



Residential Rental Unit Permit and Inspection Program

May 18, 2021

**Joint Meeting Alachua County
Commission and City of Hawthorne**

Community Support Services, Codes Enforcement,
Growth Management



City Ordinance

- **Adopted September 17, 2020**
- **Goes into affect October 1, 2021**
- **For existing units, permits must be obtained by October 1, 2021 and will be valid until September 30, 2022**
- **RFP issued for program implementation**

Permit Application

- **Contact information**
- **Completed self-inspection checklist certifying unit complies**
- **HVAC maintenance documentation**
- **Payment of fee**



Permit Application

- **Confirmation that documents were provided to tenant:**
 - **Completed Self-inspection checklist**
 - **Copy of Florida's Landlord/Tenant Law (FDACS)**
 - **Tenant Bill of Rights and Responsibilities (City of Gainesville)**
 - **US Dept. of Energy Home Energy Score (calculated by City)**



Living Standards

- **Meets City(County) Property Maintenance Code**
- **Energy Efficiency standards to include:**
 - **Attic insulated to a minimum of R-19 and then a minimum of R-30 by October 1, 2026.**
 - **Attic access is weather stripped and insulated to a minimum of R-30.**



Living Standards

- All visible duct joints sealed using mastic or a combination of mastic and fiberglass mesh tape, pressure sensitive foil tape (UL181AP) or heat sensitive foil tape (UL 181AH) and all ducts insulated to a minimum of R-6 with appropriate commercially available insulation material.
- Fireplace dampers
- Plumbing free of leaks



Living Standards

- Showerhead and faucet aerators min 2.2 gal/min flow rate or less
- Toilets 3 gal/flush or less and then 1.6 gal/flush or less by Oct 1, 2026
- Water heaters – Temperature/Pressure Relief Valve
- Water heater pipes and water lines not enclosed - insulated

Living Standards

- **HVAC maintenance at minimum every 24 months**
- **Wall/window units in good repair, secured and air-sealed**



Inspections

- **Four year rolling cycle - each unit inspected at least once every four years**
- **Every other inspection provide a US Dept of Energy Home Energy Score**
- **Inspect at other times for complaints**



Extraordinary Hardship Provision

- **Similar to a variance**
 - **Cannot be caused by owner**
 - **Must show no alternatives to comply**



Enforcement

- If owner refuses to allow inspection, an inspection warrant could be obtained pursuant to Section 933.20, et seq., Florida Statutes
- Standard Code Enforcement Notice of Violation process for violations
- Permits may not be issued, transferred or renewed for units with uncorrected violations

Number of Units/Inspections

- All residential units rented in the City -~15,000 units, ~3,750 inspections annually
- County Unincorporated— ~7,036 units, ~1,759 inspections annually



Rental Permit Program

Municipality	Duplex	Tri/Quad	Single Family	Total Units
Alachua	18	3	663	712
Archer	3	1	122	131
Hawthorne	3	0	212	218
High Springs	8	3	574	603
Micanopy	5	1	91	104
Newberry	6	0	459	471
Waldo	1	0	225	227
Lacrosse			15	15
			Total Estimated Unit Count based on homestead status	2,481



Budget Considerations Unincorporated

- **1,759 inspections annually**
- **4 Codes Officers, 1 licensing clerk/staff assistant**
 - Salary, benefits, vehicles, phones, computers, uniforms, training/memberships
- **First Year: ~\$454,000**
- **On-going yearly: ~\$345,000**



Questions to Consider

- **Elements/Requirements of Ordinance**
- **Time frame for implementation**
- **Other Municipalities**

