



Short-Term Rental Property Permit Application

Rev. 20230914

Short-Term Rental Type. (Check appropriate short-term rental application type)

- Type A: New Administrative Approval.**
- Type A: Renewal.**
 - Where a portion of a dwelling unit (i.e., individual bedroom or bedrooms) or any accessory dwelling unit are rented by a host to overnight guests and no commercial meetings are held; and
 - The short-term rental property does not exceed two (2) adults per bedroom.
- Type B-1: New Administrative Approval.**
- Type B-1: Renewal.**
 - Where a host rents an entire dwelling unit; an
 - The short-term rental property does not exceed ten (10) adults.
- Type B-2: New Special Exception Use Approval.**
- Type B-2: Renewal.**
 - Number of Overnight Guests.** The host of a short-term rental property requests the total number of allowable overnight guests to exceed ten (10) adults. Special Exception Approval will determine the total number allowed.
 - Distance Requirements.** Approved short-term rental properties must be located no closer than 500 feet from any other existing short-term rental property. If any short-term rental property wishes to locate closer than the 500-foot minimum distance from any legally existing short-term rental property, a special exception use approval is required.

Part 1

Applicant Name: _____

Rental Site Address: _____

City / State / Zip: _____

Property Owner Name (if different from above): _____

Property Owner Address: _____

City / State / Zip: _____

Phone Numbers: #1 _____ #2 _____

Email Address: _____

Previously Approved Short-Term Rental Permit(s), as applicable: _____

Expiration: _____

Local Representative: _____ Phone: _____

Part 2

Requirements for short-term rental property permit. **All documents are required.**

- Complete Short-Term Rental Permit Application
- Payment for Short-Term Rental Permit Fees +
- Copy of Proof of Ownership (if owner) / Letter from Owner (if non-owner)
- 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.

+ If an application for Special Exception Use is required, there is separate application processing fee associated with Special Exception review.



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Part 3

Please identify the structure type of the short-term rental property. **Check the appropriate box.**

- Single-Family Residence, Detached (e.g., 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 ¹(as allowed per the Use Matrix in Article 5 of this Code)
- Mixed-Use Property (e.g., residential dwelling above the ground floor)
- A Manufactured Home

Part 4

Please identify space to be rented. **Check the appropriate box.**

- Single Bedroom
- Multiple Bedroom(s). If so, how many? _____
- Entire Dwelling Unit
- Accessory Dwelling Unit #

Part 5

Responsibility Statement. **To be initialed and signed by the property owner. Failure to initial will result in an incomplete application.**

_____, I, or my representative, will rent a maximum of _____ bedrooms to accommodate no more than _____ overnight guests, with no more than 2 adults per bedroom.

_____, I have reviewed the short-term rental regulations, as identified in the Shreveport Unified Development Code, and agree to operate any short-term rental on my property in compliance with any short-term rental regulations.

_____, I have reviewed, in its entirety, the short-term rental Checklist and Guidelines Application provided by the Office of the MPC.

_____, I will include my short-term permit number in all advertising of my short-term rental.

_____, I will register my short-term rental property with the Caddo-Shreveport Sales and Use Tax Commission and will submit the appropriate transient occupancy taxes, as applicable.

_____, I understand that any homeowners association, townhome association, or similar association may prohibit short-term rentals through their bylaws, covenants, codes, and/or restrictions (or any other agreement governing and limiting the use of the proposed short-term rental). It is my responsibility to contact any such association, as applicable, to determine if short-term rentals are allowed.

_____, I understand that failure to comply with applicable regulatory standards may result in the revocation of a permit.

Property Owner Signature

Date

Accessory Dwelling Units require an Administrative Special Use Permit, unless otherwise specified in the Shreveport UDC. Please contact a member of MPC staff regarding any questions about an accessory dwelling unit.