

SHORT-TERM RENTAL PERMIT CHECKLIST

SUBMITTAL REQUIREMENTS (ALL INFORMATION MUST BE CLEAR AND LEGIBLE)

With the submittal of the application and checklist, the applicant attests that the following is submitted. Failure to provide the requested information or falsifying information may result in a delay in reviewing your application or denial of your application.

- Completed Short-term Rental Permit Application
- \$100 application fee (invoiced after submission)
- Proof of short-term rental insurance coverage for each unit with minimum coverage of \$250,000 per unit.
- An accurate site plan showing:
 - Dwelling floor plan showing number of bedroom(s).
 - Designation of which room(s) will be used as the short-term rental.
 - Location and size of bedroom window(s).
 - Clear opening(s) for emergency escape.
 - Location and size door as a means of egress.
 - Bathroom location(s).
 - Pool(s) or spa(s), including type of cover and location of fencing.
 - Parking space(s) as detailed in Section 123.04(B)(9).

After your application has been submitted, you will need to fulfill the additional requirements listed below:

1. Pass the Short-term Rental Safety Inspection
2. Complete the business registration process.
3. Pay the \$300 annual permit fee
*\$50 late fee is additionally required to extend the time for filing a renewal of the permit