LICENSEDRENTAL.COM

Monroe vacation rental checklist

Walton County, Georgia | Rules checked November 6, 2026

Scan for the latest version

Monroe requires a separate city business license for each short-term rental, filed by the owner with the planning department, plus a city hotel-motel tax registration. Owners must install security cameras covering the driveway and entry points.

> Rentals for more than 10 overnight guests must meet the access and life safety codes for hotels.

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.

WALTON 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.

CITY OF MONROE

- [ ] **Apply to the planning department**
  Include owner and contact information, bedrooms and square footage, a code compliance verification form, a diagram or photo of the paved parking spaces, and your city hotel-motel tax registration. The fee follows the city occupation tax schedule.
- [ ] **Meet the unit rules**
  Rent the whole unit, accessory apartment, or accessory dwelling, one rental per address, at least 300 square feet with a bedroom, bathroom, sink, microwave, and refrigerator. Install a hard-wired interconnected smoke system and fire extinguishers as the code officer requires.
- [ ] **Post the notice**
  Post the license, conditions, 24-hour contact, maximum guests, vehicles and a parking sketch, daytime visitor limit, trash day, and noise rules by the front door. Changing the contact costs $25.
- [ ] **Taxes on each stay**
  Stays here owe 7% 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. Register with the city and file Monroe's 5% hotel-motel tax for direct bookings.

Monroe 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

City of Monroe (Municode): Code section.
https://library.municode.com/ga/monroe/codes/code_of_ordinances?nodeId=PTIICOOR_CH22BUBURE_ARTVISHRMRE

Georgia Department of Community Affairs: Hotel/motel excise tax rates and revenue report-
. https://dca.georgia.gov/document/document/hotel-motel-tax-revenue-report/download