

CADDO PARISH UDC CODE-TEXT AMENDMENTS

SHORT TERM RENTAL PROPERTY

Frequently Asked Questions (FAQs)

revised 20230914



CADDO PARISH PLANNING AND ZONING COMMISSION

Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

Understanding Short-Term Rentals

The growing popularity of short-term rental services, such as Airbnb and VRBO, has created both new opportunities and challenges for residents who live within the jurisdiction of the Caddo Parish Planning and Zoning Commission. A Short-Term Rental Property, as defined, is any habitable residential dwelling unit, accessory dwelling unit, or any room therein, that has been advertised as being temporarily available for rent for a term of less than thirty (30) consecutive calendar days. As such, it has become clear that the existing regulations for short-term rental properties are outdated, and currently do not reflect the nature of business in Shreveport. Therefore, Caddo Parish is considering the best way to manage this emerging industry moving forward.

Within this industry, several online platforms have been created to build financial opportunities for residents and themselves. They help to monitor and regulate hosting—all while aiming to protect and secure both parties involved.

The Office of the MPC, along with several other City Departments and Divisions, aims to set up proper goals and objectives to establish an enforcement regulation to help keep the identity of Shreveport and open more economic opportunities for both the City and the short-term rental industry.

This document is a compilation of typical questions on the creation of Short-Term Rentals. If you need additional information, please call 318-673-6480 and ask to speak with a Planner. Other resources are available on the Shreveport-Caddo Metropolitan Commission (MPC) website including:

- **Caddo Parish Unified Development Code**
 - **Article 23. Short-Term Rental Property**

- **Caddo Parish Code of Ordinances**
 - **Chapter 12- Business Licenses and Regulations**
 - **Chapter 30- Nuisances**
 - **Chapter 50- Taxation**

Short-Term Rental Property

Q1: What is a Short-Term Rental Property (STR)?

A1: A residential dwelling unit, accessory dwelling unit, or any room therein, available for rent for a term of less than thirty (30) consecutive calendar days, but excluding bed and breakfast and single-room occupancy.

Q2: Why does Caddo Parish want to regulate STRs?

A2: The purpose of establishing short-term rental standards, and a permit registration process, will be to govern the renting of privately owned residential dwelling units on a short-term basis; ensure the collection and payment of sales and occupancy taxes, as established in the Caddo Parish Code of Ordinances; ensure that short-term rental activities do not threaten the character of residential neighborhoods; ensure the protection of the existing housing rental stock; and ensure that such short-term rental activities do not become a nuisance or threaten the public health, safety or welfare of neighboring properties.

Q3: What will be required to operate an STR?

A3: A Short-Term Rental Permit, issued by the Office of the Metropolitan Planning Commission, stating that the applicant is using a residential dwelling unit, accessory dwelling unit, or any room therein, as a short-term rental and that the said residential dwelling unit, as stated in the application, is up to code and complies with all health and safety regulations. There are three types of short-term rental permits: 'Type A,' 'Type B-1' and 'Type B-2.'

A **Short-Term Rental Permit 'Type A'** is the permit required for a host to rent a portion of a dwelling unit (i.e., individual bedroom or bedrooms) or an accessory dwelling unit (i.e., garage apartment or carriage house) is rented by a host to overnight guests. Commercial meetings, special events, or any other similar event are prohibited as part of any short-term-rental operation.

A **Short-Term Rental Permit 'Type B'** is the permit required for a host to rent an entire dwelling unit to overnight guests. A Short-Term Rental Permit 'Type B' can either be a 'Type B-1,' which is approved administratively by the Zoning Administrator, or a 'Type B-2,' which requires approval by the Zoning Board of Appeals. Commercial meetings, special events or any other similar are prohibited as part of any short-term-rental operation. There are two types of Short-Term Rental Permit 'Type B' and identified as follows:

- 'Type B-1' A Short-Term Rental Permit 'Type B-1' may be approved administratively by the Zoning Administrator if the total number of allowable overnight guests of the short-term rental does not exceed ten (10) adults.
- 'Type B-2' A Short-Term Rental Permit 'Type B-2' is a special exception use, would require review and approval by the Zoning Board of Appeals

Q4: What will be required to apply for an SRT permit?

A4: The applicant will need to submit the following:

- A completed Short-Term Rental Permit Application
- Payment for Short-Term Rental Permit Fees
- Copy of proof of ownership
- Copy of Liability Insurance for the rental property
- Copy of Occupational License
- Site Plan or Property Plan showing parking, floor plan, and fire safety
- Copy of required notice and a list with the names and addresses of all property owners and organizations that will receive a letter of notification of short-term rental use.

Q5: Where will STR's be allowed?

A5: Any short-term rental property will only be allowed to operate in the allowable zoning districts as indicated within the Caddo Parish UDC's Use Matrix. That includes all residential districts (except the R-MHP), all commercial districts (as allowed in either multi-family dwellings or dwellings above the ground floor), and the I-MU (Industrial Mix Use).

Q6: What type of residential structures can an STR be in?

A6: A short-term rental property will only be allowed in the following residential structure types:

- Single-Family Residence, Detached (e.g., a stand-alone single-family dwelling unit)
- Single-Family Residence, Attached (e.g., a duplex, containing two units, where each unit is on a separate lot)
- Two-Family Dwelling Unit, (e.g., a duplex, on one lot, containing two units)
- Multi-Family Unit (e.g., an apartment or triplex)
- Townhouse
- Accessory Dwelling Unit (as allowed per the Use Matrix in Article 5 of the Caddo Parish UDC)
- A Manufactured Home

Q7: What is the fee for obtaining an STR permit?

A7: A Short-Term Rental Permit 'Type A' application fee is \$150, (\$100 renewal fee). A Short-Term Rental Permit 'Type B' application fee is \$250, (\$100 renewal fee). Please note, if an application for Special Exception Use is required, there is a \$350 application processing fee associated with Special Exception review.

Q8: Does a short-term rental permit need to

CADDO PARISH PLANNING AND ZONING COMMISSION

Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

be renewed?

A8: Yes. A short-term rental permit shall expire two (2) years after it is issued. Short-term rental permits may be renewed upon the payment of a renewal fee to cover the applicant renewal screening. All renewal requests are encouraged to be received at least 30 days prior to the expiration date for their existing permit.

Q9: Do STR operators/hosts need to pay taxes?

A9: Yes. For each short-term rental property, all applicable Caddo Parish Sales and Occupancy Taxes shall be timely collected and remitted. For more information, please contact the Caddo-Shreveport Sales and Use Tax Commission at 318-865-3312.

Q10: Why is a permit number required to be placed in any online advertisements?

A10: To verify that the host has properly applied for and received a short-term rental permit, and is compliant with both the Caddo Parish UDC and Caddo Parish Code of Ordinances. Any short-term rental found to be operating without a permit shall subject the owner of the property to fines and/or penalties.

Q11: Can accessory dwelling units (or ADUs) be used for STR?

A11: Yes. On sites with an accessory dwelling unit, the host can live in the primary or accessory dwelling unit and rent bedrooms in either dwelling unit. Note, some accessory dwelling units require an Administrative Special Use Permit. Please contact the Office of the MPC to determine if your accessory dwelling unit needs this additional review and approval.