



City of New Port Richey
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New Port Richey, FL 34652
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www.cityofnewportrichey.org

APPLICATION FOR RESIDENTIAL RENTAL PROPERTY PERMIT
Permit Fee:\$35.00 per Rental Property
(Please Print or Type)

PROPERTY OWNER INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owners Home Phone: (_____) _____

Business Phone: (_____) _____

NOTE: for Primary Property Management information, local representative must have a local address (Not a public P.O Box or any other private mail service) in Pasco County.

AGENT INFORMATION:

Agent or Contact Name: _____

Street Address: (Not P.O. Box): _____

City: _____ State: _____ Zip: _____

Contact Persons Home Phone: (_____) _____

Business Phone: (_____) _____

PROPERTY INFORMATION

Property Address(s)-only list Addresses within City Limits	Single Family	Duplex	Triplex	Number of Units
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

Are properties contiguous? (Connected together) _____

For additional properties please list on separate sheet of paper or on the back of this form.

Residential Rental – In signing this form, I acknowledge receipt of the Minimum Housing Codes for the Residential Rental Compliance Ordinance.

I certify that the information given in this application is complete and accurate and I understand that to make false or fraudulent statements within this application may result in a denial of the permit and possible legal action. If granted a permit I agree to operate within the city and state laws, and to notify the City's Billing & Collection Department if any of the information I have given changes. I also certify I am the property owner or owner's legal agent.

Signature and Title Print Name Date

Office Use Only

Application Taken By: _____ Date: _____

New Port Richey Residential Rental Permit Questions and Answers

Q) Who needs a Residential Rental Permit?

A) Any rental property up to and including four (4) units, whether contained in one or more buildings and including single-family dwelling units, which does not have a city occupational license and is covered under Florida Statute Section 509.242. All rental property should have a rental permit or an occupational license.

Q) I own a rental duplex at 1234 Montana Ave. and own and rent three units on one property at 3456 Delaware Ave. How much will I pay for this permit?

A) You will be charged \$35.00 for each property, a total of \$70.00 for both properties.

Q) I live in St. Petersburg and I have several rental properties in Pasco County. Who should I pick for my authorized representative?

A) You can pick any responsible person who lives in Pasco County and agrees to be your representative. You can change your representative by providing written notification to Billing and Collection Office within 10 days.

Q) How long is a Residential Permit good for and does it need to be renewed?

A) A Permit is good for one (1) calendar year from January 1st through December 31st. All Rental Permits expire on December 31st of each year, regardless of the issue date. Billing and Collection Office will be sending out renewal applications annually.

Q) What is a Minimum Housing Code and what does it cover?

A) The Minimum Housing Code sets standards for buildings in the City. The Code includes standards for: Plumbing, Heating, Cooking, Electrical System, Structural Elements, Smoke Detectors, Light and Ventilation.

The following are general questions and answers to give you an idea of the Minimum Housing Code requirements. For specific questions contact City Building Department at (727) 853-1040.

Q) Does the roof leak?

A) The installation and any repairs need to be performed by a licensed roofing contractor who has obtained a building permit from the Building Department located in City Hall.

Q) Do the exterior walls have broken wood or stucco on the siding and are there holes in the foundation walls?

A) Exterior wall coverings shall be maintained in weathertight and watertight condition. Rotten or broken boards should be replaced and all exterior surfaces should be painted, caulked and sealed.

Q) Can you open and lock the windows?

A) Windows must be unbroken, secure and weatherproof. Every habitable room shall have at least one window, which can be easily opened facing directly to the outdoors. Replacing windows will require a permit by a licensed contractor.

Q) Is there hot water in the kitchen sink?

A) Each occupied residential dwelling unit must have:

- A kitchen sink, a refrigerator, and a stove
- A hot and cold water supply
- A toilet, a lavatory, and a bathtub/shower
- Connected to the City sewer system

Q) Is the bedroom cold at night?

A) All residential units must have heat. Permanent heating equipment must be installed and repaired by a licensed contractor.

Q) Does the electrical breaker trip every time you plug in your TV set?

A) Receptacles should not be overloaded with extension cords and devices. Electrical systems must be safe, in good working order and must be installed, maintained, and repaired by a licensed contractor.

Q) Does the smoke detector work when pushing the test button?

A) Smoke detectors are to be installed near all and sometimes inside sleeping areas and must be working properly. A person shall not occupy any building which does not comply with the fire-prevention code.

Sec. 6-130. Residential rental property.

(a) *Permit required; permit fee.* A residential rental permit shall be required each year for each and every residential rental property located within the city. Permits shall be issued for periods of one (1) calendar year and shall be effective January 1 of each year and shall expire December 31 of each year. Each owner of a residential rental property for which a permit is required who does not possess a city occupational license for such residential rental property shall pay an annual permit fee of thirty-five dollars (\$35.00) for each residential rental property owned by such owner, which shall be paid at the time of submittal of such owner's application for a residential rental permit. The permit fee shall be due in full with each application without pro-ration regardless of whether the application is received after commencement of an annual permit term.

(b) *Applications for residential rental property; local representation of owner.* Applications for residential rental property permits shall be made on or before January 1 of each calendar year by the owner of the residential rental property at the billing and collection office of the finance department located in city hall on forms provided by the city. Each application submitted shall be signed by the owner of the residential rental property and shall require, without limitation, the following information and statements:

- (1) The name and current address and telephone number of the owner;
- (2) If the owner resides outside of Pasco County, then the name, and current local address within Pasco County, not a public or private post office box, and current working local telephone number, of a local representative of the owner who is authorized to receive notices on behalf of the owner;
- (3) The street address of the residential rental property;
- (4) The number of residential rental units located on or in the residential rental property and the means of identifying the respective units (e.g. "Apt. A, Apt. B, etc.");
- (5) The number of buildings located on the residential rental property in which residential rental units are located, and the means of identifying the respective buildings (e.g. "Bldg. A, Bldg. B, etc"); and
- (6) A statement that the owner has received notice of the city's minimum housing code requirements as required by subsection (d).

(c) *Issuance of permit.* The billing and collection office shall issue a residential rental permit within twenty (20) business days after receipt of the application therefore if all of the foregoing requirements are met and the permit fee has been paid, if applicable.

— (d) *Annual permit renewal.* Each holder of a residential rental permit shall be required to renew such permit annually. The billing and collection office shall, in early November of each year, send to each holder of a residential rental permit a notice for renewal and a permit application form. A permit holder shall not be relieved of the obligation to timely file a renewal application by reason of a failure of the billing and collection office to send to the permit holder a notice for renewal or a permit renewal application, nor shall the permit holder, under such circumstances, be relieved of the obligation to timely pay the annual permit fee or any late fee. Renewal applications for each residential rental permit, together with payment of the annual thirty-five dollar (\$35.00) permit fee, shall be filed with the billing and collection office no later than December 31 each year. Late filed permit renewal applications shall be subject to, and the applicant shall be required to pay, a late charge of thirty-five dollars (\$35.00) for each expired residential rental permit in addition to the thirty-five dollar (\$35.00) permit fee for each permit. Operation of a residential rental property with an expired permit shall constitute operation without a permit for code enforcement purposes. Late filing of a permit renewal application resulting in issuance of a permit shall not toll any pending code enforcement proceedings

relating to operation without a license nor constitute a defense in any such proceedings.

(e) *Notification of changes.* Each owner of residential rental property holding a city permit therefore shall provide written notification to the city's billings and collections office located in city hall of any changes to the information contained within the owner's filed permit application within ten (10) days after the effective date of such change.

(f) *Notice of minimum housing code requirements.* Each owner of residential rental property that applies for a permit shall be given, at the time of filing application for the required permit, written notice of the minimum housing code requirements contained in City Code chapter 6, article V. Such owner shall acknowledge receipt of such notice on owner's permit application. Permit applications without such acknowledgment shall be deemed incomplete and shall not be processed by the city.

(g) *Inspections; noncompliance.* Complaint-driven or inspector-initiated inspections of residential rental property shall be conducted by the code enforcement officers of the city to ensure that such residential rental property is in compliance with the minimum housing code and other applicable building codes, regulations and requirements of the City Code or to investigate violations of provisions of the New Port Richey City Code relating to excessive noise, accumulations of trash and debris, parking and other regulatory ordinance violations, or public nuisances or criminal activity of any kind that occur on or in the premises of a residential rental property; provided, however, that this provision shall not be interpreted as authorizing the city to conduct inspections of properties without the consent of the owner or occupant or without a warrant. The code enforcement officers may, where they deem necessary or appropriate, request inspections by the city fire marshal or city building official or the assistance of the city police department. Code violations in or on residential rental property found upon inspection by a code enforcement officer shall be administered in accordance with the code enforcement procedures contained in City Code, chapter 2, article VIII.

(h) *Revocation or denial of permit.* In addition to the code enforcement proceedings and penalties provided for in City Code, chapter 2, article VIII, failure to comply with the provisions and requirements of this section and of the minimum housing code requirements of the City Code, the occurrence on or in the premises of the subject residential rental property of violation of the provisions of the New Port Richey City Code relating to excessive noise, accumulations of trash and debris, parking and other regulatory ordinance violations, or public nuisances or criminal activity of any kind occur on or in the premises of the residential rental property, or failure of the owner to pay any outstanding city liens encumbering the subject residential rental property or any outstanding city fines or penalties against the owner of the subject residential rental property, or if any information or certification provided in the application for the residential rental permit is false, shall constitute just cause and grounds for denial of the issuance of a permit for the subject residential rental property, and for revocation of an existing permit pertaining to the subject residential rental property in accordance with the procedure set forth in this subsection (h). Prior to revocation or denial, the city manager or his/her designee shall issue a written notice of revocation or denial of permit notifying the owner of the subject residential rental property of the city's intent to revoke or deny the permit for such property and stating the grounds for such revocation or denial with particularity. The notice shall be sent to the owner and to the owner's representative at the addresses stated in the subject permit application, as updated pursuant to subsection (e), by certified mail, return receipt requested. Unless the owner or owner's representative files with the city clerk a written statement requesting an appeal and setting forth grounds therefore within ten (10) calendar days from the date of mailing of said notice, the permit shall be automatically denied or revoked upon the expiration of such ten-day period. The city clerk shall date stamp each such notice of appeal as of the date of receipt. Upon timely receipt of such written notice of appeal the city clerk shall provide a copy thereof to the city manager, who shall schedule a public hearing before the city council to be held at a regularly scheduled city council meeting to be held within thirty (30) calendar days after the date the written statement requesting the appeal was received by the city clerk. The owner and the owner's representative shall be given written notice of the hearing

by certified mail, return receipt requested, which notice must be mailed not less than twenty (20) days prior to the hearing date. Evidence of mailing notice to the last known addresses of the owner and the owner's representative shall constitute conclusive evidence of receipt of notice, notwithstanding lack of a return receipt. The owner shall be entitled to be represented by an attorney and the owner, or the owner's attorney, or the owner's representative in the absence of the owner or owner's attorney, shall have an opportunity to present evidence and testimony, to cross examine witnesses, and to otherwise present a case in opposition to revocation or denial of the permit, subject to the Florida Rules of Evidence which shall be liberally applied. The city shall have the burden of proof by a preponderance of the evidence, and the city council's decision shall be based solely on the evidence and testimony presented at the hearing. City council shall render its decision at the hearing. City council shall not be obligated to render a written decision. Parties who desire a written record of the proceedings shall have the responsibility to arrange for transcription thereof by a certified court reporter at their own expense. The decision of city council shall be final. Parties aggrieved by a decision of the city council shall have the right to seek judicial review by appropriate means. The filing of a pleading seeking judicial review shall automatically stay the revocation until judicial review has been exhausted unless the city obtains judicial relief from the stay. Where issuance of a permit for a residential rental property has been denied by city council pursuant hereto, the filing of a pleading seeking judicial review shall not entitle the owner to operate the subject residential rental property without a permit. Any owner of a residential rental property who has had a permit revoked or denied under this section shall not be eligible to submit an initial or renewal application for permit for the subject residential rental property until one (1) year has expired from the date the permit was revoked or denied or, if judicial review proceedings are commenced while the business continues in operation, then until one (1) year from the later of the date of a final decision or order affirming the revocation or denial or the date the business ceases operations in compliance with the decision or order.

(i) *Operation without a permit.* It shall be unlawful and a violation of the city code for any person or entity to operate a residential rental property without possessing a current, valid residential rental permit for such residential rental property. Any such violation shall be administered in accordance with the code enforcement procedures contained in City Code, chapter 2, article VIII.

(Ord. No. 1843, § 2, 11-7-2006)

Editor's note: Ord. No. 1843, § 2, adopted Nov. 7, 2006, supplied provisions to be added to this Code as § 6-129. In order to maintain the numbering system of the Code, at the discretion of the editor, these provisions have been redesignated as § 6-130.

Secs. 6-131--6-140. Reserved.

