



TOWN OF ADDISON

SHORT TERM RENTAL PERMIT APPLICATION

Received:

Permit Number:

Application must be filled out, signed, and submitted with all required documents attached and a \$115.00 registration fee.

Requirements Checklist

- | | |
|-----------------------------------|--|
| No External Signage | Maximum Number of Occupants Permitted ¹ |
| Working Smoke Alarms | Floor Plan Sketch with Room Dimensions |
| Working Carbon Monoxide Detector | Site Plan/Survey Showing Max Vehicle |
| Informational Brochure for Guests | Two Forms of Proof of Primary Residence of Property Owner ² |

¹ occupancy limit – no more than two adults per bedroom plus two additional adults with a maximum of 10 persons total – adults and children combined.

² proof of primary residence may include: motor vehicle registration, driver's license, Texas State Identification card, voter registration, or property tax documents

Property Address of the Short Term Rental

Property Owner Information

Name

Mailing Address

Phone Number 24 Hour Contact Number

Email

Property Owner's Local Emergency Contact Representative (other than property owner)

Name

Mailing Address

Phone Number 24 Hour Contact Number

Email

If someone other than the property owner will be paying the hotel occupancy taxes for this property, please provide the name and full contact information:

I certify that I am the property owner and occupy this residence as my primary residence and I will provide an informative brochure to my guests that includes my 24 hour contact information and a local 24 hour contact number should I be out of town during the rental of my property, pertinent neighborhood information (such as noise restrictions, waste collection schedules and regulations, parking restrictions, etc), and information to assist guests in the case of emergencies. I understand that I shall include the correct limits of guests and vehicles when advertising the property as a short term rental based on Town of Addison Ordinance O19-08 and will include the prohibition against the use of the property for having a party in every advertisement, listing or other publication offering the premises for rent and will include the permit number assigned to the property by the Town of Addison as a short term rental property in all advertisements. I understand that there are certain zoning uses that are strictly prohibited.

Date of Application <input type="text"/>	Signature <input type="text"/>
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BELOW FOR TOWN USE ONLY

Permit Fee	Payment Date	Date Approved	Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved By