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Jupiter Island vacation rental checklist

Martin County, Florida | Rules checked November 4, 2026

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Jupiter Island requires a yearly vacation rental permit for each unit, with a town inspection before it's issued and every year after. Up to 2 guests per bedroom (12 at most), $1 million in commercial liability insurance, and a responsible party who can be there within an hour. Permits expire September 30.

> Adopted December 6, 2024 (Ordinance 402). Violations go to the special magistrate, and a repeat violation can lead to suspension or revocation. The code leaves the permit, inspection, and no-show fees to the town; ask the building department for the current amounts.

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.

MARTIN COUNTY, FLORIDA

- [ ] **Open a tourist tax account, even if you only use Airbnb or Vrbo**
  Apply to the Martin County Tax Collector for a tourist development tax account and choose a filing schedule. Sign up for Tourist Express to file online. If a rental agent files a combined return for you, you don't need your own account, unless you also rent the property yourself.
  Tourist tax FAQ (Martin County Tax Collector)-
  : https://martintaxcollector.com/tourist-development-tax/faq-tourist-development-tax/

- [ ] **Ask about a business tax receipt**
  Ask the Tax Collector whether your rental needs a Martin County business tax receipt. Jupiter Island requires one for its permit. In the unincorporated county, a new receipt starts with a $180 zoning review and fire inspection from Growth Management.

- [ ] **Know which rules cover you**
  Jupiter Island and Sewall's Point regulate rentals. Stuart, Indiantown, Ocean Breeze, and the unincorporated county, including Jensen Beach, Hutchinson Island, Hobe Sound, and Palm City, have no rental registration, so the state license, tax accounts, and your condo or HOA rules apply.

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

TOWN OF JUPITER ISLAND

- [ ] **Get the state license, tax accounts, and county business tax receipt**
  The application asks for your DBPR license, a Florida sales tax registration (or proof a platform pays it), a Martin County business tax receipt, and an active Martin County tourist tax account.

- [ ] **Get liability insurance**
  A commercial certificate of insurance covering bodily injury and property damage for guests and invitees, at least $1,000,000 per occurrence and $2,000,000 aggregate.

- [ ] **Prepare the floor plan and site survey**
  A floor plan of every structure you rent showing stairways, hallways, bedroom exits, and fire extinguisher locations, plus a site survey showing all residential units, pools, hot tubs, spas, and fencing.
  Draw your floor plan and evacuation map (FireEscapePlan.com): https://fireescapeplan.com/plan?for=rental

- [ ] **Meet the safety standards**
  Interconnected smoke alarms in every bedroom and CO alarms outside each bedroom and by the garage door, hard-wired or with sealed ten-year batteries; a 2A:10B:C extinguisher on the wall of each floor; a landline phone that can call 911 in the main living area; a second way out of every bedroom and living area; and a pool, spa, or hot tub that meets the state pool safety act.

- [ ] **Apply to the building department**
  Submit a notarized application with the property appraiser card, your license and tax documents, the occupancy limits, floor plan, site survey, your lease, a responsible party designation, proof of inspection, the insurance certificate, and the fees. The town won't process an application while the property has open code violations.

- [ ] **Use a written lease and post the rules**
  Every stay needs a written or online lease stating the maximum occupancy, the parking spaces (with a sketch or photo), the names and ages of all guests, the dates, and that guests must leave on an evacuation order. Next to the main door, post the responsible party's contact, maximum occupancy, trash days, nearest hospital, and parking locations. Post an evacuation map (at least 8½ by 11 inches) by the inside door of each bedroom.

- [ ] **Renew by September 30**
  Renew each year with a renewal affidavit and fee, from July 1. The property is reinspected every year, and you have 30 days to fix anything found. A new owner needs a new permit.

Inspection checklist

- [ ] **Smoke and CO alarms.** Smoke alarm in each bedroom, CO alarm outside each bedroom and next to the garage door, all interconnected, hard-wired or sealed ten-year battery.
- [ ] **Fire extinguishers.** A 2A:10B:C extinguisher on the wall of each floor of the house and any accessory unit, in an open common area or a marked enclosed space.
- [ ] **Landline phone.** At least one landline that can call 911 in the main-level common area.
- [ ] **Second way out.** Every bedroom and living area has a door or window to the outside. Windows: at least 20 in wide, 24 in high, 5.7 sq ft open, and no more than 44 in above the floor.
- [ ] **Pool, spa, and hot tub.** Meets the Residential Swimming Pool Safety Act (Florida Statutes chapter 515).
- [ ] **Posted information.** Responsible party, maximum occupancy, trash days, nearest hospital, and parking by the main door; an evacuation map by each bedroom door.

House rules for guests

Maximum guests: 2 per bedroom, up to 12
No more than 12 people on the property at once.

Whole house only: No renting part of a lot or building
In the estate districts, a rental must include the main house. Executive, employee, or group retreats aren't allowed.

Responsible party: On site within 60 minutes
Reachable by phone 24/7, keeps three years of leases and guest records, and checks the property after every stay.

Trash: Out no earlier than the day before
Back from the curb by midnight on pickup day.

Hurricanes: Leave on an evacuation order

Who to contact

Tax Collector: 772-288-5600

Jupiter Island 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

Martin County Tax Collector: FAQ: tourist development tax. https://martintaxcollector.com/tourist-development-tax/faq-tourist-development-tax/

Martin County Growth Management: Business tax receipts. https://www.martin.fl.us/business-tax-receipts

Town of Jupiter Island (Municode): Code Chapter 6, Article V, vacation rentals (§§ 6-72 to 6-78)-
. https://library.municode.com/fl/jupiter_island/codes/code_of_ordinances?nodeId=PTIICOOR_CH6LIBURE_ARTVVARE

Town of Jupiter Island (Municode): Land development regulations § 2.01, prohibited uses (A-80 district; § 3.01 the same for B-40).
https://library.municode.com/fl/jupiter_island/codes/code_of_ordinances?nodeId=PTIICOOR_APXALADERE_ARTIIIZODI_DIV2A-DI2-ACREESREDI_S2.01PR

Town of Jupiter Island: Ordinance 402, business impact estimate-
. https://townofjupiterisland.com/DocumentCenter/View/1286/Ordinance-No-402---Vacation-Rentals-PDF