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Punta Gorda vacation rental checklist

Charlotte County, Florida | Rules checked November 4, 2026

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Punta Gorda requires a city business tax receipt for any rental of a dwelling unit, issued only after the city inspects the unit for zoning, building, and fire code compliance. Rentals of less than 30 days more than three times a year also need the DBPR license.

> City Code Chapter 12 (business tax receipts) and Sec. 12-6 (inspections). In late 2023 the City Council discussed additional short-term rental rules; ask the City Clerk whether any were adopted.

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.

CHARLOTTE COUNTY, FLORIDA

- [ ] **Register for the tourist tax if you take direct bookings**
  Get a Florida sales tax registration first, then complete the Tax Collector's tourist tax registration. Returns are due the 20th of the month after you collect; late returns lose the allowance and owe a 10% monthly penalty (minimum $50, up to 50%). Mandatory charges such as cleaning fees are taxable. Keep records three years.
  Charlotte County tourist development tax: https://taxcollector.charlottecountyfl.gov/tourist-tax
- [ ] **Then your city**
  Punta Gorda requires a business tax receipt and inspection; the rest of the county has no vacation rental program. Pick your area for its checklist.

CITY OF PUNTA GORDA

- [ ] **Get the state license and county tax account**
  Every Florida vacation rental needs the DBPR license. Airbnb collects Charlotte's 5% tourist tax on its bookings; for direct bookings and other platforms, register with the Charlotte County Tax Collector and file it yourself. See the Florida and Charlotte County pages.
- [ ] **Get the city business tax receipt and pass the inspection**
  Apply through the city's local business tax receipt page. The city inspects the unit for zoning, building, and fire code compliance before issuing the receipt.
  Punta Gorda vacation rentals: https://puntagorda-redesign.prod.govaccess.org/government/city-clerk/vacation-rentals

Who to contact

City Clerk: 941-575-3369
Code Compliance: 941-575-3352
Tax Collector (tourist tax): 941-743-1350

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

Charlotte County Tax Collector: Tourist development tax. https://taxcollector.charlottecountyfl.gov/tourist-tax

City of Punta Gorda, City Clerk: Vacation rentals. https://puntagorda-redesign.prod.govaccess.org/government/city-clerk/vacation-rentals