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Fort Pierce vacation rental checklist

St. Lucie County, Florida | Rules checked November 4, 2026

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Fort Pierce requires a yearly rental unit registration for every vacation and short-term rental: $350 to start and $200 a year to renew, with a site sketch and interior sketch, a city business tax receipt, and a responsible person who answers calls within one hour.

> Fines for an owner can reach $5,000 per violation, and guests can be cited directly. The code doesn't say whether the city inspects before registering a rental; ask the City Clerk.

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.

ST. LUCIE COUNTY, FLORIDA

- [ ] **Open a tourist tax account, even if you only use Airbnb or Vrbo**
  Get a Florida sales tax number from the Department of Revenue first, then create a TouristExpress account with the Tax Collector and apply for a tourist tax account. File every month by the 20th. Filing on time online earns a 2.5% collection allowance, up to $30.
  TouristExpress (St. Lucie Tax Collector): https://stlucie.county-taxes.com/tourist

- [ ] **Ask about a business tax receipt**
  Ask the Tax Collector whether your rental needs a county business tax receipt. Fort Pierce also requires its own city receipt.

- [ ] **Know which rules cover you**
  Fort Pierce (including its part of Hutchinson Island) and St. Lucie Village run rental registrations. Port St. Lucie and the unincorporated county, including the county side of Hutchinson Island, 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.

CITY OF FORT PIERCE

- [ ] **Get the state license, tax accounts, and business tax receipts**
  The application asks for your DBPR license number, Florida sales tax number, St. Lucie County tourist tax account number, and any county business tax receipt. You also need a City of Fort Pierce business tax receipt.

- [ ] **Draw the site and interior sketches**
  The application needs an exterior site sketch (with the location of your parking spaces) and an interior building sketch showing all bedrooms, fire extinguishers, smoke and CO alarms, the ways in and out, and living spaces.

- [ ] **Meet the safety standards**
  Working smoke and CO alarms; a 2A:10B:C extinguisher on the wall of each floor; lit, clear halls and stairways with rails and an unobstructed path to the exit; a pool, spa, or hot tub that meets the state pool safety act; and a working phone (landline or cell) that can call 911.

- [ ] **Apply to the City Clerk**
  Submit the owner and responsible person details (with a 24-hour phone), the unit's address and phone, the property appraiser profile, the parcel number, property type, maximum occupancy, parking count and locations, both sketches, your license and tax numbers, and the fee. The city decides within 30 days.

- [ ] **Put the registration details in every ad**
  Every listing must show the city registration number, the city business tax receipt number, the maximum occupancy, and the maximum parking, plus a link to the city's good neighbor brochure.

- [ ] **Ask guests about sex offender status**
  At booking, ask whether any guest is a registered sexual offender. If one is, notify the St. Lucie County Sheriff's Office within 24 hours.

- [ ] **Renew every year**
  Renew on the anniversary of your first registration with a renewal form, your current state licenses, updated responsible person details, and the fee. Adding occupancy or changing parking or management needs an amended registration.

City registration fees

$350 the first year and $200 a year after that, plus the city business tax receipt.

Initial rental unit registration	**$350**
Annual renewal Only if the unit was registered for the full previous 12 months.	**$200**

Inspection checklist

- [ ] **Smoke and CO alarms.** Working alarms per the Florida Building Code, including R315 for carbon monoxide.
- [ ] **Fire extinguishers.** A 2A:10B:C extinguisher on the wall of each floor, in a common area or a marked enclosed space, maintained per NFPA 10.
- [ ] **Exits and stairs.** Halls and stairways clean and lit, rails on all stairs, and a clear path from anywhere to the exit.
- [ ] **Phone.** A landline or cell phone in the unit that can call 911.
- [ ] **Posted information within 10 feet of the front door.** Responsible person's name, address, and phone; maximum occupancy; maximum vehicles with a parking sketch; trash days; nearest hospital and police station; copies of the city registration, business tax receipt, the rental ordinance, and the current rental agreement.

House rules for guests

Occupancy: 1 person per 200 sq ft
Of air-conditioned space; 1 per 150 sq ft of the rented room if you rent only rooms.

Parking: Marked on-site spaces only
No overnight street parking, nothing on grass. Condos use their assigned spaces.

Trash: Out after 6 p.m. the day before
Back from the curb by 6 p.m. on pickup day, in city-approved carts.

Events: No commercial events

Hurricanes: Leave on an evacuation order

Who to contact

Tax Collector, tourist tax: TouristTax@tcslc.com
Department of Revenue (sales tax number): 772-429-2900

Fort Pierce 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

St. Lucie County Tax Collector: Tourist development tax. https://tcslc.com/233/Tourist-Development

City of Fort Pierce (Municode): Code Chapter 22, Article X, short term and vacation rental regulations (§§ 22-500 to 22-521).
https://library.municode.com/fl/fort_pierce/codes/code_of_ordinances?nodeId=PTIICOOR_CH22BUBURE_ARTXSHTEVARERE_DIV2STRE_S22-506STRE

City of Fort Pierce: Resolution 23-R39, short-term and vacation rental fees-
. https://public.destinyhosted.com/fortpdocs/2023/CCREG/20230620_3483/19866_23-R39_Modifying_STR-VR_Fees.pdf
City of Fort Pierce (Municode): Zoning § 125-187, use table (dwelling rental permitted in every district)-
. https://library.municode.com/fl/fort_pierce/codes/code_of_ordinances?nodeId=SPBLADEOR_CH125ZO_ARTIVBAZODI_S125-187ALUS