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# Palm Beach Shores vacation rental checklist

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

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Palm Beach Shores requires a yearly vacation rental permit for each unit, with an inspection before it's issued and every year after, on top of the town's rental business tax receipt. At most 8 overnight guests, interconnected alarms, a floor plan and site survey, and a responsible party within an hour.

> Adopted April 22, 2024 (Ordinance O-1-24). The code leaves the permit, inspection, and no-show fees to a Town Commission resolution; 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.

### 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.

### TOWN OF PALM BEACH SHORES

- [ ] **Get the town rental business tax receipt**
  Every rental unit in town needs a town business tax receipt. Apply to the Town Clerk; the town inspects the unit before issuing it.

- [ ] **Get the state license, tax accounts, and county business tax receipt**
  The permit application asks for your DBPR license, your Florida sales tax registration (or proof a platform pays it), a Palm Beach County business tax receipt, an active county tourist tax account, and HOA approval if your building has an association.

- [ ] **Prepare the floor plan and site survey**
  A floor plan showing stairways, hallways, bedrooms, exits, and every fire extinguisher, and a site survey showing the unit, 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 dedicated phone that can call 911 in the main living area; a second way out of every bedroom and living area; and a pool that meets the state safety act.

- [ ] **Apply to the Building Department**
  Submit the sworn application with the property appraiser card, your licenses, the bedroom count and occupancy, the floor plan and survey, a sample lease, the responsible party designation, proof of inspection, and the fees.

- [ ] **Use a written lease and post the rules**
  Each stay needs a 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. By the main door, post the responsible party, maximum occupancy, trash days, nearest hospital, and parking; by each bedroom door, an evacuation map at least 8½ by 11 inches.
- [ ] **Renew by September 30**
  Renew each year with a renewal affidavit and fee, starting July 1. The unit is reinspected yearly, with 30 days to fix anything found. A new owner needs a new permit.

## Inspection checklist

- [ ] **Smoke and CO alarms.** Interconnected, hard-wired or sealed ten-year battery: smoke alarm in each bedroom, CO alarm outside each bedroom and by the garage door.
- [ ] **Fire extinguishers.** A 2A:10B:C extinguisher on the wall of each floor, per NFPA 10.
- [ ] **Phone.** A dedicated phone that can call 911 in the main-level common area.
- [ ] **Second way out.** From every bedroom and living area. Windows: at least 20 in wide, 24 in high, 5.7 sq ft open, no more than 44 in above the floor.
- [ ] **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

**Overnight guests: 2 per bedroom, up to 8**

**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, tourist tax support:** 561-355-3547

> **Palm Beach Shores 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

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

Town of Palm Beach Shores (Municode): Code § 18-29, rental property owners' business tax receipt-
. https://library.municode.com/fl/palm_beach_shores/codes/code_of_ordinances

Town of Palm Beach Shores (Municode): Code Chapter 18, Article IV, vacation rentals (§§ 18-52 to 18-58)-
. https://library.municode.com/fl/palm_beach_shores/codes/code_of_ordinances?nodeId=PTIICOOR_CH18BUOCPR_ARTIVVARE