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Indian River Shores vacation rental checklist

Indian River County, Florida | Rules checked November 3, 2026

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Indian River Shores requires a short-term rental registration with the town business tax receipt and an inspection before the receipt is issued. Up to 10 guests, a responsible party who can arrive within two hours, and posted rules inside and out.

> The town's website was down when we checked, so we couldn't confirm the registration fee or the current application form (dated September 2, 2025). Call the Building Department.

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

INDIAN RIVER COUNTY, FLORIDA

- [ ] **Taking direct bookings? Open a tourist tax account**
  Airbnb and Vrbo collect and send Indian River's 5% tax for bookings made through them. If you collect rent yourself, register with the Clerk of Court and file a return by the 20th of each month. Once an account has been open 12 months, file a zero return in months with no rentals unless you ask in writing to go inactive. The county and city rental licenses still ask for proof of a Clerk tourist tax account.
  Tourist tax registration form (PDF):
  https://indianriverclerk.com/wp-content/uploads/Tourist-Tax-Registration-Form-2023-email-address.pdf
- [ ] **Know which rules cover you**
  Outside city limits, the county vacation rental license applies. Sebastian and Indian River Shores have their own registrations. Vero Beach allows rentals under 30 days only in some commercial and downtown districts. Fellsmere and Orchid have no rental rules in their codes.
- [ ] **Then your town**
  Pick your town for its full checklist.

TOWN OF INDIAN RIVER SHORES

- [ ] **Get the state license and county tax account**
  You need the DBPR license and a tourist tax account with the Indian River County Clerk of Court.
- [ ] **Register with the business tax application**
  Submit the town's short-term rental registration with your business tax application: state license, tourist tax account, parking, fire safety, unit size and bedrooms, and the signed acknowledgment form.
- [ ] **Post the required information, then pass the inspection**
  Post the address, the responsible party's contact on the front exterior, maximum vehicles and approved parking spots, trash days, quiet hours, where the smoke alarms and extinguishers are, emergency information, and maximum guests. These must be up before the town inspection and stay up.
- [ ] **Keep it current**
  Each year, send a valid current state license with your renewal. Report a new responsible party or new contact details within 10 days.

House rules for guests

Maximum guests: 2 per bedroom plus 2, up to 10

Parking: 1 car per bedroom plus 1, up to 5
Outside the garage, on a permitted driveway, not in a required yard.

Fines: Up to $250 a day, then $500
For a first and then a repeat violation.

Who to contact

Clerk of Court, tourist tax: 772-226-3164

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

Indian River County Clerk of the Circuit Court & Comptroller: Tourist development tax. https://indianriverclerk.com/tourist-development-tax/

Town of Indian River Shores (copy hosted by Zoneomics): Code § 161.12, short term vacation rentals (Ord. 571, May 13, 2024)-. https://www.zoneomics.com/code/indian-river-shores-FL/chapter_2

Town of Indian River Shores: Short-term vacation rental application (Sept 2, 2025)-. https://irshores.com/assets/images/TOWN%20OF%20INDIAN%20RIVER%20SHORES%20STVR%20APPLICATION%2009.02.2025.pdf