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Anna Maria vacation rental checklist

Manatee County, Florida | Rules checked November 4, 2026

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Anna Maria requires a yearly vacation rental registration with an annual city inspection, priced per allowed occupant ($104.78 each for April 2025 to March 2026, per local news). Occupancy is 2 per bedroom of 100 sq ft or more, 1 per smaller bedroom, plus 2, but no more than 8 per rental. Owners must answer the phone 24/7 for police and fire.

> City Code Chapter 108 (Ordinance 15-807, November 19, 2015). The fee is set by City Commission resolution each year; confirm the current amount with City Hall.

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.

MANATEE COUNTY, FLORIDA

- [ ] **Open a tourist tax account and file every period**
  Complete the Manatee County tourist tax application and get a state sales tax certificate. Then file and pay the county tax every month or quarter, even if Airbnb or Vrbo collected it from guests; they don't send it to the county. Quarterly returns are late after April 20, July 20, October 20, and January 20.
  Manatee County tourist development tax:
  https://helpcenter.taxcollector.com/hc/en-us/articles/26749980712461-Tourist-Development-Tax
- [ ] **Then your city**
  Anna Maria, Holmes Beach, Bradenton Beach, and Bradenton each require a city registration; Palmetto and the unincorporated county don't. Pick your area for its checklist.

CITY OF ANNA MARIA

- [ ] **Get the state license and county tax account**
  Every Florida vacation rental needs the DBPR license. In Manatee County you also open a tourist tax account and file the county tourist tax yourself, monthly or quarterly, because the Tax Collector has no agreement with Airbnb or Vrbo to collect it. See the Florida and Manatee County pages.
- [ ] **Prepare the site sketch**
  Draw the exterior showing all structures, pools and spas, fencing, and each off-street parking space so they can be counted. Guests may not park more vehicles than the sketch shows (plus other legal spaces you can show).
- [ ] **Register with the city and pass the inspection**
  Submit the registration form and fee with your DBPR license, state sales tax certificate, and Manatee tourist tax account. The city inspects after the initial registration and every year after renewal. Registrations last one year; renew before they expire. Unpaid fines can cancel the registration.
- [ ] **Put the required terms in your rental agreement**
  Include the maximum occupancy, the maximum number of vehicles with the parking sketch, and the city rules; post the parking sketch at the rental. Keep at least one phone that can call 911.

Who to contact

Tourist tax: 941-741-4809

> **Anna Maria 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

Manatee County Tax Collector: What is tourist development tax?-
. https://helpcenter.taxcollector.com/hc/en-us/articles/26749980712461-Tourist-Development-Tax
City of Anna Maria (Municode): Chapter 108, vacation rentals-
. https://library.municode.com/fl/anna_maria/codes/code_of_ordinances?nodeId=PTIICOOR_CH108VARE
Anna Maria Island Sun: Vacation rental registration fees increased. https://amisun.com/vacation-rental-registration-fees-increased/