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Tequesta vacation rental checklist

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

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Tequesta requires a yearly vacation rental permit for each unit, with an inspection before it's issued and every year after. The permit costs $200 per bedroom a year plus a $100 inspection. At most 8 overnight guests, hard-wired interconnected alarms, a floor plan and site survey, and a responsible party within an hour.

> Adopted July 14, 2022 (Ordinance 09-22), amended May 8, 2025 (Ordinance 03-25). Missed inspection appointments carry a no-show fee.

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 TEQUESTA

- [ ] **Get the state license, tax accounts, and county business tax receipt**
  The application asks for your DBPR license, your Florida sales tax registration, and a current Palm Beach County business tax receipt, plus HOA approval if your community has one.

- [ ] **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 home, 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**
  Hard-wired, interconnected smoke alarms in every bedroom and CO alarms outside each bedroom and by the garage door; a 2A:10B:C extinguisher on the wall of each floor; a landline or VoIP phone that can call 911; battery emergency exit lighting; a second way out of every bedroom and living area; a pool that meets the state safety act; and 6-inch address numbers visible from the road.

- [ ] **Apply to the Building Department**
  Submit the sworn application with the property appraiser card, your licenses, the bedroom count and occupancy limits, 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. Post the responsible party's contact by the main door and an evacuation map (at least 8½ by 11 inches) by each bedroom door.

- [ ] **Renew by September 30**
  Renew each year with a renewal affidavit, an inspection, and the fee, starting July 1. Fix anything found within 30 days or the permit is suspended. A new owner needs a new permit.

Village permit and inspection fees

The permit is $200 per bedroom every year. Inspections cost $100, then $150 and $250 if the unit has to be reinspected.

Annual permit fee	**$200 per bedroom**
Initial inspection	**$100**
First reinspection	**$150**
Second or later reinspection	**$250**

Inspection checklist

- [ ] **Smoke and CO alarms.** Hard-wired and interconnected: smoke alarm in each bedroom, CO alarm outside each bedroom and next to the garage door.
- [ ] **Fire extinguishers.** A 2A:10B:C extinguisher on the wall of each floor, per NFPA 10.
- [ ] **Phone.** A landline or VoIP phone that can call 911.
- [ ] **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.
- [ ] **Emergency lighting.** Battery powered emergency exit lighting.
- [ ] **Address numbers.** At least 6 inches tall, contrasting, visible from the road.
- [ ] **Evacuation maps.** At least 8½ by 11 inches, next to the inside of each bedroom door.

House rules for guests

Overnight guests: 2 per bedroom, up to 8

Gatherings: Up to 1½ times the overnight limit, 12 at most

Trash: Out after 6 p.m. 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

Tequesta 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

Village of Tequesta (Municode): Zoning Chapter 78, Article XIV, vacation rentals (§§ 78-890 to 78-896)-. https://library.municode.com/fl/tequesta/codes/code_of_ordinances?nodeId=PTIICOOR_CH78ZO_ARTXIVVARE

Village of Tequesta (Municode): Appendix D, land development fee schedule (item k, vacation rental permit)-. https://library.municode.com/fl/tequesta/codes/code_of_ordinances?nodeId=PTIICOOR_APXDLADEFESC