

ANNUAL RENEWAL OF BUSINESS TAX RECEIPT FOR TRANSIENT RENTAL FACILITIES

All Business Tax Receipts (BTRs) for transient rental facilities expire on September 30th of each year and must be renewed by October 1st of the same year to avoid penalties.

In order to renew the BTR for transient rental facilities, the following are required:

1. Submit the following to Code Enforcement:
 - a. Proof of a valid and current Rental License from the Florida Department of Business and Professional Business Regulation.
 - b. The Rental Report. This report must be submitted annually for the prior 12-month period and must include the address of the rental property, the dates and length of rental periods (number of days), and the number of guests over age 15 for each rental period. An example is included on the back of this page. You may submit that form or one containing the same information.
2. Annual inspection of the premises by Code Enforcement and payment of the \$450.00 inspection fee for each unit or dwelling. You must schedule the inspection by calling 904-471-8758 or by emailing Code Enforcement at codeenforcement@cityofsab.org
3. After the completion of the property inspection, a signed inspection report will be issued by the Building Department. This inspection report will then accompany the annual BTR fee of \$30.19 to the City Manager's Office. **DO NOT** send this fee until the inspection has been completed. The BTR will not be issued until the property has passed the appropriate inspection(s) and verified with the inspection report.

