and 66-119 (R-PUD) shall be amended to include the following use: “Short Term Vacation Rental” ~~This appears to be where it is added to Putnam’s zoning ordinance sections – if so, then Jasper would add applicable section to the Use Table in Sec. 119-269 or wherever this would be best captured.~~

SECTION 4: That **Section 66-20**. – Definitions. shall be amended to include the following definition: *Short term vacation rental* means the renting or leasing of a detached, attached, or semi-detached single-family dwelling unit, not including a boarding house, where the term of occupancy, possession, or tenancy is up to 30 consecutive calendar days. Renting or leasing, as used herein, means the payment of compensation, money, rent, or other, bargained for consideration in exchange for occupancy, possession, or use of the property. ~~A short term vacation rental license shall not be required for a residence offered for a single rental period of time in a calendar year of no more than 14 days in duration.~~ (Removed from other section so remove here for consistency.)

SECTION 4: That Appendix D of the Code of Ordinances be repealed in full.

That any ordinances or resolutions as adopted by this Board which are in conflict with these ordinances are hereby repealed and rendered ineffective.

IN WITNESS WHEREOF, this ordinance has been duly adopted by the governing authority of Putnam Jasper County, Georgia on the ___ day of _____, 2023.

Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of an original ordinance adopted by the Jasper County Board of Commissioners on the ____ day of _____, 2023.

In witness whereof, I hereunto set my hand and affix the seal of Jasper County, this ____ day of _____, 2023.

County Clerk

[Affix Seal]

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024 ♦ 706-485-5826 ♦ 706-923-2345 fax ♦ www.putnamcountyga.us

SHORT TERM VACATION RENTAL LICENSE INFORMATION

Before anyone can offer short term vacation rentals to the public in Putnam County, they must obtain a Short Term Vacation Rental License/Occupation Registration.

Your application package includes the following:

1. Information Page
2. Rental Contract Information Pages (3 pages)
3. County's STR application (5 pages)
4. Lodging Tax Information
5. Verification of Lawful Presence within the United States Affidavit
6. Private Employer Affidavit
7. Putnam County Code of Ordinances – Chapter 22

The following must be submitted before we can consider your application:

1. Completed STR application (all 5 pages completed, signed and notarized)
2. Copy of Rental Contract
3. Parking Plan
4. Proof of Ownership
5. Proof of Homeowner's Insurance
6. Verification of Lawful Presence within the United States Affidavit (signed and notarized)
7. Private Employer Affidavit (signed and notarized)
8. Copy of Valid Driver's License
9. Application Fee of \$350.00 for STR License/Occupation Registration (non-refundable)
 - a. The \$350.00 fee is payable via our online payment portal (credit cards and ECH Checks) at <https://client.pointandpay.net/web/putnamcountybooc> or by mailed in check payable to Putnam County Board of Commissioners

The application will not be accepted without all of the above documents. The entire application package and complete instructions can also be found on the county web site www.putnamcountyga.us.

The annual fee shall be paid at the time application is made for the license. No license will be issued until all required information has been submitted and approval has been received from the Tax Commissioner, Building Inspector and/or Fire Marshal, and County Clerk.

Reminder

Your obligations to your covenants or your homeowner association covenants are not overridden or changed by grant of this application. **Please see page two for a list of homeowner associations that prohibit short term vacation rentals.**

RENEWALS

Short Term Vacation Rental licenses are renewable annually by December 31st.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR LICENSE IS RENEWED.

HOAs WITH STR RESTRICTIONS

Below is a list of Homeowner Associations that have notified Putnam County that their covenants do not allow short term vacation rentals. If you have any questions, please contact the individual association.

- Forest Lake Village
- Oak Hill Subdivision
 - Includes:
 - South Sugar Creek Road
 - Arrowhead Trail
 - Oak Hill Circle
 - Red Oak Trail
- Sebastian Cove
- Waters Edge
- Martin Oaks Subdivision
 - Shelby Drive
 - Tara Lane
 - Martin Oaks Blvd. (house numbers 200-173)
- Long Island Forest Subdivision
- Long Shoals Crossing
- Cuscowilla

This list is not all encompassing, and it is up to the owner to verify the HOA documents to determine whether or not short term vacation rentals are allowed.

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax ♦ www.putnamcountyga.us

APPLICATION FOR SHORT TERM VACATION RENTAL LICENSE AND OCCUPATION REGISTRATION

(A separate rental license and application shall be required for each establishment)

Date of Application: _____ For Calendar Year: _____

Type of License – please check one: New Renewal

Application Fee per Establishment, \$350.00 (non refundable)

Business Name or Applicant Name if Sole Proprietor:

Name _____

DBA Name (if applicable) _____

Owner on Record of Dwelling Unit for which a license is sought:

Full Legal Name* _____

*(If owner is not a natural person, use a separate sheet to identify all partners, officers and/or directors of any such entity, including personal contact information.)

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address: _____

Unit to be used as a short term vacation rental:

Address _____

City _____ State _____ Zip Code _____

Parcel Number _____ Name of Neighborhood* _____

*Check the list on page two of the information sheet to make sure your neighborhood does not prohibit STRs

Zoning Classification: R-1R* R-1 R-2 RM-1 RM-3 AG

*STOP – if your property is zoned R-1R, please do not continue with this application. The Putnam County Code of Ordinances prohibits short term vacation rentals in the R-1R zoning, with the exception of pre-existing non-conforming uses.

Location: Lake Oconee Lake Sinclair Non Lake Property

Who to contact if there are questions regarding the application:

Name _____ Phone _____

Email _____

Maximum day or night occupancy* _____

(*this number shall equal two persons per bedroom plus two additional persons per residence, but no rental unit shall have a maximum occupancy greater than 12)

Number of Parking Spaces allotted to the premises: _____

(Site plan indicating designated parking areas must be included with the application. The parking plan shall be sufficient to allow adequate parking for the maximum occupancy of the rental unit. No person occupying a short term vacation rental shall park any vehicle illegally on any street or road, nor park adjacent to any such street in a manner that would prevent or hinder any emergency vehicle from traveling thereupon. No person occupying a short term vacation rental shall park on any other person’s property or block any driveway of any other person or property owner without permission to do so. No occupant of a short term vacation rental shall dock or otherwise tie any boat or vessel to the dock of any other property owner without the permission of the property owner. The Sheriff, any Deputy Sheriff, or Code Enforcement Officer may impound any vehicle found parking in such a manner.)

Short Term Vacation Rental Agent*:

[This person shall be:

- a. the 24-hour contact individual;
- b. at least 25 years old;
- c. able to be present onsite within one hour of contact]

Full Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address: _____

***A licensee must immediately notify the County Clerk, or their designee, in writing upon a change of short term vacation rental agent or any change in such agent’s contact information within five days of any change in agent or contact information.**

I, _____ (property owner), solemnly swear, subject to the penalties for false swearing as provided under Georgia Law, all information required in this application and supporting documents for a Short Term Vacation Rental License in Putnam County, Georgia is true and correct to the best of my knowledge and I fully understand that any false information may cause the denial or revocation of said license. I further acknowledge the following: **(please initial each bullet point)**

- I (property owner) have received a copy of the Putnam County Code of Ordinances pertaining to Short Term Vacation Rentals and I have reviewed it and understand the requirements.
- I (property owner) agree to use my best efforts to assure that use of the premises by short term vacation rental occupants will not disrupt the neighborhood and will not interfere with the rights of neighboring property

owners to the quiet enjoyment of their properties and will abide by all other short term vacation rental regulations and will abide by any all other regulations required by the Putnam County Code of Ordinances.

- I (property owner) shall not allow occupants to violate any federal, state, or local law, statute, rule or ordinances, including, but not limited to, sections 29-1 and 32-20 of the Putnam County Code of Ordinances, and shall maintain compliance with all requirements regarding the appointed short term vacation rental agent.
- I (property owner) shall not transfer the right to operate under any license issued under the Putnam County Code of Ordinances to any other person or entity by lease, agreement, or any other contract.
- I (property owner) understand that I must be in compliance with all applicable requirements under federal, state, and/or county ordinances. Compliance with state and county statute and ordinances shall specifically include the requirement that the applicant or business of the applicant is not delinquent in the payment of any tax or fee owed the county, including, but not limited to, personal or real property taxes, any occupational taxes, sales and use taxes, or payment for any required permit necessary for operation of applicant's business. For purposes of this section, any tax that has been paid, formally appealed to the proper authorities, or is being paid pursuant to a plan authorized and approved by the appropriate tax or revenue commissioner shall not be deemed delinquent.
- No license issued under the Putnam County Code of Ordinances may be operated or shall have any legal effect at any location other than that for which it is issued.
- All marketing and advertising of the licensed premises shall include the prominent display of the number of the license issued pursuant to the Putnam County Code of Ordinances, and such license number shall be prominently displayed on the licensed premises. All marketing and advertising shall include notification of the maximum occupancy and maximum number of vehicles allowed.
- I (property owner) am responsible for compliance with the provisions of the Putnam County Code of Ordinances and the failure of an agent, representative, or local contact person to comply with these ordinances shall be deemed noncompliance by the owner.
- I (property owner) shall designate a short term vacation rental agent who has access and authority to assume management of the short term vacation rental unit. I, as the licensee, may be designated as the short term vacation rental agent. The name of the property owner and the short term vacation rental agent shall, along with their email addresses and telephone numbers at which the agent may be reached on a 24-hour, seven days a week, basis must be displayed with the short term rental license. The short term vacation rental agent shall be required to respond to the location of the short term rental within one hour after being notified of the existence of a violation of the Putnam County Code of Ordinances, or any disturbance requiring immediate remedy or abatement. A licensee must immediately notify the County Clerk, or their designee, in writing upon a change of short term vacation rental agent or any change in such agent's contact information within five days of any change in agent or contact information.
- A copy of a valid short term rental license shall be posted in a conspicuous location inside the main entrance of the short term rental and shall be presented by the owner, agent, renter, or occupant of the premises when requested by the Sheriff, any Deputy Sheriff, Fire Marshal or official, or Code Enforcement Officer. The contact information for the short term vacation rental license holder and agent, if applicable, must be prominently displayed within the premises at all times.
- I (property owner) must furnish the renter of the property a copy of the Putnam County Code of Ordinances pertaining to Short Term Vacation Rentals and a contract specifying the terms of the rental which will include the maximum number of persons allowed on the premises at any time. Said contract will also specify the maximum number of vehicles allowed on the property at any time during the rental period. Said contract will further prescribe the maximum number of boats or vessels that may be docked or moored on any body of water adjacent to the short term vacation rental unit. The property owner, agent, or occupant of the short term

vacation rental, when requested to do so, will present a copy of the rental contract to the Sheriff, any Deputy Sheriff, Fire Marshal or official, or Code Enforcement Officer. A copy of the contract must also be included with the application.

- The presence of more people on the premises of a short term vacation rental than the maximum number specified in the rental contract shall be a violation of the Putnam County Code of Ordinances and the person(s) named in the rental contract shall be subject to being cited for said violation. The Sheriff, any Deputy Sheriff, Fire Marshal or official, or Code Enforcement Officer may order the excess number of persons to vacate the premises and any person refusing to do so shall be subject to arrest and prosecution for Disorderly Conduct as provided for in the Putnam County Code of Ordinances.
- It shall be unlawful for any occupant of a short term vacation rental to make, continue or cause to be made or continued any excessive, unnecessary, or unusually loud noise which disturbs the peace or quiet of anyone in the neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitiveness. All electronic devices with speakers, including televisions, radios and stereo systems must be operated within the enclosed confines of the primary residence between the hours of 10:00 PM and 9:00 AM. The frequent or continuing barking, or other means of communication by animals that disturbs the comfort or repose of the residents of any residential neighborhood shall not be allowed.
- The minimum age of the person signing the rental agreement shall be 25 and such person shall be responsible for adherence to all regulations in the Putnam County Code of Ordinances by all occupants staying at the short term vacation rental. The person signing the rental agreement shall be required to be present at the short term vacation rental within one hour upon request by the Sheriff, any Deputy Sheriff, Fire Marshal or official, or Code Enforcement Officer during the rental period.
- No vehicles shall be parked on any public or private right of way and all parking shall be consistent with the parking plan submitted with the license application.
- The presence of more vehicles on the premises of a short term vacation rental, or more boats or vessels docked or moored on a body of water adjacent to the premises, than the maximum number specified in the rental contract shall be a violation of the Putnam County Code of Ordinances and the person(s) named in the rental contract shall be subject to being cited for said violation. The Sheriff, any Deputy Sheriff, Fire Marshal or official, or Code Enforcement Officer may order the owners or operators of the excess number of vehicles, boats or vessels to remove them from the property and any person refusing to do so may be cited for violating this ordinance. The Sheriff, any Deputy Sheriff, or Code Enforcement Officer may further impound the excess vehicles, boats, or vessels that are not removed upon a request to do so.
- No renter shall go upon any adjacent properties or the common areas of the neighborhood community unless specifically authorized in advance and in writing by the owner of the short term vacation rental property.
- No accessory structures shall be used for any overnight occupancy.
- Any and all pets present on the premises must be leashed or contained at all times.
- The premises may not be utilized for any special event and there shall be no admission charged by the renter for access to the premises.
- No renter shall be allowed to sublet the premises or any rooms during rental.
- No renter shall be allowed to place, site, or occupy any recreational vehicles or campers on the premises during rental.
- All external lighting shall be directed within the parcel and shall not be allowed to impact adjacent properties.

- All garbage and trash must be stored in a trash container or appropriate receptacle and shall not be placed within or adjacent to any private or public right of way for a period of time greater than 48 hours.
- An interconnected and hard-wired smoke detection and notification system, with battery backup, is required and must be operable and in good working order at all times.
- Subject to state law, the use of fireworks is prohibited at all short term vacation rentals.
- No licensee or person occupying a short term vacation rental shall engage in any behavior on the premises of the rental that constitutes a violation of Section 29-1 of the Putnam County Code of Ordinances.
- Proof of home ownership and proof of valid homeowner's insurance must be provided with each application.
- My obligations to any covenants or any homeowner association covenants are not overridden or changed by the grant of this application. In addition, nothing in the Putnam County Code of Ordinances shall be deemed to alter, affect, supersede or conflict with the requirements of any state or federal law or any applicable private covenants or third-party contractual obligations regarding the prohibition or limitation of the use of any residential property as a short term vacation rental unit.
- The written application for a rental license on file with the Board of Commissioners shall be a permanent record which the license holder must maintain current with correct information at all times. The failure to maintain a current application shall be grounds for revocation of a rental license.
- I (property owner) have a duty to collect a hotel/motel tax and remit same to the County Clerk monthly on or before the 20th day of the month following the month of collection unless all rentals are going through an online platform (VRBO, Airbnb, etc.). Effective July 1, 2021, online platforms will remit your taxes for you.
- I (property owner) herewith tender the sum of \$350.00 as the short term vacation rental license/occupation registration fee (non refundable). I ask that I be granted a rental license to operate the aforesaid business.

Print full name as signed below

Signature of Owner

Date

Sworn to and subscribed before me

this _____ day of _____, 20_____.

Notary Public

(SEAL)

(For Putnam County Office Use Only)

Name of Owner _____

Name of Business (if applicable) _____

Address of Rental Property _____

Payment Received: \$ _____ Date _____ Receipt # _____

Approval: (please sign appropriate line below)

Fire Marshal _____ Date _____

Maximum Occupancy # _____

Tax Commissioner _____ Date _____

County Clerk _____ Date _____

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax ♦ www.putnamcountyga.us

CHANGE OF AGENT FORM SHORT TERM VACATION RENTALS

I/We, the undersigned owner(s) of real property located in Putnam County, Georgia, hereby appoint a new Short Term Vacation Rental Agent for our short term vacation rental identified as:

Name on STR License _____

Address of STR _____

City, State, ZIP _____

[The Agent shall be:

- a. the 24-hour contact individual;
- b. at least 25 years old;
- c. able to be present onsite within one hour of contact]

Full Name of Agent _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address: _____

This _____ day of _____, 20_____.

Property owner(s):

Signature: _____

Printed Name: _____

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
Tel: 706-485-5826 ♦ Fax: 706-923-2345 ♦ www.putnamcountyga.us

INFORMATION ON SHORT TERM VACATION RENTAL CONTRACT FOR RENTERS

Must be in the Rental Contract:

1. The licensee must furnish the renter of the property with a copy of the Putnam County ordinance governing short term rentals (Chapter 22). This can be part of the actual contract or separate.
2. The licensee must furnish the renter of the property a contract **specifying the terms of the rental** (these are your individual rules/regulations/information) which **will include:**
 - **the maximum number of persons allowed on the premises at any time**
 - **the maximum number of vehicles allowed on the property at any time during the rental period**
 - **the maximum number of boats or vessels that may be docked or moored on any body of water adjacent to the short term vacation rental unit**
3. The occupant of the short term vacation rental, when requested to do so, will present a copy of the rental contract to the Sheriff, any Deputy Sheriff, fire marshal or official, or Code Enforcement Officer.

Strongly Suggested to be in the Rental Contract:

1. Occupants shall not be allowed to violate any federal, state, or local law, statute, rule or ordinances, including, but not limited to, sections 29-1 and 32-20 of the Putnam County Code of Ordinances.
2. The presence of more people on the premises of a short term vacation rental than the maximum number specified in the rental contract shall be a violation of this ordinance and the **person(s) named in the rental contract shall be subject to being cited for said violation.** The Sheriff, any Deputy Sheriff, fire marshal or official, or Code Enforcement Officer may order the excess numbers of persons to vacate the premises and any person refusing to do so shall be subject to arrest and prosecution for Disorderly Conduct as provided for in Section 29-1(t) of the Putnam County Code of Ordinances.

3. It shall be unlawful for any occupant of a short term vacation rental to make, continue or cause to be made or continued any excessive, unnecessary, or unusually loud noise which disturbs the peace or quiet of anyone in the neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitiveness. All electronic devices with speakers, including televisions, radios and stereo systems must be operated within the enclosed confines of the primary residence between the hours of 10:00 PM and 9:00 AM. The frequent or continuous barking, or other means of communication by animals that disturbs the comfort or repose of the residents of any residential neighborhood shall not be allowed.
4. The minimum age of the person signing the rental agreement shall be 25 and such person shall be responsible for adherence to all regulations of the Putnam County Code of Ordinances by all occupants staying at the short term vacation rental. The person signing the rental agreement shall be required to be present at the short term vacation rental within one hour upon request by the Sheriff, any Deputy Sheriff, fire marshal or official, or Code Enforcement Officer during the rental period.
5. No vehicles shall be parked on any public or private right of way. No person occupying a short term vacation rental shall park any vehicle illegally on any street or road, nor park adjacent to any such street in a manner that would prevent or hinder any emergency vehicle from traveling thereupon. No person occupying a short term vacation rental shall park on any other person's property or block any driveway of any other person or property owner without permission to do so. No occupant of a short term vacation rental shall dock or otherwise tie any boat or vessel to the dock of any other property owner without the permission of the property owner. The Sheriff, any Deputy Sheriff, or Code Enforcement Officer may impound any vehicle found parking in such a manner.
6. The presence of more vehicles on the premises of a short term vacation rental, or more boats or vessels docked or moored on a body of water adjacent to the premises, than the maximum number specified in the rental contract shall be a violation of this ordinance and **the person(s) named in the rental contract shall be subject to being cited for said violation**. The Sheriff, any Deputy Sheriff, or Code Enforcement Officer may order the owners or operators of the excess number of vehicles, boats or vessels to remove them from the property and any person refusing to do so may be cited for violating this ordinance. The Sheriff, any Deputy Sheriff, or Code Enforcement Officer may further impound the excess vehicles, boats, or vessels that are not removed upon a request to do so.
7. No renter shall go upon any adjacent properties or the common areas of the neighborhood community unless specifically authorized in advance and in writing by the owner of the short term vacation rental property.
8. Any and all pets present at the premises must be leashed or contained at all times.
9. The premises may not be utilized for any special event, as defined by the Putnam County Code of Ordinances, and there shall be no admission charged by the renter for access to the premises.
10. No renter shall be allowed to sublet the premises or any rooms during rental.

11. No renter shall be allowed to place, site, or occupy any recreational vehicles or campers on the premises during rental.
12. All external lighting shall be directed within the parcel and shall not be allowed to impact adjacent properties.
13. All garbage and trash must be stored in a trash container or appropriate receptacle and shall not be placed within or adjacent to any private or public right of way for a period of time greater than 48 hours.
14. Subject to state law, the use of fireworks is prohibited at all short term vacation rentals.
15. No licensee or person occupying a short term vacation rental shall engage in any behavior on the premises on the rental property that constitutes a violation Section 29-1 of the Putnam County Code of Ordinances.
16. Citations for violations may be served upon the short term vacation rental owner, rental agent, or any individual violating the provisions of this ordinance. Each individual code violation, regardless of whether citation for such violation is served collectively with any other violation, and each day or instance of a violation, shall be treated as a separate and independent violation.



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

CITIZEN COMPLAINT FORM FOR SHORT TERM VACATION RENTALS

Section 1 – Your Information

Name: _____

Address: _____

City, State, ZIP: _____

Telephone: _____ Email: _____

Section 2 – Complaint Information

Address of STR Property: _____

Date of Incident: _____

Subject of Complaint: [please check applicable box(es)]

- There are more people present on the premises than the maximum number specified in the rental contract. [Code Section 22-123 (h)]
- Occupant is making or causing to be made excessive, unnecessary, or unusually loud noise which disturbs the peace or quiet of the neighborhood or causing discomfort or annoyance to any reasonable person of normal sensitiveness. [Code Section 22-123 (i)]
- Electronic devices with speakers, including televisions, radios and stereo systems are not being operated within the enclosed confines of the primary residence between the hours of 10:00 PM and 9:00 AM. [Code Section 22-123 (i)]
- Frequent or continuous barking, or other means of communication by animals is disturbing the comfort or repose of the residents of the neighborhood. [Code Section 22-123 (i)]
- Vehicles are parked on public or private right of way, illegally on any street or road, or adjacent to any such street in a manner that would prevent or hinder any emergency vehicle from traveling thereupon. [Code Section 22-123 (k)]
- Vehicles are parked on another person's property or are blocking any driveway of any other person or property owner without permission to do so. [Code Section 22-123 (k)]

- Occupant has docked or otherwise tied a boat or vessel to the dock of another property owner without the permission of the property owner. [Code Section 22-123 (k)]
- Occupant has more vehicles on the premises or more boats or vessels docked or moored on a body of water adjacent to the premises, than the maximum number specified in the rental contract. [Code Section 22-123 (l)]
- Accessory structures are being used for overnight occupancy. [Code Section 22-123 (n)]
- Pets present at the premises are not leashed or contained at all times. [Code Section 22-123 (o)]
- Premises are being utilized for a special event. [Code Section 22-123 (p)]
- Admission is being charged by the renter for access to the premises. [Code Section 22-123 (p)]
- Recreational vehicles or campers are on the premises during rental. [Code Section 22-123 (r)]
- External lighting is not being directed within the parcel and is impacting adjacent properties. [Code Section 22-123 (s)]
- Garbage and trash are not being stored in a trash container or appropriate receptacle and are being placed within or adjacent to a private or public right of way for a period of time greater than 48 hours. [Code Section 22-123 (t)]
- Fireworks were used. [Code Section 22-123 (v)]

Additional comments:

Complaint forms may be turned in to the Planning and Development office at 117 Putnam Drive, Suite B, Eatonton, GA 31024 or may be emailed to: pdsuubmittals@putnamcountyga.us.



Bay County Fire and Life Safety Inspection Bureau

**Bay County will begin reaching out to
property owners to schedule inspections
beginning in January 2024.**

Short-Term Rentals

On Aug. 1, 2023, the Bay County Board of County Commissioners passed Ordinance 23-18 concerning registration, reporting, and inspection requirements for vacation rentals operating in the unincorporated areas of the county. In many cases, the ordinance simply solidifies the rules and regulations under which short-term rentals were already operating.

**Contact Us
Fire and Life
Safety
Inspection
Bureau**

**Physical
Address**

[View Map](#)

700 Hwy 230^W

High-rise condominium units and apartment complexes are currently exempt from the requirements of the short-term rental ordinance. Only one, two, three and four-family unit structures are included.

Southport, FL
32409

Directions

The ordinance mandates that any transient public lodging establishment, defined by state statute as a single-, two-, three-, or four-family house or dwelling, recreational vehicle or mobile home, maintain a Short-Term Vacation Rental Certificate issued by Bay County.

Phone: 850-248-5130

Fax: 850-248-6059

Directory

Initial Inspection Fee \$250.00

Re-inspection Fee \$50.00

Lock-out Fee \$100.00

Forms and Documents

To obtain a certificate, the following criterion must be met:

- o Proof of a Florida Department of Business and Professional Regulation (DPBR) license
- o A DBPR HR 7020 Balcony Inspection Certificate for any height over two stories
- o **Registration with the Bay County Clerk of the Court for Tourist Development Tax payments**
- o **Completion of a Fire Safety Self-Inspection Checklist**
- o **Post certificate number issued by Bay County when advertising on any platforms**
- o **An interior sign or pamphlet indicating the following:**
 - o **Address of short-term rental**
 - o **Name and phone number of managing party**
 - o **Maximum occupancy based on the Fire Inspector's evaluation of the dwelling's floor plan**

o Bay County Fire Self Check List

o Ordinance 23-18 - Date 8_1_2023 - VACATION RENTAL INSPECTION CHAP 14 ARTICLE VII SEC 14-141

o Short-Term Vacation Rental Pre-Inspection Survey

o Vacation Rental Registration Affidavit

o Vacation Rental

- Notice of the county Noise Ordinance
- A trash pickup schedule with the locations of trash containers
- Sea turtle nesting season and restrictions information
- Location of the nearest hospital with “Call 911 in case of emergency”
- Beach safety flag notification instructions with penalties for violations
- An exterior sign indicating the following:
 - Name of managing agent and 24-hour emergency contact number
 - Short-term vacation rental certification number
 - Signage must be placed on the wall to be legible as viewed from the public right of way
 - Signage must be no larger than 18 x 12 inches

NOTE: Rentals over two stories in height must include an evacuation floor plan on each bedroom door indicating primary egress and secondary escape routes.

ORDINANCE NO.: 23-18

AN ORDINANCE OF BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA, AMENDING CHAPTER 14 OF THE BAY COUNTY CODE OF ORDINANCES TO CREATE ARTICLE VII, SECTION 14-141 ESTABLISHING CERTAIN REQUIREMENTS FOR SHORT-TERM VACATION RENTALS; PROVIDING FOR INSPECTIONS OF SHORT-TERM VACATION RENTALS CONSISTENT WITH CHAPTER 633 AND RULES ADOPTED BY THE STATE FIRE MARSHALL; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTEPRETATION; PROVIDING FOR MODIFICATIONS; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Bay County is responsible for adopting regulations designed to promote the public health, safety and general welfare of its residents and visitors;

WHEREAS, Senate Bill 356 (2014) (Chapter 2014-71, Laws of Florida) restored some local control back to local governments to mitigate the effects of short-term vacation rentals in an attempt to make them safer, more compatible with existing neighborhood regulations, and accountable for their proper operation;

WHEREAS, Bay County is the authority having jurisdiction for the purpose of enforcing the uniform fire safety rules for vacation rentals adopted by the Florida State Fire Marshall;

WHEREAS, local authorities are required to conduct all fire safety inspections required by law;

WHEREAS, transient public lodging establishments are a high-hazard occupancy as defined in Sec. 633.218, F.S., and should be inspected annually;

WHEREAS, short term vacation rental occupants, due to the transient nature of their occupancy, are unfamiliar with local hurricane evacuation plans, the location of fire extinguishers, and other similar safety measures that would be readily be provided to guests in traditional lodging establishments;

WHEREAS, short term vacation rental owners may live elsewhere and not experience the quality of life problems and negative impacts associated with larger, unregulated short-term vacation rental units on residential neighborhoods;

WHEREAS, these regulations are deemed necessary by the Board of County Commissioners to protect the health, safety and general welfare of permanent residents, lot/parcel owners, investors, and transient occupants and visitors alike;

WHEREAS, because of the high occupancy and transient nature of occupants within many short-term vacation rentals, fire safety becomes important;

WHEREAS, site-specific short-term rental standards, like solid waste handling and containment, and compliance with ordinances such as noise, serve to maintain the decorum that exists among owners in established neighborhoods and are better assured by having these same standards conveyed to transient occupants during the duration of their rental;

WHEREAS, a vacation rental is a commercial lodging activity and is subject to licensing by the State; and

WHEREAS, the establishment of minimum business practices, such as the provision of information to lessees, and the designation of a local short-term rental responsible party, ensures that the private property rights of the short-term vacation rental owner are balanced with the needs of the County to protect visitors and tourists and to preserve the general welfare through its limited regulatory power.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA, that:

SECTION 1. Section 14-141 of the Bay County Code of Ordinances is hereby adopted as follows:

Section 14-141. Short-Term Vacation Rental Requirements.

(a) Definitions. For the purpose of this Section, a “short-term vacation rental” means a transient public lodging establishment as defined in s. 509.013, F.S., which is a single family, two-family, three-family, or four-family house or dwelling, recreational vehicle, or mobile home.

(b) Certificate Requirement. It is unlawful for any person to allow another person to occupy any residential property that is a single-family, 2-4 family dwelling, recreational vehicle, or mobile home, as a short-term vacation rental within unincorporated Bay County, or offer such property for rent as a short-term vacation rental within unincorporated Bay County, unless the person has issued a Short-Term Vacation Rental Certificate in accordance with the provisions of this section. Any property owner who owns a short-term vacation rental must first apply for and receive a Short-Term Vacation Rental Certificate from Bay County and shall renew the certificate annually for as long as the unit is used as a short-term vacation rental. Each short-term vacation rental requires a separate certificate. Complete renewal applications are due by October 1 of each year. Failure to comply with any of the requirements of this section shall be subject to the remedies and enforcement provided in subsection (h).

(c) Application for Certificate. Applications for a Certificate shall be in form promulgated by Bay County. In order to receive a certificate, the owner must provide the following:

1. An affidavit of compliance in form promulgated by Bay County which certifies:

a. That the applicant has received a copy of, and understands and will comply with the requirements set forth in subsection (g) below.

b. That the applicant acknowledges and agrees that the County shall have the right to inspect the premises to ensure compliance with the requirements in subsection (g) below.

c. That the applicant acknowledges and agrees to comply with the standards contained in subsection (g) below, and all other applicable state and federal laws, regulations or standards governing Short Term Vacation Rental, including but not limited to Chapter 509, F.S., and Rule Chapter 61C and 69A, Florida Administrative Code, as they may be amended from time to time.

d. The name and contact person of the short-term rental responsible party as described in subsection (f).

2. Evidence that the property is licensed as a vacation rental with the Florida Division of Hotels and Restaurants;

3. Evidence that the property is registered for Tourist Development Tax with the Bay County Clerk of Court.

4. Evidence that any pool located on the property is property licensed and inspected.

5. An annual certificate fee shall be paid for each dwelling unit certified as a short-term vacation rental, in an amount to be determined by resolution of the board of county commissioners, to cover the cost of administration and enforcement of the certificate program.

(d) Operating Standard. Once the certificate is issued, a short-term vacation rental must be operated and maintained in accordance with the requirements of subsection (g) below, and must be recertified annually or, in the event of a change or ownership, recertified at the time of transfer.

(e) Inspections. Interior inspections of short-term vacation rentals shall be performed in the discretion of Bay County Fire Services.

1. If an inspection documents violation, all violations must be corrected and re-inspected within thirty (30) calendar days. Failure to correct such inspection deficiencies in the timeframes provided shall result in enforcement as provided in Subsection (h) until such time as the violation(s) is/are corrected and re-inspected.

2. Follow up inspections or re-inspections shall be made by appointment with the short-term vacation rental responsible party, and shall be subject to a fee determined by resolution of the Board of County Commissioners. If the inspector has made an appointment with the responsible party to complete an inspection and the responsible

party fails to admit the officer at the scheduled time the owner shall be charged a "no show" fee in an amount to be determined by resolution of the Board of County Commissioners to cover the inspection expense incurred by the County and/or any entity authorized under F.S 633.118 to enforce the laws and rules of the State Fire Marshal.

3. If an inspector is denied admittance by the short-term vacation rental responsible party or if an inspector fails in at least three (3) attempts to complete an initial or subsequent inspection of the rental unit, the inspector(s) shall provide notice of failure of inspection to the owner to the address provided in the existing Short-Term Vacation Rental Certificate or the application for Short-Term Vacation Rental Certificate.

4. Inspections may be conducted by any person authorized under Florida Statute to enforce the laws and rules of the State Fire Marshal for issues pertaining to life safety requirements. Such persons are defined in Section 633.118, F.S as follows: The chiefs of county, municipal, and special-district fire service providers; other fire service provider personnel designated by their respective chiefs; and personnel designated by local governments having no organized fire service providers are authorized to enforce this chapter and all rules prescribed by the State Fire Marshal within their respective jurisdictions. Such personnel acting under the authority of this section shall be agents of their respective jurisdictions, not agents of the State Fire Marshal.

(f) Short-term vacation rental responsible party.

1. The purpose of the responsible party is to respond to inspections as described in subsection (e) above as well as non-routine complaints and other more immediate problems related to the short-term vacation rental of the property.

2. The property owner may serve in this capacity or shall otherwise designate a locally available short-term vacation rental responsible party to act on their behalf. Any person eighteen (18) years of age or older may be designated by the owner provided they can perform the duties listed in subparagraph 3 below.

3. In addition to serving as the local emergency contact, the duties of the short-term vacation rental responsible party are to:

a. Be available by landline or mobile telephone at the listed phone number twenty-four (24) hours a day, seven (7) days a week and capable of handling any issues arising from the short-term vacation rental use;

b. If necessary, be willing and able to come to the short-term vacation rental unit within one (1) hour following notification from an occupant, the owner, or the County to address issues related to the short-term vacation rental;

c. Authorized to receive service of any legal notice on behalf of the owner for violations of this section; and

d. Otherwise monitor the short-term vacation rental unit at least once weekly to assure continued compliance with the requirements of this Section, including parking and trash requirements.

e. A property owner may change his or her designation of a short-term vacation rental responsible party temporarily or permanently; however, there shall only be one (1) short-term vacation rental responsible party for each short-term vacation rental at any given time. If the responsible party is an individual, he or she is required to arrange for an alternate during times of unavailability. To change the designated responsible party, the property owner shall notify the County in writing via a completed form provided by the County.

(g) Short-term vacation rental requirements. The property owner of any property used as a short-term vacation rental shall comply with the following requirements:

1. Required posting of the following short-term vacation rental unit information on the back of or next to the main entrance door or on the refrigerator the following information shall be provided:

a. The address of the short-term vacation rental unit in case of emergency.

b. The name and phone number of the short-term vacation rental responsible party.

c. The maximum occupancy of the unit defined as one person per 150 square feet of gross floor area as follows OR lower agreed upon maximum occupancy established during the certificate process:

"Maximum Occupancy is (X) by order of the State Fire Marshal. In accordance with Florida Administrative Code 69A-43.018 the maximum occupancy load permitted for one- and two-family dwellings licensed as public lodging establishments shall be computed at 150 square feet gross floor area per person."

d. Notice regarding the County's Noise Ordinance (Chapter 17, Article V — Noise, Bay County Code of Ordinances) and potential civil infraction fines up to \$500.00 and/or potential criminal offense.

e. The days of trash pickup along with instructions requiring all trash to be kept in provided containers.

f. If the short-term vacation rental unit is located within the Beaches Special Treatment Zone, notice of sea turtle nesting season restrictions, sea turtle lighting usage, and Leave No Trace ordinance requirements.

g. The location of the nearest hospital with an emergency room and including a statement to call 911 in case of emergency; and

h. Information describing beach safety specifically the flag notification system and penalties for violation.

i. A legible copy of the building evacuation map, minimum eight and one-half inches by 11 inches.

2. If the short-term vacation rental unit includes three (3) or more occupied floors, on the third floor above ground level and higher floors there shall be posted, next to the interior door of each bedroom, a legible copy of the building evacuation map—Minimum 8 1/2" by 11" in size.

3. A building sign meeting the following requirements:

a. The sign must be prominently placed on the wall or property of the short-term vacation rental 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.

b. Such signs shall not be larger than eighteen (18) by twelve (12) inches.

c. The sign must indicate the name, and twenty-four (24) hours per day, seven (7) days a week emergency contact phone number or the locally available responsible party clearly identified as such and easily distinguishable from any rental related phone number if different.

d. The sign must indicate the units Short Term Vacation Rental Certificate Number.

4. Fire safety requirements. The property owner shall comply with all fire safety requirements of state law, including those described in Rule 69A-43, Florida Administrative Code.

5. Posting of Certificate Number. The property owner shall ensure that the Short-Term Vacation Rental Certificate Number is displayed for each listing that appears on a hosting platform or any other advertisement for the Short-Term Vacation Rental. A hosting platform means an internet-enabled application, mobile application or any other digital platform that is used to connect guests with transient residential rental providers for the purpose of renting a transient residential rental, and includes without limitation AirBNB, vrbo, Booking.com, Expedia, Vacasa, and Homestay.com.

(h) Remedies/enforcement. Violations of this section shall be subject to penalties as part of a progressive enforcement program with the primary focus on compliance and compatibility with adjoining properties, versus penalties and legal actions. To accomplish a safe and effective vacation rental program it is key that short-term vacation rental responsible parties are responsive and responsible in the management of the property for compliance with this section. Code enforcement

activities will be in accordance with Florida Statutes Chapter 162 and Chapter 7 of this Code.

1. Warnings. Warnings shall be issued for first-time violations and have a correction/compliance period associated with it. These warnings may include notice to the Department of Business and Professional Regulation, the Department of Revenue, the Bay County Clerk of Court and the Bay County Property Appraiser, as applicable. Non-compliance with a correction compliance period shall result in the issuance of a citation.

2. The County may utilize Part 1 of Florida Chapter 162 to prosecute these violations. Alternatively, the County may utilize Part 2 of Florida Chapter 162 and pursue violations by way of a civil citation system as provided in its Code of Ordinances. The civil citation fines per violation shall be set by Resolution of the Board of County Commissioners for first (1st), second (2nd), third (3rd) and further repeat violations. Regardless of whether the County utilizes Part 1 or 2, the County may also utilize an appropriate enforcing agency at the state or local level. Each day a violation exists shall constitute a separate violation.

3. Additional remedies. Nothing contained herein shall prevent Bay County from seeking all other available remedies which may include, but not be limited to, injunctive relief, liens and other civil and criminal penalties as provided by law, as well as referral to other enforcing agencies. A vacation rental which does not comply with state fire safety requirements shall be presumed to be unfit and unsafe and not fit for human occupancy until corrected.

SECTION 2. CONFLICT WITH OTHER ORDINANCES OR CODES.

All Ordinances or parts of Ordinances of the Code of Ordinances of Bay County, Florida, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 3. SEVERABILITY. If any provision of this Ordinance is held to be illegal, invalid, or unconstitutional by a court of competent jurisdiction, the other provisions of this ordinance shall remain in full force and effect.

SECTION 4. SCRIVENER'S ERRORS. It is the intention of the Board of County Commissioners of Bay County, Florida and it is hereby provided that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of Bay County, Florida and to that end, the sections of this ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to "section" or "article" or other appropriate designation. Additionally, corrections of typographical errors which do not affect the intent of this Ordinance may be authorized by the County Attorney without public hearing, by filing a corrected or re-codified copy with the Clerk of Courts.

SECTION 5. ORDINANCE TO BE LIBERALLY CONSTRUED. This ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 6. MODIFICATIONS. It is the intent of the Board of County Commissioners of Walton County, Florida, that the provisions of this ordinance may be modified as a result of considerations that may arise during a public hearing. Such modifications shall be incorporated into the final version of the ordinance adopted by the Board.

SECTION 7. INCLUSION IN THE BAY COUNTY CODE. The provisions of this Ordinance shall be included and incorporated in the Bay County Code, as an addition or amendment thereto, and shall be appropriately renumbered to conform to the uniform numbering system of the Bay County Code, once established.

SECTION 8. FILING OF ORDINANCE. In accordance with the provisions of § 125.66, Fla. Stat., a certified copy of this Ordinance shall be filed with the Florida Department of State.

SECTION 9. EFFECTIVE DATE. This Ordinance shall become effective immediately upon filing with the Florida Department of State.

DULY ADOPTED in regular session this 1 day of August, 2023.

ATTEST:




Bill Kinsaul, Clerk

BOARD OF COUNTY COMMISSIONERS
BAY COUNTY FLORIDA



TOMMY HAMM, CHAIRMAN

APPROVED AS TO FORM:



County Attorney's Office





Bay County Fire and Life Safety Inspection Bureau



Short-Term 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
- FL Department of Business and Professional Regulation TaxID under F.S.509
- Tourist Development Tax ID
- Pool inspection certificate DBPR HR 7020 (if serving 5 or more living units)

Submitted By: _____ Date: _____

Position: _____

Fire & Life Safety Inspection Bureau
2913 Thomas Dr, Panama City Beach, FL 32408
850-248-5130 office 850-248-6059 fax

fireinspections@baycountyfl.gov



Bay County Fire and Life Safety Inspection Bureau



Short-Term 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 Bay County Ordinance 23-18. The County shall have the right to inspect the premises to ensure compliance and all applicable local, state and federal laws and regulations governing Short-Term 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) Registration for Tourist Development Tax payments with the Bay County Clerk of Court.
- (c) Evidence that any pool located on the property serving 5 or more living units 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 Bay County Fire Inspector. The property owner must comply with all posting and signage requirements for Short-Term 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)

Bay County Fire & Life Safety Inspection Bureau



Short-Term Vacation Rental Pre-Inspection Survey

Please use this information as a guide to help ensure your property will meet all the life safety elements based on F.S. 509.215 and FAC 69A-43.

STREET NUMBERS- A street number shall be visible from the street with contrasting colors MINIMUM size of 6" inches in height.

FIRE EXTINGUISHER(S):

- MINIMUM size 2A-10BC or as required by code.
- SHALL have Current Inspection Service Tag.
- Must be mounted no higher than 5' high and no lower than 4" above floor.
- ADDITIONAL and/or SPECIAL PURPOSE extinguishers may be required according to occupancy.
- These must be clear and unobstructed.
- If your fire extinguisher is not in plain view, a sticker shall be placed on the outside of the cabinet or closet indicating its location.

fireinspections@baycountyfl.gov

ELECTRICAL:

- ALL circuits shall be identified, blanks in all unused circuits.
- Exposed wiring shall be in conduit.
- If you are placing a photo or something over the panel like a mirror/picture, please label such that Electrical Panel is located behind.
- Extension cords SHALL NOT be used as permanent wiring.
- Existing fixtures SHALL be maintained in operating condition.
- All outlets in wet locations must be ground fault circuit interrupter (GFI).

STORAGE-PROHIBITED within 36" of electrical panel box, within 18" of lighting or sprinkler heads.

EGRESS:

- Keep all exits UNOBSTRUCTED and CLEAR at all times.
- Keep all hallways unobstructed and clear.
- Any sleeping room requires 2 means of egress.
- Egress windows shall be operable from the inside without the use of tools, force, or special equipment.

BBQ GRILLS:

Unless it is a single- or two-family home, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used, kindled, or stored on any balcony, under any overhanging portion, or within 10 ft (3 m) of any structure.

TIKI HUTS will be inspected, and in some instances, a current fire-retardant affidavit will be required with date of application.

PROPANE TANKS of any sort or size shall not be stored indoors. This includes screen rooms, garages, sheds, etc.

- All propane tanks should be properly strapped down/secured in inclement weather.

SMOKE DETECTORS:

- Detectors shall be in each bedroom, one in common area of house, and one in hallways outside of bedrooms.
- Detectors shall be 3' away from any HVAC and 3' away from any ceiling fan blade tip.
- Detectors shall be at the highest point in the room or 4"-6" away from ceiling/wall intersection and within 12" of ceiling if on wall.
- Detectors can be hard wired with battery backup or 10 year sealed non-replaceable battery type.
- All new homes shall have Interconnected Detectors.

EMERGENCY LIGHTS:

- Lights shall light the path of Egress at stair landings.
- Where two or more floors are provided, stairs shall be lighted.
- Lights shall be hard wired and battery backup.

DRYER DUCTS:

- Dryer ducts shall be free from lint and with no kinks or bent.
- Ducts shall be made of flexible metal duct.

POOLS/SPAS:

- All doors leading to a pool shall be alarmed meeting UL 2017.
- All gates leading to a pool shall be self-closing and child proof latch at 54".
- All pool equipment shall be grounded including fence.
- Depending on the style of pool/swim spa some type of hand railing or grab bar may be necessary.
- Above ground pools will be checked for ladder locks.
- Hot tubs/spas/Jacuzzis will be checked for child safety latches.

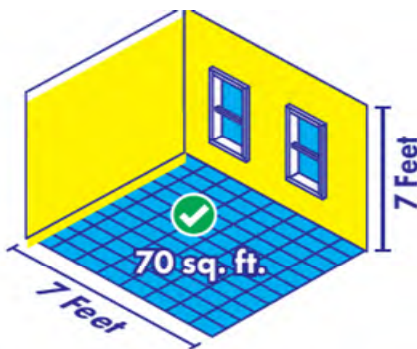
OTHER ITEMS:

- Unit has only one kitchen.
- Unit has copy of rental restrictions, Vacation Rental License, contact numbers, unit phone number, floor diagram, and emergency instructions posted in plain sight for guests to utilize.
- Unit has signage posted in yard or window that includes name/phone number of the Agent/Manager of the property and Certification # provided.

- Occupant Load and Certification # will be required to be posted inside unit after inspection is completed. A form will be provided with this information.
- Any Fire Sprinkler or Fire Alarm System installed must be maintained and have a current service tag.

VACATION RENTAL BEDROOM REQUIREMENTS

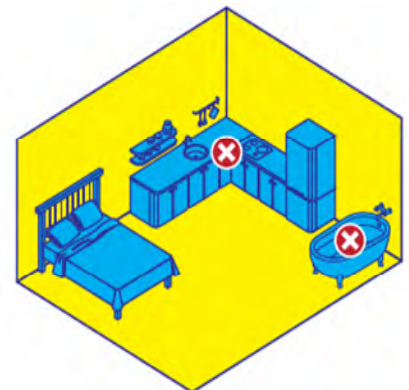
Bedroom means a room that can be used for sleeping and that:



- Have a gross floor area of not less than 70 square feet and, when occupied by more than one occupant, it shall have a gross floor area of not less than 50 square feet for each occupant.
- Have a minimum width of 7 feet.
- Have a ceiling height of not less than 7 feet for at least one half the floor area of the room. Any portion of a habitable room having a ceiling height of 5 feet or less shall not be included in computing the total floor area of such room.



- Has a door or an entrance where a door could be reasonably installed; and
- Has an emergency means of escape and rescue opening to the outside in accordance with the Florida Building Code.
- Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys, tools, or special knowledge



- A room may not be considered a bedroom if it is used to access another room except a bathroom or closet.
- Does not include a hallway, bathroom, kitchen, living room, family room, dining room, den, breakfast nook, pantry, laundry room, sunroom, recreation room, media/video room, or exercise room. A closet space converted to a bunk room cannot have bi-fold doors and requires a smoke detector.



Short-Term Rental Fire Self-Inspection Checklist

Rental Dwelling Address: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone and email: _____

Instructions for Use

The property owner or designee of the short-term vacation rental is encouraged to complete this checklist . Please take a few moments to conduct the survey to correct any hazardous conditions as needed to protect the occupants, the property and improve the potential to successfully pass your fire inspection on the first visit.

MEANS OF EGRESS AND DOORS		COMPLY	
		N/A	YES
1	All persons must have access to a minimum 32-inch clear width by 78-inch clear height exit door.		
2	The exit path above shall not pass through a garage.		
3	All doors along exit path shall be openable without delay. This means without use of a key, special knowledge (combination), or special effort.		
4	The exit path, including stairways and landings, must be clear of storage or other items that restrict exit width. An exit pathway at least 36 inches wide shall be provided within the dwelling.		
5	All stairways shall be provided with a handrail and shall be maintained in good condition (free of damage, trip hazards, etc.).		
6	Each bedroom shall have at least one door or egress window to the exterior of the dwelling. When open, the open portion of the window shall be at least 20 inches wide, at least 24 inches high, and at least 5.0 square feet on the ground floor and 5.7 square feet for all others. (821 square inches).		
7	Posting of building evacuation map in a conspicuous location. Minimum 8 1/2" x 11" (Refrigerator, hallway, behind upstairs bedroom doors)		

FIRE PROTECTION		COMPLY	
		N/A	YES
1	Provide fire extinguisher: (one per floor) Size 2A:10BC (5lb) min., service tag within 1 year, mounted to wall less than 5 feet high, accessible to all occupants.		
2	Provide smoke alarms in each bedroom, and one outside of the bedrooms on each floor. Hard wired smoke alarms shall be interconnected. Replace detectors older than 10 years old. Where battery only powered smoke alarms installed, they must be 10 year non-replaceable battery type.		
3	Provide interconnected carbon monoxide detector on each floor where gas appliances are used or garage is attached. Note that combination smoke/carbon monoxide detectors are allowed. Replace detectors older than 10 years old.		
4	Provide a minimum of 36-inches clear space between any heat producing appliance and any combustible material. Note that this clearance may be reduced to specified clearances listed on that appliance.		
5	Extension cords shall not be used for any appliances and shall never be used in place of permanent wiring.		
6	Electrical panels shall not have any open slots or circuits. Circuits shall be clearly labeled, and panel box covers shall be maintained closed.		
7	Clearance shall be maintained around the electrical panel-box at all times (minimum: 30 inches wide x 36 inches deep x 78 inches high).		
8	All electrical junction box covers, outlet covers, and switch plates shall be secured in place. All GFCI and or AFCI receptacles shall be in good working order.		
9	Provide street address identification with not less than 6-inch-tall characters.		