

Short-Term Rental Permit Application

Application Date: _____ Property Address: _____

Listing #(s) (if applicable): _____

Property Owner: _____

Mailing Address: _____

Owner Phone #: _____ Alternate Phone #: _____

Owner Email: _____

Local Contact: _____

Mailing Address: _____

Contact Phone #: _____ Alternate Phone #: _____

Contact Email: _____

Number of guest bedrooms: _____ Other sleeping area(s): _____

Proposed total number of occupants: _____

_____ (initial) I hereby certify the unit will contain a fire extinguisher in good working order.

_____ (initial) I hereby certify the unit will contain a posted notice providing in detail the following information in a highly visible location and readily accessible form:

1. location of building exits and fire extinguishers
2. 24-hour emergency contact information
3. parking areas and parking restrictions, including a notice that parking on lawns is not allowed
4. noise restrictions and quiet hours
5. trash disposal instructions including trash pickup location and schedule
6. maximum occupancy restrictions
7. City permit number

_____ (initial) The owner, agent, and designated responsible party have read and will comply with all regulations pertaining to the operation of a short-term rental

Applicant Signature

****STAFF USE ONLY****

Maximum number of occupants: _____

Conditions (if any): _____

Notes: _____

Community Development approval

Date