

LODGING OPENING / LICENSING INSPECTION CHECKLIST

License Definitions	Transient public lodging establishment means the intention is that guest occupancy will be temporary (includes the following license types: Transient Apartment (2003), Motels (2002), Hotels (2001), and Vacation Rental (2006 or 2007), Bed and Breakfast (2005).
	Non-Transient lodging establishment means the intention is that the dwelling unit occupied will be the sole residence of the guest, and is not temporary (includes the following license type: Apartment (2003).

Important Reminders:

- ✓ The license application AND fees must be processed prior to scheduling a licensing inspection
- ✓ An on-site inspection is required prior to issuing the license
- ✓ For new construction, a Certificate of Occupancy or sign-off from the local municipality is required

To schedule your inspection, all applicable items listed below must be complete.

- _____ [Human Trafficking Awareness](#) compliance
- _____ [Miya's Law compliance for Apartments](#)
- _____ [Miya's Law](#) compliance
- _____ Mop sink or curbed cleaning facility with hot/cold running water (transient only)
- _____ Backflow device or vacuum breaker installed on all threaded faucets
- _____ Adequate storage and disposal of garbage and refuse is provided
- _____ Fire extinguishing equipment and LP gas appliances installed, approved, and maintained by the local fire authority
- _____ Flammables (i.e., LP/natural gas tanks) properly stored away from hazardous areas
- _____ Boiler certificate, if applicable (required for water heaters with heat input above 400,000 BTUs/hour., water temperature of 210°F or water-holding capacity of 120 gallons)
- _____ [Balcony certificate](#) (Buildings with 3 or more stories)
- _____ Hearing impaired smoke detector - 1 per 50 rooms; maximum of 5 (transient only)
- _____ Telephone surcharge information posted on a minimum 3" by 5" sign by phone (transient only)
- _____ Secondary lock provided on all guest room outside or connecting doors
- _____ Ice machine(s) with proper overhead protection and water from an approved source (transient only)
- _____ Provide means to properly clean and sanitize glassware/tableware/utensils or [Notification of Exception to Sanitization Requirements](#) is posted (transient lodging only)
- _____ Maintain a Guest Register that includes rates charged and dates of occupancy (transient only)

Frequently Asked Questions	<p>The Division has a list of Frequently Asked Questions (FAQs) for public lodging establishments which can be found at the link below. This includes additional information on Balcony Inspection, Miya's Law, Human Trafficking, Mold, etc.</p> <p>http://www.myfloridalicense.com/DBPR/hotels-restaurants/faq/</p>
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