

# Short-Term Rental Permit

A completed application will include the Basic Application Requirements and:

- ☐ The Short-Term Rental Supplemental Application Form, which includes:
  1. Additional information on the Short-Term Rental including the number of bedrooms, total occupancy, number of parking spaces
  2. Platforms Utilized
  3. Noise Management Plan - a detailed plan for noise management, including type of noise monitoring device(s) that will be used
  4. Trash Disposal & Collection Plan – a detailed plan for trash disposal & collection, including trash service utilized & date or type of trash pickup
  5. Responsible Agent information – this person must live within 1 hour of the Short-Term Rental and be available 24 hours a day, 7 days a week.
  6. City Code information
- ☐ Floor Plan - depicting all: entrance/exit doors, windows, guest bedrooms, bathrooms, kitchens, location of smoke detectors, fire extinguisher and carbon monoxide detectors
- ☐ Evacuation Plan - indicating the fire exits and escape routes
- ☐ Parking Plan - all parking areas must be paved, and this plan should indicate all parking areas for guests, including street and driveway parking
- ☐ The Short-Term Rental Attestation Form