

# Grand Beach Rental Ordinance Overview

**How the process of complying with  
the ordinance works.**

- I will send out a letter in the water bill, most likely the October or December water bill outlining the process of being in compliance.
- The homeowner or Local Agent contacts the Code Enforcement Official to perform an inspection.
- I go over all of the requirements with them and make sure they understand.
- Myself and the owner/local agent meet at the property and the inspection is done. If no re-inspection is needed, the documents are signed and the fee is paid. They are then ready to rent the property.
- If a re-inspection is needed, I let them know what needs to be fixed and then I schedule a time to go back out and make sure that it is in compliance.

# Requirements

- The rental must be registered annually.
- Each time the home is rented a new registration form must be submitted to the Police Department email.
- All owners of the home shall sign a Waiver and Indemnification form.
- All rental homes shall have a Local Agent assigned. The owner can also be the local agent, but they must be able to respond within 1 hour to the property.
- The Local agent must inspect the dwelling every 30 days while rentals occur.
- Contact information for the local agent shall be posted in a prominent location.
- The maximum occupancy shall be posted inside the dwelling at all times.
- The street address shall be posted inside the dwelling in at least two places (near the telephone and near the pool area).
- The property must have a working landline telephone.
- The maximum occupancy is 16 adults (over the age of 2 are counted as adults).
- Shall maintain Short Term Rental Liability Insurance which shall include coverage for all amenities of the Dwelling including but not limited to pools, play structures and usage of golf carts.
- A smoke detector shall be in each bedroom and be tested every 90 days.
- A carbon monoxide detector shall be on each livable floor and tested every 90 days.
- No Fireworks shall be used at a dwelling that is registered as a Short Term Rental. This includes the days that ARE allowed under State Law.
- Use of any Golf Carts shall comply with the rules and regulations (at least 16 years of age to drive).

- Any rental property registered for more than 8 occupants must have two recycling and two garbage cans.
- Instructions to the renter for proper garbage and recycling disposal must be posted prominently in two places in the home. The instructions shall include the days and dates specific to the year. Garbage containers shall be clearly labeled "Garbage".
- No attic or basement can be counted towards the maximum occupancy, unless it meets the applicable building codes for egress.
- A copy of the Village of Grand Beach rules and regulations shall be provided for each rental. The owner/agent shall supply a copy to the renters and have them sign that they read them for each rental.
- Two parking spaces must be provided in every instance of rental and one additional space must be provided for every 4 occupant/renters. Parking on the front or side grass lawn area is prohibited at any time.

# Violations

- It is a Municipal Civil Infraction.
- Each day it continues constitutes a separate violation.
- If you fail to register a short term rental the fine is the annual registration fee times three for the first offense and a subsequent offense is the registration fee times six.
- If you exceed the maximum occupancy the fine is the annual registration fee times five for the first offense. It is the annual registration fee times ten for each subsequent offense.



# Revocation of Registration

**Offenses warranting revocation. The Village may revoke the rental registration for any Dwelling which is the site of at least 3 separate incidents (occurring on 3 separate rental periods) within a calendar year resulting in a plea of responsibility (with or without an explanation), a plea of guilty, a plea of no contest, or a court's determination of responsibility or guilt by the owner, Local Agent, or any renter for a violation of two or more of the Village's Code of Ordinances.**

**Proof of Rental. The following constitutes presumptive evidence that a dwelling or dwellings are being used as a rental property.**

- a. The property is occupied by someone other than the owner or his/her immediate family or friends of the owner's family.**
- b. Persons residing in the Dwelling represent that they pay rent to occupy the premises.**
- c. A dwelling or dwellings which have been published as being available for rent or lease.**

**Revocation Period and Effect. Upon revocation of registration, a Dwelling cannot be reregistered for a period of 1 year and cannot be used for Short-Term rentals until re-registered. The Dwelling may be re-registered after the 1-year period if all the registration requirements of this ordinance and the zoning ordinance are satisfied, and if Short-Term rentals are still a permitted use under the zoning ordinance in the area where the unit is located.**

**What can residents do if there is a problem with a rental home?**

- If you have a loud party or music or another issue with a short term rental please call our dispatch center at 866-630-7679. An officer will investigate, however the complainant will have to sign a citation in order for the owner to be cited if it is noise related.

**What does the Code Enforcement  
Official do after the paperwork is  
completed?**

- I collect all of the forms and make sure they are signed.
- I get all of the required insurance documents from the homeowners.
- I collect the fees and turn all of the paperwork over to the Village Office.
- I prepare a google doc for all of the rental homes that are registered and then share the document with all of the officers, which they can access on their phone at any time. It has the address of the rental the name and phone number for the local agent and the maximum occupancy for the home.
- If a violation occurs after my police work day is done, I follow up with the officer that handled the complaint and decide the best way to move forward. If a citation needs to be issued and it was not issued when the violation occurred, then I issue the citation.



**Questions?**