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Maitland vacation rental checklist

Orange County, Florida | Rules checked November 5, 2026

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Maitland allows short-term rentals only when the owner lives on the property as a permanent resident. You need a Short-Term Rental Certificate ($200 new, $75 renewal) with a yearly inspection. Limits are two guests per sleeping room and eight per unit, no on-street parking, and quiet hours from 10 pm to 8 am.

> LDC § 4.2.4(d)(6)(B), with a vesting date of December 10, 2018.

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.

ORANGE COUNTY, FLORIDA

- [ ] **Register for the tourist tax if you take direct bookings**
  Register with the Orange County Comptroller's tourist tax office and file every month.
- [ ] **Then your area**
  Zoning decides almost everything here. Pick your city or the unincorporated county.

CITY OF MAITLAND

- [ ] **Get the state license and county tourist tax account**
  Every Florida vacation rental needs the DBPR license. Airbnb collects Orange County's 6% tourist tax on its bookings; for direct bookings and other sites, register with the Orange County Comptroller and file every month (due the 1st, late after the 20th), even with no rentals.
- [ ] **Apply for the certificate**
  Apply with the city and pay $200. The unit is inspected before the certificate and every year after; fix violations within 30 days.
- [ ] **Meet the safety rules**
  Smoke and CO alarms, an NFPA 10 fire extinguisher on each floor, and pool safety under F.S. ch. 515.
- [ ] **Notify neighbors and post the notice**
  Send written notice to every dwelling within 500 feet. Post a one-page notice inside with quiet hours (10 pm to 8 am), the vehicle limit and a parking sketch, trash days, the nearest hospital, and 911 and police numbers.
- [ ] **Respond to complaints**
  The owner or a designated contact (18 or older) must try to reach the guest within 20 minutes of a conduct complaint and resolve other complaints within 24 hours.

House rules for guests

Maximum guests: 2 per sleeping room, 8 per unit

Parking: Off-street only

Quiet hours: 10 pm to 8 am

Maitland 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

Orange County Comptroller: Tourist development tax FAQ. https://www.occompt.com/FAQ.aspx?QID=139

City of Maitland (Municode): Code section. https://library.municode.com/fl/maitland/codes/land_development_code?nodeId=PTIILADECO_ART4USRE_S4.2PRUS_4.2.4STSPPRUS

City of Maitland: Application fees. https://itsmymaitland.com/447/Application-Fees