

## **Vacation Rental Permit Checklist**

**September 2021**

The following checklist is to intended to assist prospective business owners with navigating the permit process.

- Vacation Rental Permit Form & Fee
- Transient Room Tax (TRT) Application
- Business License
- Ordinance 1224: Homestay Safety Regulations
- Copy of Online Listing (AirBnb, VRBO, Flipkey, etc)

After all safety improvements have been completed, schedule an inspection with the Community Development Director. After all improvements have been verified, a permit will be issued. If a second inspection is required, an additional fee will be incurred.