



SHORT TERM RENTAL PERMIT APPLICATION CHECKLIST

<input type="checkbox"/>	Create 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).
<input type="checkbox"/>	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.
<input type="checkbox"/>	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).
<input type="checkbox"/>	Provide two forms of identification showing proof of residence	Acceptable documentation includes: (a) Tennessee Driver's license; (b) other valid State of Tennessee identification card; (c) Davidson County voter registration card; (d) current employer verification of residential address or a letter from the employer on company letterhead with original signature. (If the employer does not have letterhead, the signature of the employer must be notarized.); (e) current automobile, life or health insurance policy. (Wallet Cards not accepted); (f) paycheck/check stub, (g) work ID or badge, (h) Internal Revenue Service tax reporting W-2 form; or (i) a bank statement. Utility bills are not proof of residence.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Contact information for applicant and responsible party	Name, phone number, address and email of the person that will be the responsible party for the short term rental operation. The responsible party must reside within a 25 mile radius of the subject property.
<input type="checkbox"/>	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).
<input type="checkbox"/>	Notarized affidavit	Affidavit confirming that all information provided with the application is true and accurate (pdf template).
<input type="checkbox"/>	Meet with Zoning Examiner	Provide the aforementioned documents to the zoning examiner to begin the application process.
<input type="checkbox"/>	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).
<input type="checkbox"/>	\$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).
<input type="checkbox"/>	Receive Permit	Unless or until you receive a permit, you are not authorized to list your property for rent on a website.
<input type="checkbox"/>	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.