



CITY OF PANAMA CITY BEACH ORDINANCE 1632



SHORT TERM RENTAL INSPECTION REQUIREMENTS:

As discussed at the Annual Owners Meeting, the City of Panama City Beach has issued the new ordinance 1632, regarding the registration and inspection

requirement for all rental units. Below is the official notice, including attached documents, that was issued today from Captain Shawn Legleiter, with the Panama City Beach Fire Department. If you utilize the services of a rental management company, please check with them to ensure they are following these guidelines. Regarding the signage required on the exterior of the unit listing an emergency contact name, phone number with availability 24 hours per day, seven days a week, or the locally available responsible party, and the Vacation Rental

Certificate Number (PCB Business Tax ID) we ask that these signs be placed on the interior window, bottom right-hand corner, closest to the front door of the unit rather than on the door of the unit. Gulf Glo Banners & Signs will make these signs or window decals for you which will be standardized for Majestic Beach Resort. For the studio and '15 stack units in Tower 1 without a north window, you will need to place yours on the unit door of the unit, not the exterior common door. Lastly, regarding the pool certificates, you will not need to provide the pool certificates to the City. We have already provided them for Majestic Beach Resort. Included in the notice is contact information for the Fire Department for any questions related specifically to your rental unit. **Please read the information and review the documents and photos below. There is helpful information regarding the inspection and signage in red below.** As always, please contact the Fire Inspector at fireinspections@pcbfl.gov

Hello Owner and Managers,

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

Attached are all the forms required for the registration process, along with guidelines and signs to post inside the unit to assist you in a successful inspection process.

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

Steps to Attain the Vacation Rental Certificate

Registration (due annually)

- Submit the application packet (items listed below) via email to fireinspections@pcbfl.gov. Please note that the PCB Business Tax Office will no longer accept any applications for fire inspections.
 - Notarized affidavit (***This does not have to be a Florida Notary according to the Fire Inspector***)
 - Copies of PCB Business Tax ID, FL Department of Business and Professional Regulation Tax ID, and Tourist Development Tax ID
 - Pool inspection certificate – if applicable (***This has already been sent to the City for all Majestic units***)

Invoicing

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

Inspection

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

Key Points for Requirements of Rental Units

Signage

- Condominiums and Cooperatives – A visible sticker or decal placed on a door, window, or wall shall be visible from the exterior of the vacation rental unit.
- Single Family Homes (all except condominiums and cooperatives) - This form of signage shall be posted on the wall or property of the vacation rental and visible from the public right-of-way. It must comply with size and location regulations set by the City's Land Development Code.
- All units - Must indicate an emergency contact name and phone number with availability 24 hours per day, seven days a week, or the locally available responsible party AND the Vacation Rental Certificate Number (PCB Business Tax ID) (***The Vacation Rental Certificate Number is the same number as your Panama City Beach Business Tax ID. Typically a 5-digit number. This will be the number you will use for your window decal. This decal can be purchased by Gulf Glo Banner & Signs at 850-234-0952. See the photo below of one already installed.***)

Interior Posting of Rental Unit Information

- Must be posted on the back of or next to the main entrance door or on the refrigerator and shall include the following: (***See the sample photo of another unit at Majestic with the information displayed***)
 - The address of the rental unit in case of emergency
 - Name and phone number of the rental responsible party
 - Maximum occupancy of the unit (Detailed on the Vacation Rental Certificate,

- issued by the PCB Fire Department)
- Notification of failure to conform to local noise, parking, and occupancy requirements for the Vacation Rental is a violation of the City's Code and may result in tickets or citations.
- Days of trash pickup along with instructions requiring all trash to be kept in containers. (*Because of the trash chutes, trash pick up is everyday. This is more for single family vacation homes*)
- Location of the nearest hospital with an emergency room and including a statement to call 911 in case of emergency. (*The nearest emergency room which should be posted is Ascension Sacred Heart Emergency Care PCB, located at 11111 Panama City Beach Parkway, Panama City Beach, FL 32407*)
- Information describing leave-no-trace requirements, beach safety flag notification system, and penalties and violations for both. (*Copies of the signage can be downloaded below*)
- Legible copy of the building evacuation map, at a minimum size of 8.5 by 11 inches. If the rental unit includes three (3) or more occupied floors, on the third floor above ground level and higher floors, there shall be a building evacuation map (8.5 by 11 inches) posted to the interior door of each bedroom. (*A copy of the evacuation map & sample can be downloaded below*)

Maximum Occupancy Limit

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

Enforcement

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

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

Please forward this email to all owners with vacation rental units and any other

homeowner association with vacation rentals within the City of Panama City Beach.

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

Shawn Legleiter EMT-P

Captain/Fire Inspector

17121 Panama City Beach Parkway

Panama City Beach, FL 32413

(850)233-5054 ext. 2320

(850)630-2346 mobile

www.pcbfire.com

www.pcbgov.com

[Ordinance 1632](#)

[Vacation Rental Application](#)

[Vacation Rental Affidavit](#)

[Vacation Rental Fire Inspection Guide](#)

[Beach Safety Warning Flags](#)

[Rip Current Notice](#)

[Evacuation Map Template & Sample](#)

[Interior Information Posting Template](#)



T1 - 1406

EMERGENCY
CONTACT NAME

Mel Bindas

EMERGENCY
CONTACT
PHONE NUMBER

678-758-

VACATION RENTAL
CERTIFICATE
NUMBER

50094



OWNER SERVICES WINTER HOURS:

Owner Services will change to winter hours beginning Tuesday, November 14th through February 29th. The hours will be as follows:



Tuesday - Saturday: 8:00am - 4:00pm

Sunday - Monday: Closed*

**Contact Security on Sunday or Monday for emergencies.*



RC Association Management | 495 Richard Jackson Blvd., Panama City Beach, FL 32407 850-235-6647

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