LICENSEDRENTAL.COM

Hillsboro Beach vacation rental checklist

Broward County, Florida | Rules checked November 4, 2026

Scan for the latest version

Hillsboro Beach requires every vacation rental to register with the town and renew by January 1 each year, with an annual inspection and exterior and floor-by-floor sketches. Occupancy is set by bedroom size, up to 8 guests.

> Ordinance 2017-300 (adopted November 14, 2017). A new owner must file a modification within 30 days or the registration is void.

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.

BROWARD COUNTY, FLORIDA

- [ ] **Register for the tourist tax if you take direct bookings**
  Whoever receives the rent collects the tax. If any guests pay you directly, register with the Tourist Development Tax Section and file on the schedule it assigns (monthly to annually). Returns are due the 1st and late after the 20th, even when you owe nothing; late returns cost at least $50.
  Broward tourist development tax: https://www.broward.org/recordstaxestreasury/TouristDevelopmentTax
- [ ] **Get a Broward County business tax receipt**
  The county says tourist tax registrants may also need a county local business tax receipt, and most city rental applications ask for one.
  Broward County business tax (BTExpress): https://county-taxes.net/broward/btexpress
- [ ] **Then your city**
  Most Broward beach cities require a vacation rental license, an inspection, and a local responsible party. Pick your city for its checklist.

TOWN OF HILLSBORO BEACH

- [ ] **Get the state license and county accounts**
  Every Florida vacation rental needs the DBPR license. Broward cities also ask for a Broward County business tax receipt and, if you take any direct bookings, a Broward tourist tax account. See the Florida and Broward County pages.
- [ ] **Register with the town**
  Submit the registration form, fee, state and county license and tax documents, and an exterior sketch plus a sketch of each floor. Adding bedrooms, raising occupancy, changing parking, or selling the property requires an amendment.
  Vacation rental registration form (Hillsboro Beach)-
  : https://www.townofhillsborobeach.com/DocumentCenter/View/2334/Vacation-Rental-Registration-Form
- [ ] **Pass the annual inspection**
  Make the unit available within 20 days of the town's written notice; a missed appointment costs a reinspection fee.
- [ ] **Post the parking sketch**
  Rental agreements must state the maximum vehicles, no more than the off-street spaces on your sketch, and the sketch must be posted at the rental.

Who to contact

Tourist Development Tax Section: 954-357-8455

> **Hillsboro 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

Broward County Records, Taxes and Treasury: Tourist development tax. https://www.broward.org/recordstaxestreasury/TouristDevelopmentTax

Town of Hillsboro Beach: Ordinance 2017-300, regulation of vacation rentals-
. https://www.townofhillsborobeach.com/DocumentCenter/View/3299/ORD-2017-300---Regulation-of-Vacation-Rentals