



SHORT TERM RENTAL PERMIT APPLICATION CHECKLIST

- CREATE A FLOOR PLAN** Basic floor plan on letter sized (8.5" x 11") paper MUST include all rooms with walls, doors, windows, and smoke detectors identified for each floor of house (see examples).

- PROOF OF LIABILITY INSURANCE** Proof of insurance evidencing homeowner's fire, hazard, and liability insurance. Liability coverage shall have limits of not less than one million dollars per occurrence.

- PROOF OF NOTIFICATION TO ADJACENT PROPERTY OWNERS** Property owners adjacent to the applicant property must be notified in-person or via certified mail (detailed instructions).

- PROVIDE TWO FORMS OF IDENTIFICATION SHOWING PROOF OF RESIDENCE OWNERS** Such documents must show property address and may include a TN driver's license, other state of TN ID card, Davidson County voter registration card, pay stub, work ID or badge, IRS W2 form, or bank statement. Utility bills are not proof of residence.

- PROOF OF PAYMENT OF ALL TAXES DUE** Proof of payment of all taxes due, including property taxes and, for permit renewals, all applicable room, occupancy, and sales taxes required by state law or the Metropolitan Code.

- HOMEOWNERS ASSOCIATION STATEMENT – THIS IS A REQUIREMENT FOR EVERY APPLICATION, WHETHER YOU HAVE AN HOA OR NOT.** A statement that that the applicant has confirmed that operating the proposed STRP would not violate any Home Owners Association agreement or bylaws, Condominium Agreement, Covenants, Codes and Restrictions or any other agreement governing and limiting the use of the proposed STRP property (pdf template).

- NOTARIZED AFFIDAVIT** Affidavit confirming that all information provided with the application is true and accurate (pdf template).

- MEET WITH ZONING EXAMINER** Provide the aforementioned documents to the zoning examiner to begin the application process.

- INITIATE FIRE MARSHAL INSPECTION** After the STRP permit application has been generated, applicants must schedule an inspection with the Fire Marshal's office (pdf instructions).

- \$313.00 PERMIT FEE** Pay \$313.00 permit fee – cash, check or credit cards are accepted (a 2.3% processing fee will be applied to all credit card payments).

- RECEIVE PERMIT** Unless or until you receive a permit, you are not authorized to list your property for rent on a website.

- POST PERMIT ON LISTING** The permit number or a picture of your permit must be included in the listing on all short term rental postings.