

# CITY OF PANAMA CITY BEACH

## REGISTRATION FORM FOR SHORT TERM RENTALS

<b>(1) Rental Property Owner's Name:</b>	Owner's Telephone:
Owner's Mailing Address:	Owner's Email:
City/State/Zip:	FEIN/Last Four Digits of SS Number:
<b>(2) Business Name or Corporate Name (if applicable):</b>	<b>(3) State Sales Certificate Number:</b>
<b>(4) Zoning of Property Location:</b>	Property Parcel Identification Number:
<b>(5) Complete Rental Property Address:</b>	Date Rental(s) Began:
Name of Condominium or Subdivision:	
<b>(6) Short Term Rental Platform:</b>	

**Short Term Rentals** - If you are using VRBO, HomeAway, Airbnb or such like companies YOU are responsible for truthfully and accurately reporting and submitting your one percent (1%) BTR to the City of Panama City Beach.

**Acknowledgement of Registration** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 1% Monthly Gross Sales

Declaration: It shall be unlawful for any person to exercise any of the privileges or to carry on or engage in or conduct any of the businesses, occupations, or professions herein specifically enumerated without paying a business tax at the time and in the amount herein provided, or fail to make reports to the city clerk as provided herein, or to violate any other provisions of this chapter. (PCB Code of Ord. Sec. 14-2) By providing an e-mail address above, you consent to electronic communication, reporting and filing. Under penalty of perjury, I declare that I have read the foregoing document and the facts stated are true.

### OFFICE USE ONLY

**Business Account Number:** \_\_\_\_\_ **Issued:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**PLEASE EMAIL FORM TO: [BUSINESSTAX@PCBFL.GOV](mailto:BUSINESSTAX@PCBFL.GOV)**

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### INSTRUCTIONS

1. This is the owner contact information. Name, mailing address, telephone number and email address. The owner's Federal ID or last four digits of social security number is required.
2. The rental property may be registered as a business or corporation. The fictitious name must be registered with the State of Florida at [www.sunbiz.org](http://www.sunbiz.org) per (FS) 205.023.
3. Each rental property must be registered with the Florida Department of Revenue for state sales tax purposes. If you have not yet received your certificate number please indicate "applied for". For further information contact the Florida Department of Revenue at [www.floridarevenue.com/taxes/](http://www.floridarevenue.com/taxes/)
4. This is the zoning designation of the property. Your property must be in a zoning district that allows for short-term rentals. Please provide the parcel identification number associated with your property address, you may obtain this information at [www.baypa.net](http://www.baypa.net).
5. This is the property address and the name of the condominium or subdivision of where the short-term rental unit/home is located. Provide the start date the rental activity began and list the number of rental units. If there is more than one property a complete list of properties is required.
6. This is the rental program platform currently using for advertising and bookings for your short-term rental, such as: VRBO, HomeAway, and Airbnb.

**For Questions:** 850-233-5100  
ext. 2305 Lauryn Pumphrey  
ext. 2318 Terri Jordan  
ext. 2252 Lise-Lott Phlegar

**Return To:**  
City of Panama City Beach  
Business Tax Registration  
116 S. Arnold Road  
Panama City Beach, FL 32413  
Email: [businessstax@pcbfl.gov](mailto:businessstax@pcbfl.gov)