

SHORT TERM RENTAL CERTIFICATE OF USE APPLICATION INSTRUCTIONS

1. Navigate to the **Pinellas County Access Portal** at <https://aca-prod.accela.com/PINELLAS/Login.aspx>.
2. **Sign in** to your Access Portal account.
3. Choose the **Code Enforce** tab then click the link in the yellow banner that states “**Enter a Complaint, Request a Lien Search, or File/Maintain a Short Term Rental Certificate of Use.**”



4. Read and accept the disclaimer by **checking the box**. Click **Next Step**.

Online Applications

1. Lien Searches: For a fee, a Pinellas County Code Enforcement lien search can be requested. The lien search process involves examining all liens imposed through Code Enforcement and investigating any active violations on the property on file with Code Enforcement. Staff cross-references search results for accuracy and may provide additional documentation if necessary. This lien search is an optional service provided by Code Enforcement for your convenience only. The search will not capture liens or violations imposed by agencies or entities other than Pinellas County Code Enforcement and is not a substitute for a title search.
2. Code Complaints: Pursuant to Laws of Florida Chapter 2021-167 (codified at Florida Statutes §§ [125.69\(4\)\(b\)](#), [162.06\(1\)\(b\)](#), and [162.21\(3\)\(b\)](#)), Pinellas County code inspectors generally may not investigate anonymous complaints. **A complainant must provide their name and address before an investigation may occur.**
3. Short Term Rental Certificate of Use: The property owner may have a property management company or other agent maintain their Certificate of Use. In this case, each party should create an account at [Pinellas County Access Portal](#). The property owner can then assign a delegate (the agent) and permissions to the delegate. To assign a delegate, log in, go to My Account under the Home tab, and scroll to the Delegates section.

Please login at [Pinellas County Access Portal](#) and "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your submittal.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web


☐ I have read and accepted the above terms.

[Next Step](#)

5. Click the bubble next to **Short Term Rental Application**, then select **Next Step**.

Select a Case Type

Choose one of the following selections by selecting the bubble next to your choice then clicking "Next Step".

 **Search**

▶ [Short Term Rental Application](#)

☐ Short Term Rental Application

▶ [Code Enforcement](#)

☐ Code Complaint

☐ Lien/Violation Search

[Next Step](#)

6. **Enter the rental property address.** Click the **Search** button. Fields should autopopulate. If the correct property doesn't appear, try searching by just the street number. When finished, click **Next Step** at the bottom of the page.

Short Term Rental Unit Address

When inputting an address, use the 'Search' button to 'Select' the correct address. If the correct address does not appear, use the 'Clear' button, and try again with fewer fields. For example, attempt with only inputting Street Number to find the correct address.

Street No.: Direction: Street Name: Street Type: Unit No.:

City: State: Zip:

Search **Clear**

7. Enter the contact information for the **Property Owner**. Choose **Add New** for the Property Owner then complete the information in the Contact Information box that pops up. Be sure to enter the mailing address.

Short Term Rental Application

1 Location & People 2 Application Details 3 Supporting Attachments 4 Review 5 Pay Fees 6

Step 1: Location & People > People

Property Owner

Use 'Select from Account' option to copy your contact information from your registration. Please provide a mailing address for County correspondence.

Select from Account **Add New**

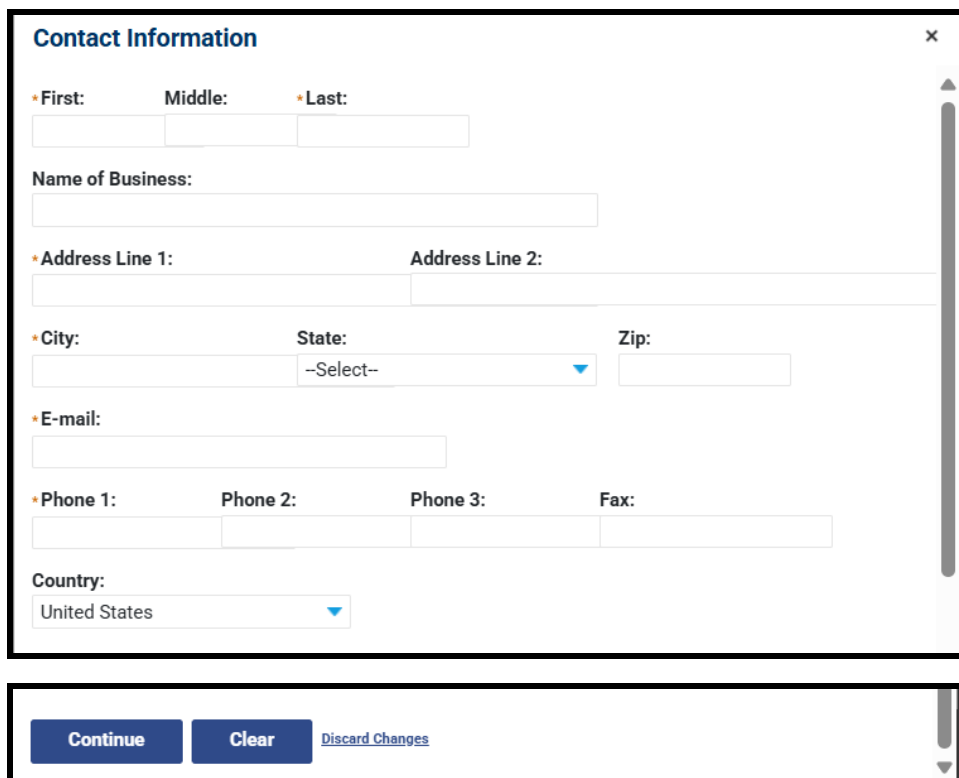
Responsible Party

Please provide contact information for a responsible party with 24-hour availability for inspections, complaints, and other problems relating to or emanating from the short term rental of the transient public lodging establishment.

Select from Account **Add New**

Save and resume later [Next Step](#)

After entering the information, scroll down within the popup **Contact Information** box and click **Continue**.

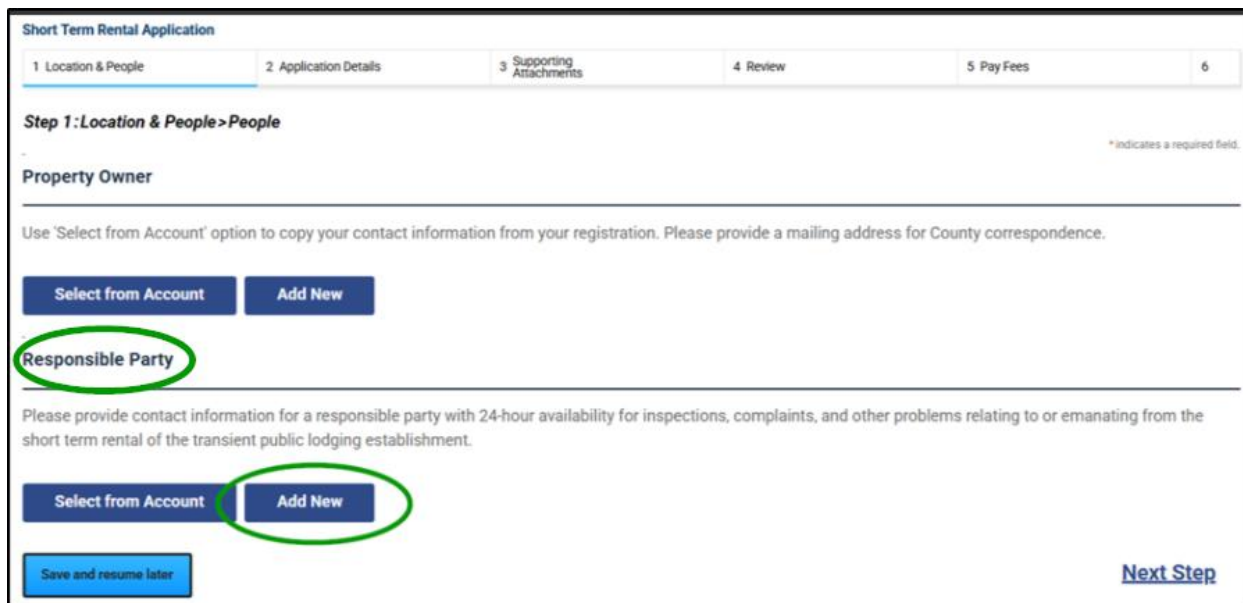


The image shows a 'Contact Information' popup form with a close button (X) in the top right corner. The form contains the following fields:

- *First: [text input] Middle: [text input] *Last: [text input]
- Name of Business: [text input]
- *Address Line 1: [text input] Address Line 2: [text input]
- *City: [text input] State: [dropdown menu with '-Select-' selected] Zip: [text input]
- *E-mail: [text input]
- *Phone 1: [text input] Phone 2: [text input] Phone 3: [text input] Fax: [text input]
- Country: [dropdown menu with 'United States' selected]

At the bottom of the popup, there are three buttons: 'Continue' (blue), 'Clear' (blue), and 'Discard Changes' (blue with a link underline).

8. Enter the contact information for the **Responsible Party**. The Responsible Party may be the Property Owner or a designated person by the owner. Choose **Add New** for the Responsible Party then complete the information in the Contact Information box that pops up. **Be sure to enter the mailing address.**



The image shows the 'Short Term Rental Application' form. At the top, there is a progress bar with six steps: 1 Location & People, 2 Application Details, 3 Supporting Attachments, 4 Review, 5 Pay Fees, and 6. The current step is 'Step 1: Location & People > People'. Below the progress bar, there is a section for 'Property Owner' with a note: 'Use 'Select from Account' option to copy your contact information from your registration. Please provide a mailing address for County correspondence.' Below this note are two buttons: 'Select from Account' and 'Add New'. Below these buttons is a section for 'Responsible Party' (circled in green) with a note: 'Please provide contact information for a responsible party with 24-hour availability for inspections, complaints, and other problems relating to or emanating from the short term rental of the transient public lodging establishment.' Below this note are two buttons: 'Select from Account' and 'Add New' (circled in green). At the bottom left, there is a button 'Save and resume later', and at the bottom right, there is a link 'Next Step'.

After entering the information, **scroll down** within the popup Contact Information box and click **Continue**.

This section is required even if the same information is listed in the Property Owner section.

9. Enter application details. Input the name of the property, if applicable (i.e. Seashell Bungalow). Leave the field blank if there is no property name. **Enter your DBPR Vacation Rental License that begins with the letters DWE or CND.** Complete the rest of the questions. * Indicates a required field.

Step 2: Application Details > Application Information

Application Details

Short Term Rental Certificate

Short Term Rental Property Name:

* Type of Residence:

* DBPR License Number:

* Are you the owner of the property: ☐ Yes ☐ No

* Is this property your primary place of residence?: ☐ Yes ☐ No

* Is this property a part of a gated community?: ☐ Yes ☐ No

* How many Dwelling units are on the property?:

* Number of bedrooms:

Where will the rental be advertised?:

spell check

10. In the Affidavit section, **choose yes or no for each statement**. Click **Next Step**.

Affidavit

Affidavits

* I possess, or the hosting platform possesses on my behalf, liability insurance for the property: ☐ Yes ☐ No

If applicable, the property owner or agent has an active license from the Department of Business Professional Regulation (DBPR) for use of the property as a public lodging establishment: ☐ Yes ☐ No

* The property owner or agent shall ensure the collection and remittance of both the State tourist development tax and Pinellas County tourist tax: ☐ Yes ☐ No

* The short term rental property complies with all ordinances of the county: ☐ Yes ☐ No

* I agree to inquire prior to check-in through a written question in the short term rental reservation application if any guest of a short term rental is a sexual offender or predator as defined in § 775.21, § 943.0435, § 944.607, or § 985.4815. If any guest of a short term rental responds that he or she is a sexual offender or predator as defined in § 775.21, § 943.0435, § 944.607, or § 985.4815, the short term rental responsible party shall immediately notify the Pinellas County Sheriff's Department.: ☐ Yes ☐ No

Save and resume later

11. Attach supporting documents. **Click the Add button to upload your documents.**

Step 3: Supporting Attachments > Documents

Attachment * indicates a required field.

Once files are uploaded, they cannot be removed. If a document was uploaded in error please upload the correct document.

The Short Term Rentals Certificate of Use requires the following documents at the time of submittal:

- **Parking Plan** - to include the number and location of on-site parking spaces, with a drawing of the location of parking spaces in relation to the building
- **Proof of Ownership** - Copy of Recorded Deed or recent profile from the Pinellas County Property Appraiser
 - If property is corporately owned, also provide verification of Active status from the Florida Division of Corporations with proof of current officers/members
- **DBPR Vacation Rental License** - Proof of active license from the Department of Business Professional Regulation (DBPR)

If Responsible Party is not the short term rental property owner: (links to affidavits are on Pinellas.gov/str):

- **Owner Affidavit**, and
- **Agent Affidavit**

Please Submit documents in pdf format.

The maximum file size allowed is **100 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Description	Action
No records found.				

Select from Account

Add

Save and resume later

Next Step

12. A box will pop-up, click **Add** again. Choose the pdf documents to upload. Click **Continue**.

File Upload ×

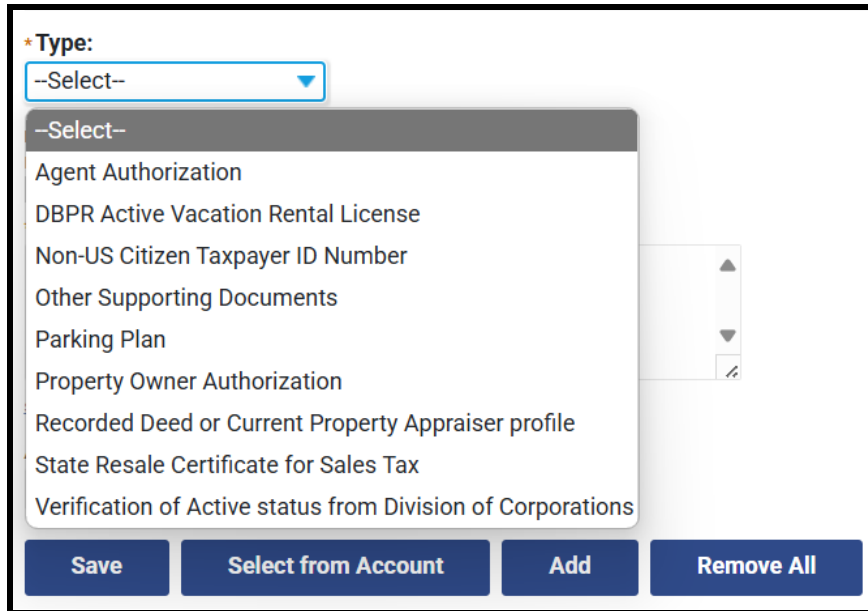
The maximum file size allowed is **100 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;ml are disallowed file types to upload.

Continue

Add

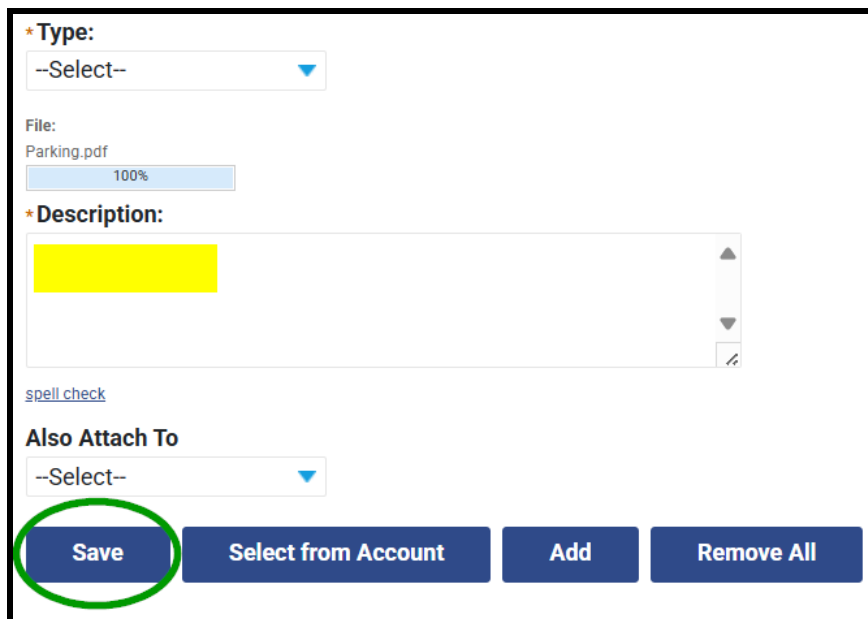
Remove A

13. Select the arrow in the Type box and choose which type of document you are uploading.



The screenshot shows a form with a dropdown menu labeled '*Type:' with a downward arrow. The dropdown is open, displaying a list of document types: --Select--, Agent Authorization, DBPR Active Vacation Rental License, Non-US Citizen Taxpayer ID Number, Other Supporting Documents, Parking Plan, Property Owner Authorization, Recorded Deed or Current Property Appraiser profile, State Resale Certificate for Sales Tax, and Verification of Active status from Division of Corporations. Below the dropdown are four buttons: Save, Select from Account, Add, and Remove All.

14. In the **Description** box, enter a brief description of what you uploaded. Click the **Save** button then select **Next Step**.



The screenshot shows the same form as before, but now the 'File:' section shows 'Parking.pdf' with a 100% progress bar. The '*Description:' field is highlighted in yellow. Below the description field is a 'spell check' link. The 'Also Attach To' dropdown is set to '--Select--'. The 'Save' button is circled in green. The other buttons (Select from Account, Add, Remove All) are also visible.

15. Step 4: Review. **Review your information to make sure all information is complete and correct.** Click the Edit button if you need to make changes. **Review the information carefully: you will not be able to go back into your application to make changes after submittal.** At the bottom of the page, click the agreement box. The date will fill in automatically. Click **Next Step**.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.

Date: _____

[Next Step](#)

16. **Pay Fees.** Read the paragraph and click the Continue button. Select the type of payment you will be using. Click the **Submit** button. Follow the prompts to pay.

Payment Options

Amount to be charged: \$250.00

☒ Pay with Credit Card
☐ Pay with Bank Account

[Submit Payment »](#)

17. **Save your receipt and note your application record number.** When your payment is submitted, your record number will be shown on the Submittal Receipt page. You can view your receipt by clicking the “Print/View Receipt” button. All contacts in the application will receive an email stating the application was received and will include your application number.

After your application has been submitted:

- Once payment has been made, your application has been submitted. **You will not be able to go back into your application to make changes.** Staff will review the application and documents and reach out via email regarding next steps or if any other information is required.
- **If your application is approved,** you will receive an email requesting payment of the inspection fee. After payment of the inspection fee, **staff will reach out by telephone to schedule a convenient inspection date and time.**
- **If more documentation or information is required,** you will receive an email stating what is needed. **To upload the additional documentation,** log into your Access Portal, click the Code Enforcement tab, and choose your record number. Click the small arrow next to Record Info for the drop-down menu, then click Attachments. Click the Add button to upload your documents.
- **For questions regarding your application,** contact str-support@pinellas.gov or call 727-464-4761 and choose option 4. **Please have your record number handy before calling.**