



## Short Term Rental Permit Application

Name of Establishment: \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Management Company/Operator Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number \_\_\_\_\_

Local Contact Name: \_\_\_\_\_

(must be available 24/7 while guests are occupying premise and respond within 60 minutes of notice)

Phone number: \_\_\_\_\_

Zoning District of Establishment: \_\_\_\_\_ (The # of allowable units is based on zoning.)

If the STR is located in R1 zoning, is it the principal residence of the owner? Y or N

Size of Property/Parcel: \_\_\_\_\_ Size of House (sf): \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Proposed daytime occupancy: \_\_\_\_\_

Proposed overnight occupancy: \_\_\_\_\_

Number of Units: \_\_\_\_\_ (advertised as separate habitable area, if one structure is divided and advertised for multiple reservation, the number of separate reservations at one time. Permit and fee required for each unit)

Number of Off-Street Parking Spaces Provided: \_\_\_\_\_

Attach a diagram showing the proposed layout of the property use and on-site parking.

Description of any food service to be provided:

\_\_\_\_\_  
If serving food to overnight guests, the owner or manager shall successfully complete a food manager's certification course accredited by the State.

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### To be completed by City of Fredericksburg

Date submitted to City of Fredericksburg: \_\_\_\_\_ Payment type: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Inspection Notes: \_\_\_\_\_

Confirmed Daytime Occupancy \_\_\_\_\_ Confirmed Overnight Occupancy \_\_\_\_\_

Date approved/issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(1 year from issuance or upon sale of STR)

STR Permit # \_\_\_\_\_

HOT Customer # \_\_\_\_\_

**Chapter 23 – Planning**

**Article V. SHORT TERM RENTALS**

**Sec. 23-104. Short Term Rental operational requirements.**

- B. The Operator shall operate a Short Term Rental in compliance with the following:
  - 1. Zoning regulations prescribed for the zoning district in which such Short Term Rental is located, set forth in Appendix B of the Code of Ordinances.
  - 2. City of Fredericksburg Sign Ordinance, as applicable, set forth in Chapter 29 of the Code of Ordinances.
  - 3. Maximum occupancy limits prescribed by the City Fire Marshall, pursuant to the International Fire Code as adopted in Chapter 17 of this Code of Ordinances.
  - 4. City of Fredericksburg Hotel Occupancy Tax Ordinance, set forth in Chapter 41 of this Code of Ordinances.
  - 5. City of Fredericksburg Noise and Sound Level Regulation Ordinance, set forth in Chapter 20 of this Code of Ordinances.
  - 6. City of Fredericksburg Garbage Collection Ordinance, set forth in Chapter 32 of this Code of Ordinances.
  - 7. During any period when a Short Term Rental is occupied or intended to be occupied by Guests, the Local Contact Person shall be available twenty-four (24) hours per day for the purpose of responding to concerns or requests for assistance related to the condition, operation, or conduct of Guests of the Short Term Rental. The Local Contact Person shall respond within sixty (60) minutes of being notified of concerns or requests for assistance regarding the condition, operation, or conduct of Guests of the Short Term Rental, and shall take immediate remedial action as needed to resolve such concerns or requests for assistance.
- C. Any advertisement that promotes the availability of a Short Term Rental, listed in any medium, including but not limited to newspaper, magazine, brochure, website, or mobile application, shall include the current Short Term Rental Permit number assigned by the City.

**OATH OF APPLICANT**

I declare that I have read the forgoing application and all information therein is true, correct, and complete to the best of my knowledge and the conditions stated herein have been met.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date