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Unincorporated Putnam County vacation rental checklist

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Putnam County, Georgia | Rules checked November 6, 2026

Putnam County requires a yearly short-term vacation rental license from the County Clerk and caps licenses at 350, with a waitlist. No new rentals are allowed in the R-1R lake residential zone, and guests are capped at 2 per bedroom plus 2, up to 12.

Three violations at a property in 12 months revoke the license, and the county rejects applications for that property for 12 months.

The application fee is set by the County Clerk; a 2025 news report mentioned a $28 fee. Confirm the current amount.

Licensing steps

STATE OF GEORGIA

- [ ] **Know what the platform collects**
  Airbnb collects state and local sales tax, the $5-a-night state hotel-motel fee, and the local hotel-motel tax on its Georgia bookings. Ask any other platform what it collects, and keep records either way.
- [ ] **Register for direct bookings**
  If guests book and pay you directly, register for sales tax with the Georgia Tax Center and file the local hotel-motel tax with your city or county. If your city or county requires a business license or occupation tax for the rental, the DOR treats you as an innkeeper and you also owe the $5 state fee on direct bookings.
  Georgia Tax Center: https://gtc.dor.ga.gov/
- [ ] **Check your city or county**
  Most of the rules are local: short-term rental permits, business licenses (occupation tax), zoning limits, and caps. Some cities ban rentals in residential zones. Pick your area.

PUTNAM COUNTY, GEORGIA

- [ ] **Then your city or area**
  Permits, zoning, and the hotel-motel tax are set by each city, and by the county outside city limits. Pick your area.

PUTNAM COUNTY (UNINCORPORATED AREAS)

- [ ] **Apply to the County Clerk every year**
  Give owner and agent contacts, the rental address, a parking site plan, and your sworn acknowledgement of the ordinance. The agent must be 25 or older and able to reach the property within an hour. Report agent changes within five business days.
  Putnam County STR portal: https://putnamcountyga.munirevs.com/faq
- [ ] **Put your license number in every ad**
  Ads must show the license number, maximum occupancy, and maximum vehicles. Post the license and contact information inside the main entrance.
- [ ] **Use the county rental contract**
  Give renters a copy of the ordinance and a contract listing the maximum guests, vehicles, and boats docked. The person signing must be 25 or older.

☐ **Taxes on each stay**
Stays here owe 8% sales tax, the local hotel-motel tax, and the $5-a-night state fee. Airbnb collects all three on its bookings. For direct bookings, file sales tax (and the $5 fee, if you need a local license) with the Georgia Tax Center. File the county's 8% hotel-motel tax monthly through the county's GovOS portal on rents an intermediary didn't already remit, including zero returns.

House rules for guests

Quiet hours: Speakers indoors 10 p.m. to 9 a.m.

Parking: Per the approved plan; none on rights-of-way

Not allowed: Events, fireworks, RVs, subletting, sleeping in accessory buildings

Smoke alarms: Hard-wired, interconnected, battery backup

Unincorporated Putnam County 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

Airbnb: Occupancy tax collection and remittance by Airbnb in Georgia. https://www.airbnb.com/help/article/2745

Georgia Department of Revenue: Rule 560-13-2-.01 amendment notice (2025)-
. https://dor.georgia.gov/document/document/notice-fet-2025-01-rule-560-13-2-01-state-hotel-motel-feepdf/download

Putnam County (Municode): Code section.
https://library.municode.com/ga/putnam_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH22BU_ARTVSHTEVARE

Putnam County (GovOS): Short-term rental FAQ (GovOS portal). https://putnamcountyga.munirevs.com/faq

The Eatonton Messenger: BOC approves STR contested permits. https://www.msgrnews.com/node/6460