



Short-Term Rental Property Guidesheet

Rev. 20230802

Existing Short-Term Rental Properties.

Any existing short-term rental that has been operating within the jurisdiction of the Caddo Parish Planning and Zoning Commission (PZC) prior to any newly updated regulations, standards, and short-term rental permit registration process will be required to apply for registration within one hundred eighty (180) days after the effective date of any new short-term rental ordinance.

Note. All existing short-term rental properties, as described above, that have been operating prior to the effective date of any short-term rental ordinance, shall have their application reviewed administratively.

Definitions and Permit Types.

Complete definitions, standards, and regulations are located in Article 23 of the Shreveport Unified Development Code

Definitions

- **Short-Term Rental Property.** 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.
- **Commercial Meetings.** Commercial meetings include, but not limited to, luncheons, banquets, parties, weddings, meetings, charitable fundraising, commercial or advertising activities, or other similar gatherings for direct or indirect compensation.

Permit Types

- **Short-Term Rental Permit 'Type A'.** 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) to overnight guests. Commercial meetings, special events or any other similar event, which have the potential to cause traffic, parking, noise, or other impacts to the neighborhood, are prohibited as part of any short-term-rental operation.
- **Short-Term Rental Permit 'Type B'.** 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 event, which have the potential to cause traffic, parking, noise, or other impacts to the neighborhood, 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, and is required when:
 - **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.
 - **Distance Requirements.** If any short-term rental property wishes to locate closer than the 500-foot minimum distance from any legally existing short-term rental property, special exception use approval is required.

Zoning and Residential Type Restrictions.

Any short-term rental property shall only operate in the allowable zoning districts as indicated within the Use Matrix.

- All Residential Zoning District (except the R-MHP)
- All Commercial Zoning Districts (allowed in either multi-family dwellings or dwellings above the ground floor)
- IMU (Industrial Mix Use)

A short-term rental property is only 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 this Code)
- A Mixed-Used Property (e.g., residential dwelling above the ground floor)
- A Manufactured Home



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Application Process.

Submit Short Term Rental Property permit application, along with all required documents, to the Office of the MPC:

- Application Fee, a \$150 initial application fee for 'Type A' and a \$250 initial application fee for 'Type B,' Renewal Fee, \$100, required annually
- Provide proof of ownership
- Proof of liability insurance for the rental property
- Proof of Occupational License (obtainable through the City of Shreveport's Revenue Division)
- Site Plan or Property Plan showing parking location(s), 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

Standards

- On sites with an accessory dwelling unit, the resident can live in the primary or accessory dwelling unit and rent bedrooms in either dwelling unit.
- Bedrooms to be rented to overnight guests must meet the building code requirements for a sleeping room at the time it was created or converted and must meet fire code requirements.
- The total number of adults occupying a dwelling unit with a 'Type A' short-term rental may not exceed two (2) adults per bedroom.
- The total number of adults occupying a dwelling unit with a 'Type B' short-term rental is limited administratively to ten (10) adults for the entire unit. If the host requests the total number of overnight guests to exceed ten (10) adults, approval may be granted as a Special Exception Use.
- Any advertisements for a short-term rental property must list the short-term rental property permit number.
- For additional standards and conditions for Short-Term Rental Permit 'Type-A' or 'Type B,' contact a member of MPC staff at 318-673-6480.

Notification.

- As part of the application submittal process, the applicant must prepare a notification letter that:
 - Describes the operation and the number of bedrooms that will be rented to overnight guests; and
 - Includes information on how to contact the owner or host by phone.
- Mail or deliver the notification letter to all recognized organizations and owners of property abutting and directly across the street from the short-term rental upon application submittal.
- A copy of the notice and a list with the names and addresses of all property owners and organizations that will receive the letter of notification is required to be submitted as part of the application submittal.

Renewal.

- A short-term rental permit will be valid for two (2) years.
- The short-term rental renewal fee is \$100.
- All renewal requests are encouraged to be received at least 30 days prior to the expiration date for their existing permit
- Taxes must be reported to the Caddo-Shreveport Sales and Use Tax Commission. Please call 318-865-3312 for more information.

Revoking.

- A short-term rental permit can be revoked if:
 - The owner fails to comply with the regulations listed in Article 23 of the Shreveport UDC.
 - Activities on-site cause a nuisance or public disruption as defined in the Shreveport Municipal Code.
- When a short-term rental permit has been revoked, a new short-term rental permit will not be issued to the owner at that site for 2 years.