



## Short Term Rental Permit Application

### Business Information

Business Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Name of Establishment and/or Unit: \_\_\_\_\_ Permit Exp. Date: \_\_\_\_\_

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

Unit's Physical Location Address (No PO Box): \_\_\_\_\_

Ownership Type:  Sole Proprietorship  General Partnership  Corporation  LLC  LLP  Other: \_\_\_\_\_

Business' Start Date: \_\_\_\_\_ FEIN: \_\_\_\_\_ State of TX Tax ID: \_\_\_\_\_

Local Contact Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Date of STR Application: \_\_\_\_\_

*(Local Contact must be available 24/7 while guests are occupying premises and respond within 60 minutes of notice)*

### Owner's Information

*(Must complete this section in its entirety)*

**Use separate sheet of paper with additional owners' information if necessary.**

Owner's Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Management Company Information

Management Company: \_\_\_\_\_

Operator Contact: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Zoning Information

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

If the STR is located in R1 zoning, is it the principal residence of the owner?  Yes  No

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 reservations, the number of separate reservations at one time. **Permit and fee is required for each unit.**)*

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

You must attach a diagram showing the proposed use and on-site parking for your application to be considered complete.

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.*

Applicant Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_

### To be Completed by the City of Fredericksburg, TX

Date submitted: \_\_\_\_\_ Payment type: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

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

Confirmed Daytime Occupancy: \_\_\_\_\_ Confirmed Overnight Occupancy: \_\_\_\_\_ Date approved: \_\_\_\_\_




Remit To: City of Fredericksburg • c/o Avenu Insights & Analytics • PO Box 830725 • Birmingham, AL 35283-0725  
Toll Free Phone: (866) 240-3665 • Fax: (855) 219-4338 • Email: [supportmuni@avenuinsights.com](mailto:supportmuni@avenuinsights.com)

Account No.: \_\_\_\_\_

### Short Term Rental Inspection Checklist

Short term rental units are subject to inspection prior to issuance of a short term rental operating permit. The inspection will include compliance with the 2015 Life Safety Code, 2015 International Fire Code, 2015 International Residential Code and all applicable City of Fredericksburg Code of Ordinances. Call the inspection request line at (830) 990-2056 and follow the instructions given to request your STR inspection.

Item #	Item Description	
1.	Address numbers clearly visible – 2015 IFC 505.1	
2.	Portable fire extinguisher installed – 2015 IFC 906.1	
3.	Smoke and or CO detector alarm installed – 2015 IRC R314	
4.	Emergency egress escapes are adequate – 2015 IRC R310	
5.	Entry/exit door acceptable – 2015 IRC R311	
6.	Electrical panel labeled and in good order – 2015 IFC 605.3	
7.	GFI receptacle where required – 2015 IRC E3902	
8.	Extension cords/multi-plug adapters removed – 2015 IFC 605.5	
9.	No exposed wires – 2014 NEC	
10.	Emergency evacuation plan posted – 2015 IFC 403.10.1	
11.	Water heater in good working order – 2015 IRC P2801	
12.	Applicable City Ordinances, to included zoning, sanitation, signs, STR and all adopted building and maintenance codes.	

The City of Fredericksburg has adopted the 2015 International Codes. Additional enforcement of State law, City of Fredericksburg ordinance section 5.401, Chapter 29 of the sign ordinance as found in the City of Fredericksburg Code of Ordinance. These inspection requirements may be amended from time to time.