



Short Term Rental (STR) Application for Certificate of Use and Occupancy

Application Type (Please Print or Type)

New Short Term Rental

Renewal

Owner Change

Applications will be renewed each calendar year with a cost of \$20.00 per permit

Applicant Name: _____

Street _____ City _____ State _____ Zip _____

Phone _____ Email Address _____

STR Property Address: _____

Street _____ City _____ State _____ Zip _____

Homeowner's Name (If different from Applicant): _____

Street _____ City _____ State _____ Zip _____

Phone _____ Email Address _____

Responsible Party 24/7 Contact: _____

Street _____ City _____ State _____ Zip _____

Phone _____ Email Address _____

Total Number of Bedrooms: _____

Please attach the following documents to this application:

- Proof of Liability Insurance
- Proof of Notification of Adjacent Owners
- Business License Number _____
- Lodging Tax Number _____

Signature of Applicant/Owner: _____ Date: _____

Approved By: _____ Date: _____

Short Term Rental Permit Application Checklist

<input type="checkbox"/>	Create a floor plan	Basic floor plan on letter sized (8.5"x11") paper. MUST include all rooms with walls, doors, windows, and smoke detectors identified for each floor of the house.
<input type="checkbox"/>	Proof of liability insurance	Proof of insurance evidencing homeowner's fire, hazard, and liability insurance. Liability coverage shall have limits of not less than \$1 million dollars per occurrence.
<input type="checkbox"/>	Proof of notification to adjacent property owners	Property owners adjacent to the applicant property must be notified in-person or via certified mail (detailed instructions).
<input type="checkbox"/>	Contact information for applicant and responsible party	Name, phone number, and address of the person that will be the responsible party for the short term rental operation.
<input type="checkbox"/>	Meet with the Building Official	After the STR permit has been completed the Building Official's Office will contact the applicant to set up a time for inspection.
<input type="checkbox"/>	Meet with the Fire Marshall	After the STR permit has been completed the Fire Marshall's Office will contact the applicant to set up a time for inspection.
<input type="checkbox"/>	Paid \$20.00 permit fee	Once permit applicatin is approved, pay \$20.00 permit fee - Cash, check or credit cards are accepted (3.5% processing charge will be applied to all credit card payments).
<input type="checkbox"/>	Receive Permit	Unless or until you receive a permit, you are not authorized to list your property for rent on a website.
<input type="checkbox"/>	Post permit number on listing	The permit number or a picture of your permit must be included in the listings on all short term rental posting.

NEIGHBORHOOD NOTIFICATION
Short Term Rental Permit – Guntersville, AL

Date: _____

Dear Neighbor:

This letter is to make you aware that I am applying for a Short Term Rental (STR) License for my residence as permitted by the City of Guntersville. You are receiving this notice because as part of the permit application I am required to mail or deliver this notice with the information below to adjacent residents and property owners.

Owner: _____

STR Address: _____

Responsible Party Name: _____

Responsible Party 24/7 Number: _____

Maximum Number of Renters: _____

To report violations call: 256-571-7571

Sincerely,



Short Term Rental Inspection Check-List:

- Is the address posted – Must be visible from the road
- Excessive vegetation or obstructions must be removed from around the structure to provide fire department access.
- Outside exit paths must be clear and unobstructed
- (2) exit access doorways are required for occupant loads over 10 people.
- Exits, aisles, corridors, and stairways shall be free of obstructions.
- Egress windows shall be 5.7 Sq. Feet or (24" high x 20" wide).
- Cooking devices shall not be located on combustible balconies or within 10' or combustible construction.
- 36" clearance shall be provided around fuel fired appliances.
- Fire safety plans shall be posted on each floor – Plans shall include the address of occupancy, floor plans identifying locations of exits, primary and secondary evacuation routes, fire extinguisher locations, and emergency contact information for property owner or designee.
- Boiler, mechanical, and electrical panel rooms shall not be used for storage.
- Portable unvented fuel-fired heating equipment prohibited.
- Structure shall not have holes in walls, ceilings, and doors causing degrading of fire barriers.
- Deck railings and stair handrails must be in good, sturdy condition. Railings must have spindles spaced no more than 4" apart and shall be no less than 30" high or more than 42" from surface to the top of rail.
- Extension cords shall not be used as permanent wiring.
- 30" clearance must be provided at electrical service panel and panel must be clearly labeled.
- Electrical outlets, switches, and junction boxes shall be covered.
- Smoke alarms shall be present in each bedroom, on every story, and ways of egress. Single station smoke alarms are acceptable in 1 level structures. 2 story structures or remotely located sleeping areas in 1 story structures require smoke alarms to be interconnected. Smoke alarms shall not be over 10 years old.
- Carbon monoxide alarms shall be installed for structures using fuel-fired appliances.
- Fire extinguishers shall be installed, properly mounted, and inspected annually.
- Storage of combustible liquids for grounds maintenance shall be limited to 10 gallons in a maintenance area attached to main structure.
- Occupant load is limited to 2 persons per bedroom, plus 2 persons. Example: (2) bedroom structure has an occupant load of 6. A (3) bedroom structure has an occupant load of 8.

If you have questions, please call the Fire Marshal's Office: (256) 571-7577 Ext. 3



Short Term Rental (STR) Operating License Good Neighbor Guidelines

The Good Neighbor Guidelines are a reminder to Short Term Rental Owners and Guests of the importance of being a good neighbor!

24-Hour Contact Information: If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911!

General Respect to Neighbors: Be friendly, courteous and treat your neighbors like you want to be treated. Respect your neighbors and their property.

Occupancy Limits: Short Term Rental occupancy shall be limited to no more than two persons plus two persons per bedroom.

Noise: Be considerate of the neighborhood and your neighbors.

Maintenance of Property: Be sure to pick up after yourself and keep the property clean, presentable and free of trash.

Garbage Disposal: Place trash and recycling containers at the appropriate place and time for pickup, then return to the designated location. Cigarette butts should be properly extinguished and disposed of in the garbage.

Parking & Traffic Safety: All occupant's vehicles must park off the street and on the STR property. No recreational vehicles, buses, boats or trailers may be stored on the street or forward of the front property line of the STR property. Drive slowly through the neighborhoods and watch for pedestrians and children playing.

Pets: Promptly clean up after your pets. Prevent excessive and prolonged barking, and keep your pets from roaming the neighborhood. Control aggressive pets and be sure to abide by the local leash laws.

No Events on Premise: Using the STR as an event site is not allowed. No weddings, parties, concerts or similar events.

Tenant/Guest Responsibility: Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions and consequences for violating the STR Ordinance (No. 1097).