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North Palm Beach vacation rental checklist

Palm Beach County, Florida | Rules checked November 4, 2026

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North Palm Beach requires every vacation rental to register with the village and renew by October 1, with an annual inspection. The registration fee is $600. Up to 2 guests per bedroom plus 2, at most 5 cars outside the garage, and a responsible party within two hours.

> Adopted September 8, 2021 (Ordinance 2021-14). The $600 fee is from the village's 2021 registration form; confirm it hasn't changed.

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.

PALM BEACH COUNTY, FLORIDA

- [ ] **Register with the Tax Collector before you advertise**
  Apply for a vacation rental business tax receipt (or a home sharing receipt if you live there during stays) and a tourist development tax account, one set per property. You may not advertise or list the property until you have both.
  TDT support center (Palm Beach County Tax Collector)-
  : https://pbctax.gov/taxes/tourist-development-tax/tdt-support-center
- [ ] **Put both numbers on every listing**
  Airbnb, Vrbo, and other platforms must ask for your business tax receipt and tourist tax numbers before listing a Palm Beach County property, and the numbers must appear on every ad. Listings without valid numbers can be taken down.
- [ ] **File the tourist tax every month**
  File electronically every month, even in months with no bookings. Platforms collect the tax from guests and pass it to you; you send it to the Tax Collector. Keep records of each stay, its length, and its price for three years.
- [ ] **Renew the business tax receipt by September 30**
  Renewal needs the fee, every monthly return filed, and any changes to your registration. Without a renewal filed by September 30 you can't keep advertising. The receipt can't be transferred to a new owner or address.
- [ ] **No events or sales**
  County rules bar non-residential uses of a short-term rental, such as selling products or holding events that charge admission.
- [ ] **Then your town**
  Many Palm Beach County towns require their own permit and inspection. Pick your town for its full checklist.

VILLAGE OF NORTH PALM BEACH

- [ ] **Get the state, county, and village licenses**
  The registration asks for a village business tax receipt, your DBPR license, your Florida sales tax registration, and your Palm Beach County tourist tax account.
- [ ] **Meet the safety standards**
  Interconnected, hard-wired smoke and CO alarms (installed if not already there); a 2A:10B:C extinguisher on the wall of each floor; battery emergency lighting at the main exit for at least an hour; clean halls and stairs with rails; and a pool, spa, or hot tub that meets the state pool safety act.
  Vacation rental safety inspection requirements (village): https://village-npb.org/DocumentCenter/View/12665
- [ ] **Register with Community Development**
  Submit the notarized registration form with your licenses and tax documents, a sample ad, a sample lease, copies of your postings, the responsible party form, and the $600 fee. Report any change within 30 days.
  Vacation rental registration form: https://www.village-npb.org/DocumentCenter/View/12155
- [ ] **Use a written lease and post the rules**
  Each stay needs a lease stating the maximum occupancy, the parking spaces and where they are, the names and ages of all guests, the dates, and that guests must leave on an evacuation order. Post the responsible party, trash rules, nearest hospital, and parking by the front door or on the refrigerator; buildings over two stories also need an evacuation map by the front door.
- [ ] **Renew and pass inspection every year**
  Renew by October 1 with a renewal affidavit and fee. The village inspects after registration and each renewal; let the inspector in within 20 days of notice.

Village registration fee

$600 to register, payable to the Village of North Palm Beach, plus the village business tax receipt.

Vacation rental registration	**$600**

Inspection checklist

- [ ] **Smoke and CO alarms.** Interconnected and hard-wired, per Florida Building Code R314 and R315.
- [ ] **Fire extinguishers.** A 2A:10B:C extinguisher on the wall of each floor.
- [ ] **Emergency lighting.** Battery lighting at the main exit for at least one hour.
- [ ] **Halls and stairs.** Clean and ventilated, with rails on all stairs, porches, and steps.
- [ ] **Pool, spa, and hot tub.** Meets Florida Statutes chapter 515.

House rules for guests

Maximum guests: 2 per bedroom plus 2

Parking: 1 car per bedroom plus 1, up to 5
Not on the street or swale in front of a neighbor's home.

Hurricanes: Leave on an evacuation order

Who to contact

Community Development: 561-841-3365
Tax Collector, tourist tax support: 561-355-3547

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

Palm Beach County (Municode): Code § 17-117, vacation rentals (tourist development tax article).
https://library.municode.com/fl/palm_beach_county/codes/code_of_ordinances?nodeId=PABECOCO_CH17LITAMIBURE_ARTIIITODETA_S17-117VARE

Village of North Palm Beach (Municode): Zoning § 45-40, vacation rentals-
. https://library.municode.com/fl/north_palm_beach/codes/code_of_ordinances?nodeId=PTIICOOR_APXCZO_ARTIIIDIRE_S45-40VARE

Village of North Palm Beach: Vacation rental registration form (9/2021). https://www.village-npb.org/DocumentCenter/View/12155

Village of North Palm Beach: Vacation rental. https://village-npb.org/829/Vacation-Rental