

7-1404 - Permits.

- (A) *Application.* An application for a permit to operate a short-term residential rental for more than ten days per year shall be submitted to the director on such forms as the director may prescribe and shall include the following:
- (1) Street address of the proposed short-term residential rental.
 - (2) Whether the short-term residential rental will be owner occupied or unoccupied.
 - (3) Name, street address, telephone number, and email of the operator.
 - (4) Name, street address, telephone number, and email of the registered local agent, if applicable.
 - (5) A statement identifying the applicant, who shall be the owner, contract purchaser, lessee or other party having a legal interest in the subject property. It shall include a clear and concise statement identifying the applicant and, if different, the owner of the property, including the name and address of each person or entity owning an interest in the applicant or owner and the extent of such ownership interest unless any of such entities is a corporation or a partnership, in which case only those persons owning an interest in excess of three percent in such corporation or partnership need be identified by name, address and extent of interest. For purposes of this section, the term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.
 - (6) Documentation establishing a legal interest in or ownership of the property.
 - (a) If the property is leased, the applicant must obtain and provide written consent from the owner of the property for the short-term residential rental and provide contact information for the owner.
 - (b) Owner occupied short-term residential rentals must provide two additional documents acceptable establishing residency.
 - (7) Total number of bedrooms.
 - (8) Proposed maximum occupancy.
 - (9) Maps indicating parking locations to meet parking requirements and excess off-site parking, as well as any signed parking agreements.
 - (10) Photos of and signed certification that all safety equipment including smoke detectors, fire extinguishers, and carbon monoxide detectors are installed and in compliance with city law.
 - (11) Photos of and signed certification that the "Good Neighbor Guide" has been posted conspicuously inside the short-term residential rental.
- (B) *Notice.* Upon the director's acceptance of the application, applicants shall, by registered or certified mail, send written notice to the owner of the subject property, if different from the applicant, and all abutting properties on such forms as the director may prescribe. In the case of a condominium, written notice may be sent to the president of the board of the unit owners' association instead of to

each individual unit owner. Restricted delivery or return receipt is not required. The administrative permit shall be granted only after confirmation of proper written notice. Any change in the information listed on the written notice during the operation of the short-term residential rental shall require renotification. Written notice shall include, but is not limited to, the following:

- (1) Street address of the short-term residential rental.
 - (2) Permit number and expiration date.
 - (3) Maximum occupancy.
 - (4) Name, phone number and email address of the short-term residential rental operator and the registered local agent, if applicable, who is available 24 hours per day, seven days per week; and
 - (5) Methods to submit a City Code or Zoning Ordinance violation complaint to the city.
- (C) *Failure to obtain permit.* Failure to obtain a permit shall result in a civil citation pursuant to section 11-200. Upon two or more repeated violations of the permit requirement, and upon notice, the operator shall be prohibited from applying for a permit for said property and from offering that property for short-term residential rental for a period of one year.
- (D) *Revocation or denial of a permit.*
- (1) A permit may be revoked with 30 days' notice or denied for any of the following reasons:
 - (a) An incomplete application.
 - (b) False or misleading information provided in the application or during inspections.
 - (c) Three or more violations of the same city law within the permit year related to the operation of a short-term residential rental.
 - (d) Five or more violations of separate sections of city law within the permit year related to the operation of a short-term residential rental.
 - (2) The director may revoke a permit immediately and without 30 days' notice, if there is a violation of city law related to the operation of the short-term residential rental and the violation endangers the health and safety of short-term residential rental occupants or occupants of abutting properties. The director will issue a notice of revocation to the operator, hand-delivered or mailed, return receipt requested, setting forth the grounds upon which the permit was revoked, the date and time the revocation took effect, and describing the appeals procedure. Upon receipt of the notice, operation of the activity must cease.