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Unincorporated Flagler vacation rental checklist

Flagler County, Florida | Rules checked November 3, 2026

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Outside city limits and east of U.S. 1, single-family and two-family rentals need a county Short-Term Vacation Rental Certificate: an inspection every year, scale drawings of the house and lot, and a cap of 10 guests in most neighborhoods.

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 and Volusia (District 4) renew April 1, with the half-year rate from October 1. Flagler and the rest of District 5 renew June 1, with the half-year rate from December 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.

FLAGLER COUNTY, FLORIDA

- [ ] **Open a tourist tax account, even if you only use Airbnb or Vrbo**
  Flagler collects its own 5% tourist development tax, and the Tax Collector says the platforms do not send it in. Create an account on Tourist Express and file a return every month, by the 20th, including months with no rentals. You'll need a Florida sales tax number from the Department of Revenue to set it up.
  Tourist Express (Flagler Tax Collector): https://flagler.county-taxes.com/tourist

- [ ] **Get a county business tax receipt**
  The Tax Collector requires a local business tax receipt for every rental property, and county Ordinance 2018-10 requires the receipt number in every advertisement, including your Airbnb and Vrbo listings. Cities add their own receipt on top.

- [ ] **Know which program covers you**
  Palm Coast and Flagler Beach run their own rental programs. Outside city limits and east of U.S. 1 (the Hammock and the barrier island), the county's short-term vacation rental certificate applies. Bunnell, Beverly Beach, and Marineland have no rental program in their codes.

- [ ] **Then your town**
  Pick your town for its full checklist.

UNINCORPORATED FLAGLER COUNTY

- [ ] **Check that the county program applies**
  It covers single-family and two-family homes in unincorporated Flagler east of U.S. Highway 1. It doesn't apply west of U.S. 1, to buildings with three or more units, or to a home the owner lives in full time. Outside the program you still need the state license, the county business tax receipt, and a tourist tax account.

- [ ] **Meet the life safety standards**
  Interconnected, hard-wired smoke and carbon monoxide alarms; a 2A:10B:C extinguisher mounted on each floor; battery emergency lighting at the main exit that lasts at least one hour; sleeping rooms that meet the Florida Building Code; and a pool, spa, or hot tub that meets the state pool safety act.

- [ ] **Draw the site and floor sketches**
  The application needs an exterior site sketch to scale (every structure, pool, fence, numbered off-street parking space, and trash area) and an interior sketch of each floor to scale (bedrooms and sleeping areas, exits, smoke and CO alarms, and extinguishers).

- [ ] **Apply to Growth Management**
  Send the application, fee, a sample lease, proof of ownership (recorded deed), both sketches, your county business tax receipt, a notarized affidavit, and the copies of your required postings. On septic, include the Health Department septic permit and its application. The county inspects before it issues the certificate.
  Certificate application (PDF):
  https://www.flaglercounty.gov/files/assets/county/v/1/growth-management/documents/central-permitting-doc-center/short-term-vacatior

- [ ] **Name one responsible party**
  One person at a time, 18 or older, reachable 24 hours a day, able to reach the house within two hours when called, and checking on it at least once a week. You can be your own responsible party.

- [ ] **Put the required terms in your lease**
  Maximum occupancy, the names and ages of all guests, license tag numbers for every vehicle (no more than your off-street spaces), and a statement that guests must leave when an evacuation order is posted. Keep each lease for one year.

- [ ] **Renew every year**
  Apply between August 1 and October 1 and pass the inspection by December 31. If you add space, bedrooms, or guests, apply for a modification and wait for the inspection before using the new capacity.

County certificate fees

$400 for the first certificate and $200 a year to renew, per unit, plus the county business tax receipt.

Initial certificate	**$400**
Annual renewal	**$200**
Transfer to a new owner A transfer needs a new inspection.	**$50**
Modification (more space, bedrooms, or guests)	**$50**

Inspection checklist

- [ ] **Smoke and CO alarms.** Interconnected and hard-wired, per Florida Building Code R314 and R315.
- [ ] **Fire extinguishers.** A 2A:10B:C extinguisher on the wall of each floor, in a common area or a marked enclosed space, maintained per NFPA 10.
- [ ] **Emergency lighting.** Battery-powered, turns on automatically, lights the main exit for at least one hour.
- [ ] **Sleeping rooms.** Meet the Florida Building Code for one- and two-family homes, including an escape window.
- [ ] **Pool, spa, or hot tub.** Meets the Residential Swimming Pool Safety Act (Florida Statutes chapter 515).
- [ ] **Posted page by the main door or on the fridge.** Responsible party name, address, and phone; maximum occupancy; quiet hours 10 p.m. to 8 a.m.; maximum vehicles with a parking sketch; trash and recycling days; sea turtle lighting rules on the barrier island; and the nearest hospital.
- [ ] **Evacuation maps on upper floors.** Homes with three or more floors: a map at least 8½ by 11 inches next to each bedroom door on the third floor and up.
- [ ] **Trash cans.** One 35-gallon or larger can with a locking lid for every four guests. Out on pickup day, back in by sunrise the next day.

House rules for guests

Occupancy: The lowest of three limits
1 person per 150 sq ft of living space; 2 per sleeping room plus 2 in a common area; or your septic permit. Never over 10 (or 16 in mostly multi-family districts).

Parking: 1 space per 3 guests
Off the street. Garage spaces count if guests can use them.

Quiet hours: 10 p.m. to 8 a.m.

Advertising: Must match the certificate
Especially the maximum occupancy.

Who to contact

Growth Management: 386-313-4009
Tax Collector, tourist tax: 386-313-4160
Tourist tax email: touristtax@flaglertax.gov

Unincorporated Flagler 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

A plain-language summary of public rules, not legal advice. Confirm with Unincorporated Flagler County before you rent. Latest version: licensedrental.com/fl/flagler/unincorporated

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

Flagler County Tax Collector: Tourist development tax. https://www.flaglertax.gov/tourist-development-tax/

Flagler County (Municode): Land Development Code § 3.06.14, short-term vacation rentals. https://library.municode.com/fl/flagler_county/codes/code_of_ordinances?nodeId=FLCOCOOR_APXCLADECO_ARTIIIZODIRE_3.06.00SPPROT_3.06.14SHR

Flagler County Growth Management: Short-Term Vacation Rental Certificate application and affidavit. https://www.flaglercounty.gov/files/assets/county/v/1/growth-management/documents/central-permitting-doc-center/short-term-vacation-rental-forms/short-term