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Orchid vacation rental checklist

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

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Orchid has no vacation rental rules in its code. You need the state DBPR license, plus tax accounts if you take direct bookings, and your club or association rules likely decide what's allowed.

> We searched the town code for rental, transient, and lease in November 2026 and found no rental rules. Confirm with the town before you list.

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, and Indian River (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. 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 ORCHID

- [ ] **Get the state license and county tax account**
  Every Florida vacation rental needs the DBPR license. Airbnb and Vrbo pay the state and county taxes on their bookings; for direct bookings, open a Florida sales tax account and register with the Indian River County Clerk of Court. See the Florida and Indian River County pages.
- [ ] **Ask about a business tax receipt**
  Ask the Town of Orchid whether a rental needs a business tax receipt.
- [ ] **Check your HOA or club rules**
  Most of Orchid is a private club community. Read your association's rental rules before you list.

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 Orchid (Municode): Code of ordinances (codified through Ordinance 2026-02)-
. https://library.municode.com/fl/orchid/codes/code_of_ordinances