

SHORT-TERM BUSINESS LICENSE RENEWAL

DO YOU HAVE A VALID SHORT-TERM BUSINESS LICENSE?

If yes, you will need to renew your license before September 1st of each year, in order to be compliant with the Gulf County Short Term Rental Business License Ordinance. NO.2020-04

01

- As early as July 1st of each year you may submit a renewal application by logging onto your Citizenserve account (RENEWAL APPLICATIONS WILL NOT BE ACCEPTED PRIOR TO THIS DATE). www.visitgulf.com/partners/strlicense
- Once you log in, click on (My Account) and then you will click on (Renew Your License)
- From there, it will take you to your existing STR license and you can update the information and submit a renewal.

02

- If an application is complete and compliant, staff will review and approve it. Applicants will then be notified through their account in Citizenserve.
- The status change will update to (Approved Pending Payment) to pay all licensing fees. The application Fee is \$100.00 (Processing fee \$25.00; Inspection Fee \$75.00)
- If you have 5 or more rental properties that is needing payment and you want to pay by check. Please email STRLicense@visitgulf.com to request an invoice.
- Once payment has been made, Staff will approve the request and the status will change to (Approve Pending Inspection)

03

- Each property shall be inspected annually by the Gulf County Building Department, for compliance with both local and state guidelines and laws in the interest of public health and safety.
- To view the Gulf County Short Term Rental Inspection Checklist please visit: https://www.gulfcounty-fl.gov/county_government/building_department
- \$50 REINSPECTION FEE FOR ALL INSPECTIONS NOT PASSING
- Access to schedule an inspection can be found within your account on Citizenserve.
- Once the inspection has been completed and passed. You will be notified on your account and your license will be issued.

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