

# SHORT-TERM RENTAL BUSINESS LICENSE CHECKLIST

Per Gulf County Ordinance you are required by law to pay a 5% "Bed Tax" on all overnight stays under 6 months. You will need to register your property with the Gulf County Tax Collector to remit taxes properly. For questions regarding Bed Tax, please contact the Gulf County Tax Collector at (850)229-6116.

If you are within unincorporated Gulf County, you are also required to have an annual Short-Term Rental Business License and home inspection.

## READY TO BE A VACATION RENTAL? HERE'S A CHECKLIST TO HELP GET YOU ON YOUR WAY!

AS EARLY AS JULY 1ST OF EACH YEAR YOU MAY SUBMIT A RENEWAL APPLICATION BY LOGGING ONTO YOUR CITIZENSERVE ACCOUNT.

**(RENEWAL APPLICATIONS WILL NOT BE ACCEPTED PRIOR TO THIS DATE)**

[WWW.VISITGULF.COM/PARTNERS/STRLICENSE](http://WWW.VISITGULF.COM/PARTNERS/STRLICENSE)

**1**

**REGISTER TO REMIT STATE TAXES WITH THE  
FLORIDA DEPARTMENT OF REVENUE**  
[www.floridarevenue.com](http://www.floridarevenue.com)

**REGISTER TO REMIT GULF COUNTY BED TAX  
AT THE GULF COUNTY TAX COLLECTOR'S OFFICE**

(850)229-5353 or (850)227-2318

OFFICE HOURS: MON.-FRI. 9:00-4:30PM EST

**2**

**3**

**CHECK YOUR LOCAL ZONING/TAXING DISTRICT  
BY SEARCHING FOR YOUR PROPERTY**  
[WWW.GULFPA.COM](http://WWW.GULFPA.COM)

\*DISCLAIMER\*

IT IS THE HOMEOWNER'S RESPONSIBILITY TO RESEARCH  
AND COMPLY WITH ALL LOCAL, STATE, AND FEDERAL  
GUIDELINES BEFORE BECOMING A VACATION RENTAL.



# SHORT-TERM RENTAL BUSINESS LICENSE CHECKLIST

## EXEMPT FROM THE COUNTY'S SHORT-TERM RENTAL LICENSE IF...

THE PROPERTY'S WITHIN THE CITY OF PORT ST. JOE  
OR THE CITY OF WEWAHITCHKA  
(TAXING DISTRICTS 3 AND 5)

HOWEVER, YOU WILL NEED TO REACH OUT TO EITHER CITY TO PURCHASE  
A REGULAR CITY BUSINESS LICENSE ACCORDINGLY.  
CITY OF PORT ST. JOE: (850)229-8261 CITY OF WEWAHITCHKA (850)639-2605

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## RECEIVE TDC PACKET FROM THE GULF COUNTY TAX COLLECTOR

THIS PACKET INCLUDES LEAVE NO TRACE MAGNETS  
AND RACK CARD LITERATURE THAT YOU ARE REQUIRED  
TO HAVE POSTED IN YOUR RENTAL FOR YOUR GUESTS

## REGISTER, PAY, AND SCHEDULE INSPECTION FOR SHORT-TERM BUSINESS LICENSE

YOU WILL NEED TO RENEW YOUR LICENSE BEFORE  
SEPTEMBER 1ST OF EACH YEAR, IN ORDER TO BE  
COMPLIANT WITH THE GULF COUNTY SHORT-TERM  
RENTAL BUSINESS LICENSE ORDINANCE. NO.2020-04

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## KNOW YOUR FEES

THE APPLICATION FEE IS \$100  
(PROCESSING FEE \$25; INSPECTION FEE \$75  
[WWW.VISITGULF.COM/PARTNERS/STRLICENSE](http://WWW.VISITGULF.COM/PARTNERS/STRLICENSE))

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## FILL OUT THE PROPERTY RENTAL DETAIL FORM

BE SURE TO FILL OUT THIS FORM GIVEN TO YOU BY THE  
TAX COLLECTOR INSIDE THE DC PACKET AND SUBMIT IT  
TO THE TDC IF YOU WOULD LIKE YOUR PROPERTY LISTED  
ON VISITGULF.COM

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