



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

CASE NUMBER: _____ DATE: _____
FEE: **\$100** (CASH / CHECK # _____) 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

RENTAL PROPERTY ADDRESS: _____ UNIT: _____

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.

***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 _____

(OVER)

I hereby appoint the individual afore mentioned 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

AGENT/CONTACT PERSON'S SIGNATURE

RENTAL APPLICATION CERTIFICATION – OWNERS AFFIDAVIT

(Read and Initial the following)

<p>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.</p>	<p align="center">(Initials here) _____</p>
<p>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.</p>	<p align="center">_____</p>
<p>Any rental found not in compliance with this Ordinance, or if I or any appointed agent fail to appear at the scheduled inspection, shall be subject to re-inspection until compliance is achieved. The cost for each re-inspection is \$50.00.</p>	<p align="center">_____</p>
<p>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.</p>	<p align="center">_____</p>
<p>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. I also understand that I, or any appointed agent, must be present at the time of inspection.</p>	<p align="center">_____</p>
<p>Was the driveway built before October 1, 2005? (If “No”, a “Parking Plan” (pg 3) must be submitted and must come into compliance prior to issuance of rental permit.)</p>	<p align="center">Yes / No</p>

Date: _____ Signed: _____
Owner / Title

State of _____, County of _____

Sworn to and subscribed before me this _____ day of _____, 2011.

Personally appeared _____ who is personally known to me or who has produced the following as identification: _____.

NOTARY SEAL:

Notary's Signature

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.**

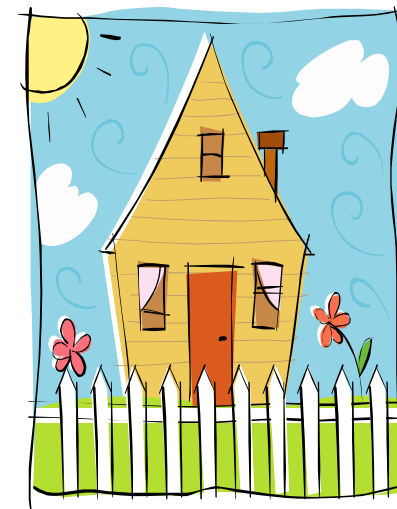
**Physical Address:
27300 Old 41 Rd.
Bonita Springs, FL 34135
Phone: 239-949-6257
Fax: 239-947-5145**

**Website address:
cityofbonitasprings.org**

**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.

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. 11-01)

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 is prohibited. Keeping, storing or parking unregistered/ inoperative vehicles outdoors on any residential property is prohibited. An excessive / untended accumulation of debris, trash and/or litter that remains on a property for a period longer than 24 hours is prohibited. Building numbers are required on the residence or the mailbox, as long as the mailbox is on the same side of the street as the residence.

*Animal Control - All dogs must be licensed, and when outdoors, must be kept on a leash. Contact Lee County **533-7387**.

* LDC Ch 4 - 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 11-01)

Yards must be maintained less than 16" 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. 11-01)

Bonita Springs has a curbside pickup of household garbage, recyclable materials & horticulture waste. Residential garbage containers and debris, including horticultural waste, shall not be placed at the curb or 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 no later than 24 hours after collection service.

Dumping of trash, debris, limbs, grass or other horticulture waste on private property or in a storm drain or other public property is prohibited.

Contact Veolia **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).
- Access to all driveway parking must be from an approved or existing legal driveway connection.
- Unpaved parking areas & driveways must be graveled or covered with other erosion preventing material defining the driveway parking area & have side borders of plants, landscape ties, pressure treated wood, brick or concrete or similar materials.
- It is a failure to comply with or maintain the criteria for size and dimension of residential parking areas, as set forth in Section Three of this Ordinance.
- 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 7:00 p.m.

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.

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.

To report noise problems after business hours call **477-1200**.

Rental Property (Ordinance No. 07-22)

City of Bonita Springs requires every owner of a rental property (who is not otherwise exempt in Section Two) to obtain a **rental permit**. Landlords applying for a permit must make their application with the 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 an additional 100 sq ft per additional occupant. Sleeping units, for single occupant, shall contain at least 70 sq ft of floor space, for two occupants at least 120 sq ft & 50 sq ft per additional occupant thereafter.

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



City of Bonita Springs Code Enforcement

Ordinance 10-10

International Property Maintenance Code 2009 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, or, 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 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 connected, 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 areas.

Hot and Cold Water Supply

Dwelling units shall have an adequate supply of both cold and hot water connected to the kitchen sink, lavatory, 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 conditions, 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.

Garbage Disposal Facilities

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

Smoke Detector Systems

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

Windows

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

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.

Bathroom

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 provisions 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

Dwelling units without a central air conditioning system shall have screens on all exterior openable windows used or required for ventilation.

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, 2009 Edition.

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 at www.cityofbonitasprings.org