

CITY OF BONITA SPRINGS • CODE ENFORCEMENT  
27300 Old 41 Road  
BONITA SPRINGS, FL 34135  
TEL: (239) 949-6257 • FAX: (239) 947-5145



**RENTAL PERMIT APPLICATION**

(Office Use Only)

PERMIT #: **BSR2010-**\_\_\_\_\_

FEE: **\$100** (CASH / CHECK # \_\_\_\_\_ )

FEE REC'D DATE: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

INSPECTION DATE: \_\_\_\_\_

City of Bonita Springs Ordinance No. 07-22 requires that "every owner of a property in the City of Bonita Springs who is otherwise not exempt in Section Two and rents a dwelling, regardless of the term of the lease being transient (short term under six months) or a long term rental, is required to get a rental permit from the City Manager or designee prior to leasing, subleasing, renting or allowing the occupancy of such unit to another natural person or other natural persons, regardless of relationship to the owner (except incapacitated persons exemption)".

\*\*\*Such permit shall be valid from October 1 through September 30 for a three year period and shall not be prorated. A separate application form must be filed and a separate fee must be paid for each rental unit applied for.

\*\*\*This completed application must be submitted with a permit fee of **\$100.00** per unit.

NEW PERMIT

RENEWAL

TYPE OF LEASE (check applicable): ANNUAL  MONTH-TO-MONTH  OTHER

RENTAL PROPERTY ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_

STRAP #: \_\_\_\_\_

PROPERTY IS: SINGLE-FAMILY  DUPLEX  MULTI-FAMILY  NUMBER OF BEDROOMS: (\_\_\_\_\_) \_\_\_\_\_

NUMBER OF ADULTS (\_\_\_\_\_) NUMBER OF MINOR CHILDREN (\_\_\_\_\_) IN RENTAL UNIT

**PROPERTY OWNERS INFORMATION:** SOLE PROPRIETOR  PARTNERSHIP  CORPORATION

NAME(S): \_\_\_\_\_ PHONE NUMBER: (LIST ALL NUMBERS)

ADDRESS: \_\_\_\_\_ Cell: \_\_\_\_\_

CITY: \_\_\_\_\_ Home: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ Office: \_\_\_\_\_

**\*\*\*Any owner, who resides outside the Twentieth Judicial District (Charlotte, Lee, Collier, Glades and Hendry Counties), shall appoint an agent who resides or maintains an office within Lee or Collier County for the purpose of receiving notices from the City concerning the permit.**

**RENTAL APPLICATION ABSENTEE OWNERS AFFIDAVIT**

Owner/permit holder has to provide the name and phone number of a natural person eighteen (18) years of age or older who can be contacted 24 hours a day, seven days a week, regarding the rental unit. This person may be owner, agent or any other person **OTHER THAN** a resident of the rental unit, who has agreed to be the contact person.

AGENT'S NAME: \_\_\_\_\_  
AGENT'S ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
AGENT'S PHONE #: Home \_\_\_\_\_ Office \_\_\_\_\_ Cell \_\_\_\_\_

I hereby appoint the individual named above as my local agent and give them the legal authority to grant entry for inspections, receive Notices, and correct violations of the City of Bonita Springs ordinances.

I, and the appointed agent, if applicable, shall maintain a list of the names of tenants in each dwelling unit. Such lists shall be made available to the City upon reasonable notice for inspection.

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE/TITLE

\_\_\_\_\_  
AGENT/CONTACT PERSON'S SIGNATURE

CITY OF BONITA SPRINGS • CODE ENFORCEMENT  
 27300 Old 41 Road  
 BONITA SPRINGS, FL 34135  
 TEL: (239) 949-6257 • FAX: (239) 947-5145

**RENTAL APPLICATION CERTIFICATION – OWNERS AFFIDAVIT**

**(Read and Initial the following)**

I hereby acknowledge that the information supplied to the City is accurate to the best of my knowledge. I have read City of Bonita Springs Ordinance No. 07-22, and agree to comply with its content. I further understand that submitting an application for approval does not allow me to rent dwelling units until all requirements have been met and a City of Bonita Springs Rental Permit has been issued by the City Manager or designee.	<b>(Initials here)</b>  _____
I hereby acknowledge that pursuant to City of Bonita Springs Ordinance No. 07-22, a mandatory inspection (every three years, unless re-inspections are deemed necessary because violations are found) must be completed by the City for the rental unit prior to issuance or renewal of a rental permit, unless waived by the City Manager or designee upon good cause that the applicant has not been in violation of this ordinance for the rental unit during the three (3) year period.	_____
Any rental found not in compliance with this Ordinance shall be subject to re-inspection until compliance is achieved. <b><u>The cost for each re-inspection is \$50.00.</u></b>	_____
I, or any appointed agent, shall provide a pamphlet containing information on living in a residential neighborhood to at least one tenant of each dwelling unit covered by this ordinance <u>before</u> a rental permit will be issued.	_____
I will provide tenant(s) with notice of the date and time of the scheduled Code Enforcement inspection, and will arrange with tenant(s) to permit access to premises.	_____
Was the driveway built before October 1, 2005?  If “ <b>No</b> ”, a “Parking Plan” (pg 4) must be submitted and must come into compliance prior to issuance of rental permit.	<b>Yes / No</b>  _____

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Owner / Title

State of \_\_\_\_\_, County of \_\_\_\_\_  
 Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2010.  
 Personally appeared \_\_\_\_\_ who is personally known to me or who has produced the following as identification: \_\_\_\_\_.

NOTARY SEAL: \_\_\_\_\_  
Notary’s Signature

CITY OF BONITA SPRINGS • CODE ENFORCEMENT  
27300 Old 41 Road  
BONITA SPRINGS, FL 34135  
TEL: (239) 949-6257 • FAX: (239) 947-5145

**RENTAL APPLICATION - PARKING PLAN**

---

---

City of Bonita Springs Ordinance No. 08-20, Section Four – “Non-owner occupied rental units or dwellings **with driveways built after October 1, 2005**, in the residential areas, **must submit a parking plan** as part of the application for rental permit, and must come into compliance prior to the issuance of such Rental Permit.”

As to the exterior of each rental unit, the existence of any of the following conditions or conduct is hereby declared to constitute a public nuisance and must be corrected by the Landlord and Tenant *immediately*:

1. No parking area for residential use may be leased, rented or otherwise provided for consideration to someone not residing on the property.
2. Parking is prohibited on any grassy area, or on any portion of the premises other than the driveway parking area (excluding any unpaved parking areas as explained in paragraph 4 below)
3. Access to all driveway parking areas must be from an approved existing legal driveway connection.
4. All unpaved parking areas and driveways must be graveled or covered with other erosion preventing material clearly defining the driveway and parking area, and have side borders of plants, landscape ties, pressure treated wood, brick or concrete or similar materials. A minimum four (4') feet width of hard surface material, such as concrete, asphalt or paver bricks, must be installed as a driveway apron adjacent to the street pavement.
5. It is a failure to comply or maintain the criteria for the size and the dimension of residential parking area:
  - The maximum width of the driveway parking area shall be eighteen (18') feet where the driveway enters the street right-of-way, and the driveway parking area shall be limited to no more than thirty (30%) percent of the total front yard area, whichever is greater. (\*\*\*)
  - Circular driveway parking areas may be no more than forty (40%) percent of front yard open space provided the necessary driveway connections are allowed and that the circular driveway extends to the right-of-way. (\*\*\*)
  - (\*\*\*) In order to expedite vehicle ingress and egress to and from the streets and the driveway, the driveway width at the point where it connects to the street pavement, may be an additional three feet wider on each side of the driveway, than it is at the street right-of- way line, and such additional areas shall not be included in the calculation for the driveway parking areas.
6. Parking of any motor vehicle, recreational vehicle, mobile home, commercial vehicle, trailer, boat or vessel is prohibited on any right-of-way.

\*\*\* Attach a parking plan that includes the following information:

1. WHERE IS DRIVEWAY LOCATED?
2. WHAT IS THE WIDTH OF THE DRIVEWAY?
3. WHAT IS THE LENGTH OF THE DRIVEWAY?
4. WHAT IS THE WIDTH OF THE FRONT YARD?
5. WHAT IS THE LENGTH OF THE FRONT YARD?

## Call these numbers for Help



Sheriff . . . . . 477-1200  
Fire Control . . . . . 949-6200  
FEMA . . . . . 800-621-3362  
Red Cross . . . . . 278-3401  
FPL . . . . . 800-4OUTAGE  
Shelters . . . . . 477-1900  
EMS . . . . . 335-1602  
VEOLIA . . . . . 334-1224  
BS Utilities . . . . . 992-0711  
Animal Control . . . 432-2083  
Tax Collector . . . . 533-6000  
Assistance Info . . . . . 411  
EMERGENCIES ONLY . . .911



## City of Bonita Springs Code Enforcement

**Mailing address:  
9101 Bonita Beach Rd**

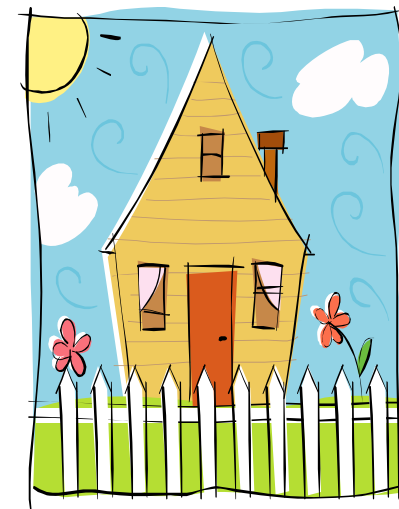
**Physical Address:  
27300 Old 41 Rd.  
Bonita Springs, FL 34135  
Phone: 239-949-6257  
Fax: 239-947-5145**

**Website address:  
[cityofbonitasprings.org](http://cityofbonitasprings.org)**

**City Hall: 949-6262  
Parks & Recreation: 992-2556**

## City of Bonita Springs

### Guidelines for Most Common Violations



## Welcome to Bonita Springs Gateway to the Gulf

We are pleased to have you as part of our community. We hope this brochure will provide you with an understanding of the services offered to those renting in our residential communities.

## Guidelines for Most Common Violations

This brochure will attempt to inform you of some of the problems most frequently generating complaints. Most of our citizens find that once they are aware of these problems they can take corrective action and live in harmony with their neighbors.

### Property Maintenance (Ordinance No. 07-24)

The city is concerned with the safety and aesthetic quality of our neighborhoods.

All walls and roofs must be maintained in a secure and attractive manner. All exterior surfaces must be protected from the elements - loose material/peeling paint, shall be removed and replaced. Exterior surfaces should be cleaned to prevent/remove mildew. Doors/windows shall be secured and weather-tight. Abandoned, boarded and/or partially destroyed buildings must be repaired in a reasonable period of time. Outdoor storage of materials such as appliances, indoor furniture, building materials, loose bottles and boxes, debris or trash; keeping, storing or parking unregistered/inoperative vehicles outdoors on any residential property is prohibited.

Chapter 34, Division 6 of Land Development Code prescribes that excessive or untended accumulations of debris or trash and litter that remains on a property for a period longer than 24 hours is prohibited. Outdoor storage of boats and motor vehicles which are not affixed with a current registration decal is prohibited. All dogs must be licensed, and when outdoors, must be kept on a leash. No fowl or farm animals may be kept on a property, unless it is in an agricultural zone.

### Lot Mowing/Lot Clearing (Ordinance Nos. 07-19 and 07-24)

Yards must be maintained to avoid unsightly weeds or high grass. Overgrown lots must be cleared and shrubs and weeds must be trimmed to eliminate sight distance problems on corner properties.

### Household Garbage & Trash (Ordinance No. 01-11)

Bonita Springs has a curbside pick up of household garbage as well as curbside pick up of recyclable materials.

Residential garbage containers and debris, including horticultural brush, shall not be placed at the curb or on the right-of-way prior to 24 hours before the scheduled collection day. All empty containers shall be removed from the curb or right-of-way as soon as possible, and no later than 24 hours after collection service.

Dumping of trash, debris, limbs, grass or other yard waste on private property or in a storm drain or other public property is prohibited. Contact **334-1224** for information.

### Parking Area (Ordinance Nos. 08-20)

The existence of any of the following conditions or conduct on a property used for residences shall constitute a nuisance:

- Parking on any grassy area or on any portion of the premises other than the driveway parking area (excluding unpaved parking areas explained below).
- If the driveway access is not from an approved existing legal driveway connection.
- Unpaved parking areas must be graveled or covered with other erosion preventing materials defining the driveway parking area & parking area with side borders of plants, landscape ties, pressure treated wood, brick or concrete or similar materials.
- Failure to comply with or maintain the criteria for size, and dimension of residential parking areas, as set forth in Section Three of Ordinance No. 05-16.
- Renting, leasing or otherwise providing parking area to someone not residing on the property.

### Noise Limits (Ordinance No. 06-04)

Because excessive noise is considered a nuisance, the city takes an active approach in enforcement of the ordinance regulating noise.

Operation of equipment or conduct of activities normal to residential or agricultural communities, such as lawn care, soil cultivation, domestic power tools, lawn mowers, maintenance of trees, hedges, gardens, saw and tractors, street sweepers, mosquito fogging, tree trimming and limb chipping and other normal community operations are permitted only between the hours of 7:00 a.m. and 10:00 p.m.

Florida Statutes §877.03 provides that it is a breach of the peace if noise or activity is emitted, which a reasonable person would find affects the peace and quiet of persons who may be in the vicinity.

City of Bonita Springs Ordinance No. 06-04 prescribes certain maximum noise levels in residential areas, measured in decibels. Making or permitting noises that go above these levels constitutes a violation. Please be considerate of your neighbors, and keep sound levels emanating from loudspeakers, car radios, boom boxes, and the like, to a reasonable level at all times.

To report noise problems call **477-1200**.

### Rental Property (Ordinance Nos. 07-22)

City of Bonita Springs requires that your landlord is required to obtain a **rental permit**. Landlords applying for a permit must make their application with the City Code Enforcement Department. Permits are required for each unit and are renewable. Not obtaining the required permit may result in the owner of the property being issued a notice of violation.

**Every dwelling unit shall contain at least 150 sq ft of floor space for the first occupant and at least 100 additional sq ft per additional occupant. Dwelling units of two or more rooms (for sleeping purposes) every room shall contain at least 70 sq ft.**

**Report suspected violators to the Code Enforcement Department at 949-6257**

**City of Bonita Springs Code Enforcement**  
Ordinance 06-07  
International Property Maintenance Code, 2006 Edition  
**Basic Guidelines**



**Maintenance**

Buildings or structures shall be maintained in a safe and sanitary condition. Devices or safeguards which are required in a building when erected, altered or repaired shall be maintained in good working order.

**Unsafe Residential Buildings**

Residential buildings or structures which are unsafe, unsanitary, unfit for human habitation, not provided with adequate egress, which constitute a fire hazard, are otherwise dangerous to human life, or which constitute a hazard to safety or health by reason of inadequate maintenance, dilapidation, obsolescence, or abandonment, are considered unsafe buildings. All such unsafe buildings are declared illegal and shall be abated by repair and rehabilitation or by demolition.

**Permits Required**

Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish or change a residential building or structure, shall first make application to the Building Official and obtain the required permit.

**Minimum Standards For Equipment and Facilities**

No person shall occupy any dwelling or dwelling unit for the purpose of living, sleeping, cooking, or eating therein, nor shall any vacant dwelling building be permitted to exist which does not comply with the following standards:

Sanitary Facilities

Dwelling units shall contain not less than a kitchen sink, lavatory, tub or shower, and a water closet all in good working condition and properly connected to an approved water and sewer system which is properly condition free from defects, leaks and obstructions.

Location of Sanitary Facilities

Required plumbing fixtures shall be located within the dwelling unit and be accessible to the occupants. The water closet, tub, or shower and lavatory shall be located in a room affording privacy to the user. Bathrooms shall be accessible from habitable rooms, hallways, corridors or other protected or enclosed area.

Smoke Detector Systems

Dwelling units shall be provided with an audible alarm smoke detector, installed in accordance with the manufacturer's recommendation and listing in sleeping rooms and hallways.

Window

Habitable rooms shall have at least one window or skylight facing directly to the outdoors. Must be in good repair.

Hot and Cold Water Supply

Dwelling units shall have an adequate supply of both cold and hot water connected to the kitchen sink, lavatory, and tub or shower. All water shall be supplied through an approved distribution system connected to a potable water supply.

Water Heating Facilities

Dwelling units shall have water heating facilities which are properly installed and maintained in a safe and good working condition and are capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory basin, bathtub or shower at a temperature of not less than 120 degrees F.

Heating Facilities

Dwelling units shall have heating facilities which are properly installed, are maintained in safe and good working condition, and are capable of safely and adequately heating all habitable rooms and bathrooms. Where a central heating system is not provided, each dwelling unit shall be provided with facilities whereby heating appliances may be connected.

Kitchen Facilities

Dwelling units shall contain a kitchen equipped with the following minimum facilities:

- Food preparation surfaces impervious to water and free of defects which could trap food or liquid
- Shelving, cabinets or drawers for the storage of food and cooking and eating utensils, all of which shall be maintained in good repair.
- Freestanding or permanently installed cook stove. Portable electric cooking equipment shall not fulfill this requirement. Portable cooking equipment employing flame shall be prohibited.
- Mechanical refrigeration equipment for the storage of perishable foodstuffs.

Roofs

Maintained in a structurally sound and safe manner, without defects which might admit rain or dampness.

### Ventilation

Habitable rooms shall have at least one window or skylight which can be easily opened, or such other device as will adequately ventilate the room. Year around mechanically ventilated conditioned air systems may be substituted for windows, in rooms other than rooms used for sleeping purposes. Window type air conditioning units are not included in this exception.

### Bathrooms

Bathrooms shall comply with the light and ventilation requirements for habitable rooms except that no window or skylight shall be required in adequately ventilated bathrooms equipped with an approved ventilating system.

### Electric Lights and Outlets

Where electric service is available to the building structure, every habitable room or space shall contain at least two separate and remote receptacle outlets. Bedrooms shall have, in addition, at least one wall switch controlled lighting outlet.

### Electrical Systems

Electrical outlets and fixtures, and all electrical wiring and equipment shall be installed, maintained and connected to a source of electric power in accordance with the provision of the electrical code.

### Foundation

Maintained in a safe manner and capable of supporting the load which normal use may cause to be placed on it.

### Exterior Walls

Free of holes, breaks, loose or rotting boards, and any condition which might admit rain or dampness. Siding material kept in good repair.

### Screens

Every door, window and other outside opening required for ventilation of habitable rooms, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

### Garbage Disposal Facilities

Dwelling units shall have adequate garbage disposal facilities or garbage storage containers, of a type and location approved by Bonita Springs.

### Protective Treatment

All exterior Wood surfaces, other than decay resistant woods, shall be protected by painting or other protective covering.

### Required Space in Dwelling Units

At least 150 sq. ft. of floor space for the first occupant, and at least an additional 100 sq. ft. per additional occupant.

### Required Space In Sleeping Rooms

At least 70 sq. ft. of floor space for a single occupant, and at least 120 sq. ft. for two occupants, and an additional 50 sq. ft. for every occupant thereafter.

### Care of Premises

It is unlawful to utilize a residential property for the open storage of any inoperable motor vehicle, ice box, refrigerator, stove, glass, building material, building rubbish, weeds, dead trees, trash, garbage or similar items.

### Unfit Dwelling Condemnation

Any dwelling unit which is found to have any of the following defects shall be condemned as unfit for human habitation and declared to be a nuisance.

- One which is so damaged, decayed, dilapidated, unsanitary, unsafe or vermin-infested that it creates a serious hazard to the health or safety of the occupants or the public.
- One which lacks illumination, ventilation, or sanitation facilities adequate to protect the health or safety of the occupants or the public.

### Code Enforcement Mission

**The Code Enforcement Division enhances the quality of life and economy of Bonita Springs by enforcing regulations that preserve and protect neighborhoods. The Division will promote voluntary compliance by establishing partnerships with citizens, community groups and other agencies. This publication constitutes a generalized overview of Bonita Springs regulations related to minimum housing standards, but does not include all applicable minimum housing regulations. For complete information on requirements, consult the International Property Maintenance Code, 2006.**

We welcome information from you  
regarding the special individual needs of your neighborhoods.  
Call us at (239) 949-6257, or visit us at 27300 Old 41 Rd., Bonita  
Springs FL 34135, or visit Bonita Springs home page on the internet:  
[www.cityofbonitasprings.org](http://www.cityofbonitasprings.org).