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Panama City Beach vacation rental checklist

Bay County, Florida | Rules checked November 5, 2026

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Panama City Beach requires a Vacation Rental Certificate for every vacation rental, condos included: $250 to register with a fire inspection, $150 to renew each October 1. Occupancy is one guest per 150 square feet in houses and duplexes (200 in other units), with a 24/7 responsible party within an hour. During spring break “High Impact Periods,” no renters under 21.

> Fines are $500 for a first violation and $1,000 after that; a third violation in 12 months can revoke the certificate for up to a year.

Licensing steps

STATE OF FLORIDA

- [ ] **Get the DBPR vacation rental license**
  Apply online to the Division of Hotels and Restaurants as a Vacation Rental – Condominium or Vacation Rental – Dwelling, listing every unit address. Approval usually takes one to two business days and the license is emailed. There is no inspection before it’s issued, but DBPR can inspect afterward. Post the license (or a copy) in the unit.
  DBPR vacation rental licensing guide: https://www2.myfloridalicense.com/hotels-restaurants/licensing/vrtsp-guide/

- [ ] **Renew every year by your district’s date**
  Licenses renew on a set date for each DBPR district. Brevard, Volusia, Indian River, St. Lucie, Orange, Osceola, Lake, and Seminole (District 4) renew April 1, with the half-year rate from October 1. Duval, Nassau, Clay, Flagler, St. Johns, Levy, Alachua, Marion, and the rest of District 5 renew June 1, with the half-year rate from December 1. Bay, Walton, Okaloosa, Escambia, Santa Rosa, Gulf, Franklin, and the rest of District 6 also renew June 1. Martin, Palm Beach, and Broward (District 2) renew December 1, with the half-year rate from June 1. Miami-Dade and Monroe (District 1) renew October 1, with the half-year rate from April 1. Collier, Lee, Sarasota, Charlotte, Manatee, and the rest of District 7 renew December 1, with the half-year rate from June 1. Pinellas, Hillsborough, Pasco, Polk, Hernando, Citrus, and the rest of District 3 renew February 1, with the half-year rate from August 1. If you won’t rent until after the next renewal date, waiting to apply can save paying twice.

- [ ] **Register for Florida sales tax if you collect rent yourself**
  Whoever receives the rent collects and pays the tax. Airbnb and VRBO collect Florida’s 6% tax and the county surtax on bookings made through them, so if every booking goes through them you don’t need your own sales tax account. If you take direct bookings, or a property manager collects rent for you, you or the manager register with the Department of Revenue and file. You stay responsible if a platform or manager doesn’t pay it.
  Florida Department of Revenue: https://floridarevenue.com/

- [ ] **Meet the state fire safety rule**
  Florida Administrative Code 69A-43.018 asks rental homes for smoke alarms powered by the house wiring plus one in every bedroom, NFPA 10 extinguishers, one hour of battery emergency lighting to the main exit, a posted floor diagram showing the primary and secondary exits, and fire safety information for guests.
  Florida rental fire safety checklist (FireEscapePlan.com)-
  : https://fireescapeplan.com/guides/florida-vacation-rental-fire-safety-requirements

- [ ] **Balcony inspection for taller buildings**
  Buildings three or more stories tall must file a Certificate of Balcony Inspection with DBPR every three years. Condo units are exempt when the balconies and stairs are common elements and you give DBPR proof.

- [ ] **Keep up the state operating rules**
  Keep the unit clean, safe, and free of pests; change sheets and pillowcases between guests or weekly; use cribs that meet federal safety standards; and sanitize dishes between guests or post DBPR’s exception notice.

- [ ] **Then the county and town**
  Most rules that affect day-to-day operation, like registration, inspections, occupancy, and parking, are set by the county and the town. Pick your town for its full checklist.

BAY COUNTY, FLORIDA

- [ ] **Register for the tourist tax**
  Register with the Bay County Tax Collector and file through the GovOS portal (baycounty.munirevs.com) every period.
  Bay County TDT: https://baycountyfltax.gov/TDT/
- [ ] **Then your area**
  Panama City Beach and unincorporated Bay require a vacation rental certificate; Panama City requires a business tax receipt. Pick your area.

CITY OF PANAMA CITY BEACH

- [ ] **Get the state license and county tourist tax account**
  Every Florida vacation rental needs the DBPR license. Bay County collects its own tourist tax, and Airbnb and VRBO don't file it for you: register with the Bay County Tax Collector (which took over from the Clerk on October 1, 2026) and file every period, even for platform bookings. Platforms do collect the state sales tax.
- [ ] **Register and pass the fire inspection**
  Apply for the Vacation Rental Certificate ($250) and schedule the fire inspection. Get a city business tax receipt and register for the 1% city business tax.
  PCB short-term rentals: https://www.pcbfl.gov/295/Short-Term-Rentals
- [ ] **Name a responsible party**
  Reachable 24/7, on site within one hour, and checking the unit weekly.
- [ ] **Post the sign or decal and list the certificate number**
  Houses need a sign visible from the street; condos need a decal with a 24/7 number and the certificate number. Put the certificate number in every listing.
- [ ] **Follow High Impact Period rules**
  During designated High Impact Periods, don't rent to anyone under 21, verify guest IDs, and (for complexes over 25 units) provide security. Fines run up to $1,000.
- [ ] **Renew every October 1**
  Renewal is $150.

House rules for guests

Maximum guests: 1 per 150 sq ft (houses), 1 per 200 sq ft (other units)

High Impact Periods: No renters under 21

Who to contact

Fire Inspections: 850-233-5100 ext. 2413
Tax Collector TDT: 850-248-8555

Panama City Beach asks for drawings with your application.
Make the site sketch, floor plans, and evacuation maps to scale from your measurements at FireEscapePlan.com.

Official sources

Florida DBPR, Division of Hotels and Restaurants: Vacation rental and timeshare project licensing guide-
. https://www2.myfloridalicense.com/hotels-restaurants/licensing/vrtsp-guide/

Florida Department of Revenue (Florida Administrative Code): Rule 12A-1.061, sales tax on transient rentals (registration in part (9)).
https://www.flrules.org/gateway/ruleNo.asp?id=12A-1.061

State Fire Marshal (Florida Administrative Code): Rule 69A-43.018, fire safety for one- and two-family homes licensed as public lodging. https://www.flrules.org/gateway/ruleNo.asp?id=69A-43.018

Florida DBPR: Certificate of Balcony Inspection (DBPR HR 7020)-. https://www2.myfloridalicense.com/hr/forms/documents/dbpr_hr_7020_certificate_of_balcony_inspection.pdf

Bay County Tax Collector: Bay County tourist development tax. https://baycountyfltax.gov/TDT/

City of Panama City Beach: How to register and pay taxes. https://www.pcbfl.gov/home/showpublisheddocument/29121/639011236480730000

City of Panama City Beach: Vacation rental FAQ. https://pcbfl.gov/home/showpublisheddocument/24859/638563744735470000

City of Panama City Beach (Municode): Code section-. https://library.municode.com/fl/panama_city_beach/codes/code_of_ordinances?nodeId=COOR_CH8BUBURE_ARTIXVARE_S8-183VARERE

City of Panama City Beach: Short-term rentals. https://www.pcbfl.gov/295/Short-Term-Rentals