



# How to Submit a Vacation Rental Application

## Simple Steps to Submit an Application



▶ Connected to: <https://aca-prod.accela.com/weston/>

Once connected to the Weston ePermits page, click on the “Vacation Rental How To” bar and follow the simple step-by-step process below.

**Welcome to Weston ePermits!**  
The City of Weston's Convenient Online Service

ePermits is a one-stop shop for permits and other City land management services, offering transparent government and convenience 24 hours a day, 7 days a week from home, office or mobile device. Please use the following guides on how to use the City of Weston ePermits portal.

- Contractor Guide
- Owner-Builder Guide
- Vacation on Rental How To**
- Certificate of Use How To

ACTIVE PERMITS MAP

WESTON MAPS

**1.** To submit applications, you need to log in with your e-Permits account. Type your username and password and click Login.

If you still do not have an account, please refer to the tutorial on How to Register an Account.

**Login**

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account \(you do not need to register for an account to search for information\)](#)

**2.** Once logged in, you will see the dashboard and place your mouse over Apply, and then click Vacation Rentals

Home Search Apply Schedule

Hello,

My Collection (0)

- Building Permit
- Engineering Permit
- Certificate of Use
- Vacation Rentals**
- Water Meter

# How to Submit a Vacation Rental Application (Continued)

3. Click the box that indicates that you have read and accepted the terms on the disclaimer.  
Click Continue Application.

Home **Building** Engineering Lands

Create an Application Search Applications

### Online Application

Welcome to The City of Weston's E-Permits System. You can submit various applications, pay fees, schedule inspections, communicate with City agents and print applications at the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. Read the General Disclaimer below before beginning your application.

#### General Disclaimer

While The City of Weston ("City") attempts to keep this website accurate and timely, the Agency neither warrants nor makes any representation as to the functionality or condition of this website, its suitability for use, or any interruptions or from computer virus, or non-infringement. All Web materials have been compiled from a variety of sources and may change without notice from the City as a result of

I have read and accepted the above terms.

[Continue Application >](#)

4. For this step we need the Location Information. The easiest way is using the address. Type a specific address or just a portion of it. Click Search.

**Address**

Street No.: 0 Direction: --Select-- Street Name: US 27 Street Type: HWY

Unit Type: --Select-- Unit No.:

City: WESTON State: FL Zip: 33327

Description:

Full Address Start

Full Address End

Start Cross Street

End Cross Street

Address Type

[Search](#) [Clear](#)

5. All matching results will appear on a separate window. Click the one that matches the property for the application. This will bring over the associated parcel and ownership information. Click the Select button. If the location is not accurate please use the Broward County Property Appraiser's website to search for parcel number. Click Continue Application at the bottom of the screen.

0 ASTER WAY, WESTON FL 33327 WESTON FL 33327

0 AZALEA PL, WESTON FL 33327 WESTON FL 33327

0 BAY ISLE DR, WESTON FL 33327 WESTON FL 33327

0 BAY POINTE DR, WESTON FL 33327 WESTON FL 33327

0 BLUE JAY CIR, WESTON FL 33327 WESTON FL 33327

< Prev 1 2 3 4 5 6 7 8 9 10 >

#### Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 503902016490			

#### Associated Owners

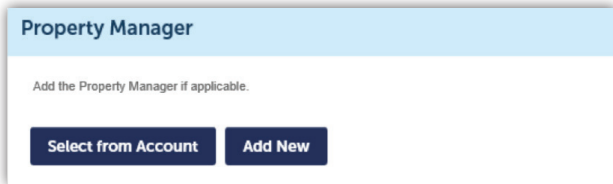
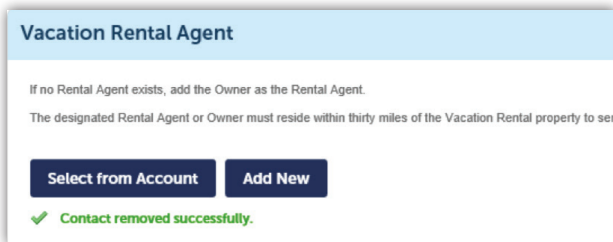
Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> SAVANNA MAINTENANCE ASSOC INC % CASTLE GROUP	PO BOX 559009 FORT LAUDERDALE FL 333

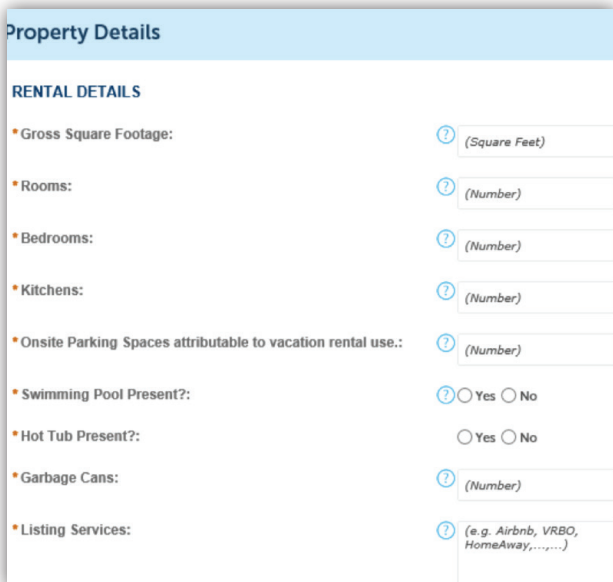
[Select](#) [Cancel](#)

# How to Submit a Vacation Rental Application (Continued)

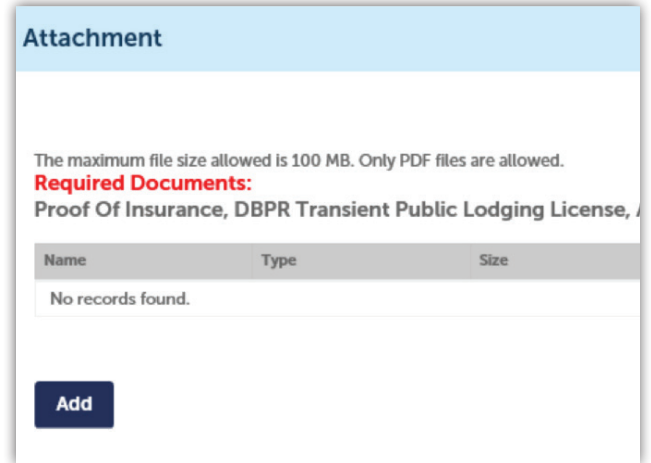
6. On this step we need information for the people involved with the rental. First is the Rental Agent Information. You have two options. You can either “Add New” or “Select from Account”, which lets you pick from any contacts associated to your account, such as the property owner, or the contact info added during registration. The second contact to add is the Property Manager, which is added the same way. This contact is optional. Click [Continue Application](#) at the bottom of the page.



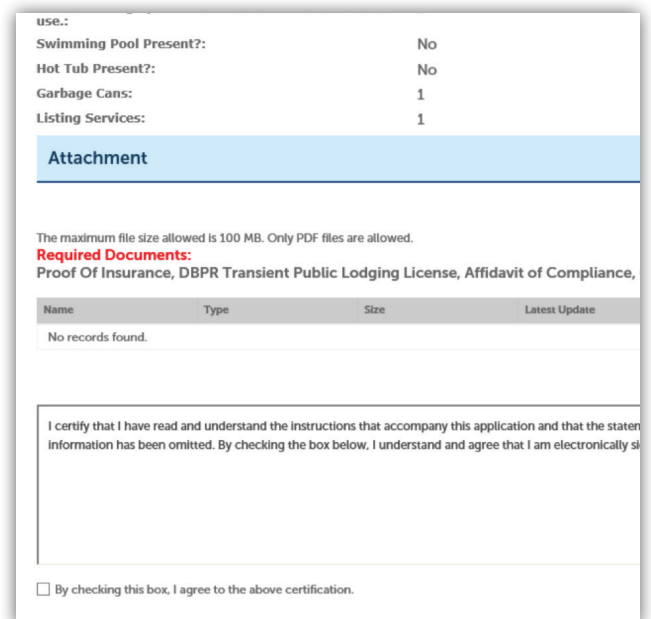
7. The next screen asks for more specific information about the business. Simply enter the requested information and then click on [Continue Application](#) at the bottom of the page.



8. Add your required documents to be attached to the application here. Click on Add to pick a file from your computer. Click [Continue Application](#).



9. The Review screen lets you see everything that has been entered. If all looks well, scroll to the bottom of the page and click the checkbox to agree to conditions, then click [Continue Application](#).




# How to Submit a Vacation Rental Application *(Continued)*

**10.** That's it! Your application has been submitted and has been routed to our helpful staff for processing. You can see your application (record) number on the screen to check its progress. Thank you for using the e-Permits portal

### Vacation Rental Application

1	2	3	4	5 Review	6 Record Issuance
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 Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is VAP20-00002.**

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work ar

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A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion o  
Schedule Inspections, check status, or make other updates.