



## Short-Term Rental (STR) Requirement Quick-Reference

*This is not an all-inclusive list. Please refer to the City's Code of Ordinances for all requirements for Short-Term Rentals.*

Properties operating as a Short-Term Rental (STR) must obtain an annual permit. The permitting process includes a mandatory safety inspection. The current permit fee is \$480.

Upon issuance of STR permit, operators must provide written notice to neighbors within 200 feet. Notice shall include the Local Contact Person's information.

Each STR must designate a Local Contact Person that can respond to the location within one hour. This information must be posted inside the STR, and provided to Code Compliance and Police Dispatch.

STR operators must pay hotel occupancy taxes, monthly. The hotel occupancy tax rate is 7% of taxable receipts (rent and fees).

STR operators may not convert a garage to a living space, or otherwise modify the property to add additional bedrooms.

STR occupancy limit is one guest per 200 sq. ft. In no case may occupancy exceed 12 persons, regardless of square footage.

All STR parking must be off-street (in driveway). No on-street parking is allowed while operating as an STR. Sidewalks may not be obstructed.

STRs must comply with all requirements, including other applicable city ordinances (noise, lighting, etc...). STR permits may be revoked for non-compliance.

If you have an issue with an STR, please contact Code Compliance at 972-237-8296 *(during regular business hours)* or Police Non-Emergency at 972-237-8790 *(after-hours)*. In case of emergency, call 911.