

APPLY FOR A NEW BED AND BREAKFAST INN LICENSE

Florida law requires owners of new public lodging establishments and new owners of existing establishments to obtain a license from the division before operating. The application process described below is for **NEW BED AND BREAKFAST INN LICENSES ONLY**.

Application Requirements:

- **ELIGIBILITY:** If your operation does not meet the following definition, please return to the previous page to select the correct one.

Bed and Breakfast Inn - A bed and breakfast inn is a family home structure, with no more than 15 sleeping rooms, which has been modified to serve as a transient public lodging establishment, which provides the accommodation and meal services generally offered by a bed and breakfast inn, and which is recognized as a bed and breakfast inn in the community in which it is situated or by the hospitality industry. [Section 509.242, Florida Statutes]

- **APPLICATION:** Obtain and complete the **Public Lodging License Application Packet** in [Microsoft Word](#) or [Fill-in PDF](#) (also referenced at the bottom of this page). The application packet includes instructions for making application and the following forms:

- [DBPR HR-7027 Application for Public Lodging Establishment License - Word / Fill-in PDF](#)
- [DBPR HR-7020 Certificate of Balcony Inspection - Word / Fill-in PDF](#)

- **LICENSE FEES:** Annual license fees are listed on our [lodging fee webpage](#) and are based in part on the county your establishment is located and when you wish to open. The division divides the state into 7 [licensing districts](#) according to county. Licenses expire each year at the following times:

- District 1 - October 1
- District 2 - December 1
- District 3 - February 1
- District 4 - April 1
- District 5 - June 1
- District 6 - June 1
- District 7 - December 1

- If you wish to begin operation within six months or less of your expiration date, you are required to pay only a half-year fee.

The division mails renewal reminder notices about 60 days prior to expiration. Therefore, if you are applying within this period, we allow you to purchase a license that will authorize you to operate for up to 14 months for 1.5 times the license fee. (Unfortunately, this option is NOT currently available for online applications). If you apply online within 60 days, or do not opt for the 14-month license, you need to be mindful when your license expires so you can renew before expiration, since the division may not send a reminder.

If you are applying more than six months prior to the expiration date, the full-year fee must be paid.

All new and change of ownership applications must include a \$50 application fee. This fee is in addition to the annual license fee.

- To assist you in determining the correct fee, the division has provided a [license fee calculator](#).

The appropriate license fee must be paid to the division before a license will be issued. Please make checks payable to the Division of Hotels and Restaurants. For assistance in determining the correct license fee, please contact the department at 850.487.1395.

- **OPENING INSPECTION:** All new licensees are required to pass a sanitation and safety inspection prior to opening. After submitting your license application and fees, contact the department at 850.487.1395 to schedule an opening inspection.

- **MORE INFO:** For additional information about our licensing process and other government requirements, please review our [website](#). Use the Back button or arrow to return to this screen.

EXHIBIT "B"