

INSTRUCTIONS FOR APPLICATION FOR LANDLORD PERMIT
RESIDENTIAL PROPERTY
CODE ENFORCEMENT DIVISION

(561) 243-7243

PLEASE READ ALL INFORMATION CAREFULLY

1. Please complete all applicable information on the Application for Landlord Permit. Property Control Number (17 digit number) and subdivision/section information can be obtained from your property tax bill (or from Code Enforcement personnel if you do not have your tax bill handy.)

Note: If you have more than one rental unit and if you receive a separate property tax bill for each unit, you must complete a separate Application for Landlord Permit for each unit. Also, if you have more than five rental units at a single property, please call (561) 243-7243 to obtain a Supplemental Sheet for Application for Landlord Permit. A Landlord Permit is **NOT** required for a hotel, or for any unit enrolled in a federal housing program or under Housing and Urban Development general supervision.

2. **A Landlord Permit Affidavit must be notarized and submitted with each application.** A permit can not be issued without the affidavit. Be sure to read the information on the reverse side of the affidavit. (A Notary Public is available in the Code Enforcement Division.)
3. Landlord Permits are issued for the 12-month period, **November 1, 2007** through **October 31, 2008** at a fee of **\$50.00 per rental unit**. Please do not send cash. Checks must be made payable to the City of Delray Beach.
4. You must renew Landlord Permits by November 1 of each year. Renewal notices will be mailed by the City in September. Affidavits are not required for permit renewals. **Landlord Permits not renewed within 60 days of the annual renewal date will be subject to triple permit fees.**
5. Please return your completed application, notarized affidavit, supplemental sheets (if any), and payment to Landlord Permit Section, Code Enforcement Division, City of Delray Beach, 100 NW 1st Avenue, Delray Beach, Florida 33444.
6. To avoid triple permit fees, you must file an Application for Landlord Permit within thirty days of acquiring an interest in any qualifying property.

If you have any questions or need further information, please call the Code Enforcement Division at (561) 243-7243, 8:00 AM to 5:00 PM, Monday through Friday.

Landlord Permit # _____

**CITY OF DELRAY BEACH
APPLICATION FOR LANDLORD PERMIT
RESIDENTIAL PROPERTY
CODE ENFORCEMENT DIVISION**

IF YOU HAVE MORE THAN ONE RENTAL UNIT AND IF YOU RECEIVE A SEPARATE PROPERTY TAX BILL FOR EACH UNIT, YOU **MUST** COMPLETE A SEPARATE APPLICATION FOR LANDLORD PERMIT FOR EACH UNIT.

PLEASE PRINT OR TYPE ALL INFORMATION. PLEASE CALL CODE ENFORCEMENT AT (561) 243-7243 IF YOU NEED FURTHER INFORMATION OR ASSISTANCE.

Property Control No. _____ - _____ - _____ - _____ - _____ - _____ - _____

Rental Address _____

Property Owner _____ Phone _____

Mailing Address _____

City _____ State _____ Zip _____

Type of Building _____ Single Family Are you under the HUD Program?
 _____ Duplex Yes _____ No _____
 _____ Multi Family

TOTAL NUMBER OF UNITS IN BUILDING _____ NUMBER OF RENTAL UNITS FOR THIS PERMIT _____

DESIGNATE UNIT NUMBERS BELOW:

Unit No. _____	No. of Bedrooms _____	Total No. of Occupants _____
Unit No. _____	No. of Bedrooms _____	Total No. of Occupants _____
Unit No. _____	No. of Bedrooms _____	Total No. of Occupants _____
Unit No. _____	No. of Bedrooms _____	Total No. of Occupants _____
Unit No. _____	No. of Bedrooms _____	Total No. of Occupants _____

A notarized Landlord Permit Affidavit **MUST** accompany this application before a permit will be issued.

Signature of Owner or Authorized Agent _____

DO NOT WRITE BELOW THIS LINE

 DATE: _____ AMOUNT PAID: _____

DESIGNATE UNIT NUMBERS BELOW:

Unit No. _____	No. of Bedrooms _____	Total No. of Occupants _____
Unit No. _____	No. of Bedrooms _____	Total No. of Occupants _____
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Unit No. _____	No. of Bedrooms _____	Total No. of Occupants _____
Unit No. _____	No. of Bedrooms _____	Total No. of Occupants _____

I, _____, being duly sworn affirm that I am authorized to apply for a landlord permit for the following residential unit(s) located at

because I am the actual owner of the unit(s) or because I have the legal authority to represent the actual owner of the unit(s).

I have read and understand the requirements of Sections 302.1, 302.3, 302.5.1, 302.6, 302.7, 302.9 and 305.4 of the Standard Housing Code, as printed on the reverse side of this document, and affirm that the above described residential unit(s) complies with those requirements. I further affirm that the above residential unit(s) is in sound structural condition, has electrical service and that all electrical devices are properly installed and in good working order. I also affirm that every habitable room has at least one window or skylight facing directly to the outdoors and that all windows are capable of being easily opened and secured in position by existing window hardware and have screens (if there is no central a/c) and unbroken glazing.

I will inform the City of Delray Beach Code Enforcement Division of any changes from the original Application for Landlord Permit and supplemental sheets (if utilized) concerning ownership, owner's mailing address for permits and renewals, number of unit(s), number of units under Federal programs or HUD supervision, number of bedrooms or number of occupants in each unit. I affirm that the individual unit(s) described above will only be rented to occupants whose relationship does not violate the City's definition of family, which definition is printed on the reverse side of the Instructions for Landlord Permit Application and which I acknowledge as reading and understanding.

Owner or Authorized Agent: _____
(Signature)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,

by _____ who is personally known to me or who has produced
(NAME)

_____ as identification and who did take an oath.
(TYPE OF ID)

Signature

Type, Print or Stamp Name

Title

Serial Number

(SEAL)

SEE REVERSE SIDE

FAMILY DEFINITION:

One or more persons related by blood, marriage or adoption occupying a single dwelling unit as a single housekeeping unit and sharing common facilities. In addition, if the family consists of:

- 1 person, an additional four persons unrelated to the family shall be permitted;
- 2 persons, an additional three persons unrelated to the family shall be permitted;
- 3 persons, an additional two persons unrelated to the family shall be permitted;
- 4 or more persons, an additional one person unrelated to the family shall be permitted.

The following person or persons shall be considered as related to the family (as opposed to an unrelated person or persons) and will be counted as family members:

- a. A person or persons residing with the family for the purpose of adoption by the family;
- b. Any person or persons residing with the family at the direction of a court.

Reference: Appendix A, Land Development Regulations of the City of Delray Beach.

Every dwelling unit 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. Every plumbing fixture and water and waste pipe shall be properly installed and maintained in good sanitary working condition free from defects, leaks and obstructions.

302.3 Hot and Cold Water Supply

Every dwelling unit 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.

302.5.1 Heating Facilities

Every dwelling unit 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.

302.6 Kitchen Facilities

Every dwelling unit shall contain a kitchen equipped with the following minimum facilities:

1. Food preparation surfaces impervious to water and free of defects which could trap food or liquid.
2. Shelving, cabinets or drawers for the storage of food, cooking and eating utensils, all of which shall maintained in good repair.
3. Freestanding or permanently installed cookstove. Portable electric cooking equipment shall not fulfill this requirement. Portable cooking equipment employing flame shall be prohibited.
4. Mechanical refrigeration equipment for the storage of perishable foodstuffs. EXCEPTION: Nothing herein shall preclude a written agreement between an owner and tenant that the tenant will furnish mechanical refrigeration equipment and/or a cookstove as required in this section. It shall be an affirmative defense available to an owner charged with a violation of this section if such an agreement exists.

302.7 Garbage Disposal Facilities

Every dwelling unit shall have adequate garbage disposal facilities or garbage storage containers, or a type and location approved by the applicable governing body.

302.9 Smoke Detector Systems

Every dwelling unit shall be provided with an approved listed smoke detector, installed in accordance with the manufacturer's recommendations and listing. When activated, the detector shall provide an audible alarm. The detector shall be tested in accordance with and meet the requirements of UL 217 (1989), Single and Multiple Station Smoke Detectors.

305.4 Means of Egress

Every dwelling unit shall have safe, unobstructed means of egress with minimum ceiling height of 7 ft (2134 mm) leading to a safe and open space at ground level. Stairs shall have a minimum head room of 6 ft 8 inches (2032 mm).