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Green Cove Springs vacation rental checklist

Clay County, Florida | Rules checked November 5, 2026

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Green Cove Springs requires a short-term vacation rental certificate for each unit, renewed by October 1 ($50 application, $50 yearly certificate), with an inspection before issuance and every year. Occupancy is one person per 250 square feet of air-conditioned space, with one parking space per bedroom and a responsible party on site within two hours.

> Owner-occupied homes are exempt.

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.

CLAY COUNTY, FLORIDA

- [ ] **Register for the tourist tax if you take direct bookings**
  Register with the Clay County Tax Collector and file it yourself.
- [ ] **Then your area**
  Pick your area for its checklist.

CITY OF GREEN COVE SPRINGS

- [ ] **Get the state license and county tourist tax account**
  Every Florida vacation rental needs the DBPR license. Airbnb collects Clay County's 5% tourist tax on its bookings; for direct bookings and other sites, register with the Clay County Tax Collector and file it yourself.
- [ ] **Apply for the certificate**
  Submit site and floor sketches, a city business tax receipt, and your DOR, DBPR, and county tax accounts. Pay $50 to apply and $50 for the certificate.
- [ ] **Pass the inspection**
  The city inspects before issuing the certificate and every year; fix violations within 30 days.
- [ ] **Name a responsible party**
  Reachable 24/7, on site within two hours, checking the unit weekly.

House rules for guests

Maximum guests: 1 per 250 sq ft of air-conditioned space **Parking: 1 space per bedroom**

Green Cove Springs 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

Clay County (Municode): Code section.
https://library.municode.com/fl/clay_county/codes/code_of_ordinances?nodeId=CO_CH18.3TA_ARTIIITODETA

City of Green Cove Springs (Municode): Code section-
. https://library.municode.com/fl/green_cove_springs/codes/code_of_ordinances?nodeId=SPBLADECO_CH117LAUSRE_ARTXIIISHRMVARE