



SHORT-TERM RENTAL PERMIT/APPLICATION

CODE ENFORCEMENT DEPT · #1 GOVERNMENT CTR · BALLWIN, MO 63011 · (636) 227-2129 · inspections@ballwin.mo.us

ADDRESS TO BE RENTED: _____

PORTION OF THE HOME TO BE RENTED: _____

OWNER NAME: _____ PHONE: _____

OWNER EMAIL: _____

OWNER SECONDARY ADDRESS: _____

DATES OWNER RESIDES AT SECONDARY ADDRESS: _____

LOCAL CONTACT PERSON:

*This person must be available 24 hours per day, 7 days per week, for the purposes of **responding within 45 minutes** to complaints regarding the operation of the Short Term Residential Rental or the conduct of overnight guests.*

NAME: _____

PHONE: _____

Prior to offering Short Term Residential Rentals, the Permanent Resident must obtain an inspection and a permit from the City for Short Term Residential Rentals, and must renew the permit every two (2) years from the date of issuance. Permits for Short Term Residential Rentals will be issued in accordance with the procedures and requirements for issuance of occupancy permits.

The owner shall maintain records of all Short Term Residential Rentals for a period of two (2) years, available for inspection, which includes the following information: dates the dwelling was leased for Short Term Residential Rental; date(s) of stay, name and contact information. Short Term Rentals shall be subject to compliance with all applicable property maintenance, nuisance, zoning and building code regulations.

Penalties for Violation:

1. Any act in violation of the requirements set forth in this Section is declared to be unlawful and shall be subject to Section 1.6 General Penalty.
2. If a property owner or Permanent Resident is convicted of or pleads guilty to two (2) citations for violations of this Section which occur within 180 days of each other, the business license and permit allowing Short Term Residential Rentals on the property shall be subject to revocation pursuant to the procedures set forth in Section 14-62 Revocation and the licensee shall not be eligible for a business license or permit to conduct Short Term Residential Rentals for a period of one (1) year.

For more details, please see Ordinance #22-38.

Signature of Homeowner (required)

Date

OFFICE USE ONLY

PROOF OF PERMANENT RESIDENCY PROVIDED

- Motor Vehicle Registration
- Driver's License
- Voter Registration
- Bank Statement
- Utility Bill

INIT: _____

TOTAL ALLOWED OCCUPANCY: _____ PEOPLE



Bill No. 4153
Ordinance No. 22-38

INTRODUCED BY
ALDERMEN UTT, FINLEY, STALLMANN, ROACH, FLEMING, LEAHY, SIEGEL, BULLINGTON

AN ORDINANCE REVISING THE CITY CODE OF ORDINANCES REGARDING HOME
BASED BUSINESSES.

WHEREAS, recent amendments to state laws regarding home-based businesses necessitate changes in City ordinances (HB 1662 2022),

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BALLWIN, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Appendix A, Article XVI, Section 30 of the Code of Ordinances of the City of Ballwin shall be repealed and replaced with the following:

Section 30. Residential business accessory use.

Any home-based business owned or operated by the owner or tenant of the residential dwelling that is “no impact” pursuant to Sections 71.990 and 89.500 of the Revised Statutes of Missouri including being incidental and secondary to the principal use of the residential dwelling unit shall be permitted in any such residential dwelling unit, provided it complies with the following criteria:

1. The use of the residential dwelling unit for the home-based business shall be clearly incidental and secondary to its use for residential purposes by its occupants and shall under no circumstances change the residential character of said residential dwelling.
2. There shall be no exterior storage of equipment or material used in connection with the home-based business.
3. The activities of the business shall only occur inside the residential dwelling unit or in the yard and shall not be visible from the street.
4. No mechanical equipment or process shall be used which creates noise, vibration, glare, fumes, odors, or electrical interference detectable outside the residential dwelling unit.
5. Any need for parking generated by the conducting of such home-based business shall be met by lawful off-street parking.
6. No alterations or changes to the exterior appearance of the residential building or premises shall be made which detract from the residential nature or appearance of the residential dwelling unit.

7. Delivery or pickup vehicles shall not restrict or interfere with traffic or parking on rights-of-way adjacent to the residential dwelling unit where the residential business accessory use is conducted.
8. No home-based business shall involve commercial vehicle traffic on or in the vicinity of the residence. For the purpose of this section, “commercial vehicle” shall be defined as any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle—
 - (a) Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or
 - (b) Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
 - (c) Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
 - (d) Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C.
9. Traffic generated by such home-based business shall not exceed volumes than would normally be expected in the residential area.
10. A home-based business shall be subject to all applicable laws and its activities shall be limited to the sale of lawful goods and services.
11. There shall not be any displays or signs other than those permitted in Chapter 22 of the City’s Code of Ordinances and shall under no circumstances change the residential character of said residential dwelling.
12. The home-based business shall register with the City to ensure that the business activity of the home-based business is compliant with state and federal law and paying applicable taxes.
13. Short Term Residential Rentals
 - A. Definitions. As used in this subsection, the following terms shall have the prescribed meaning:

Short Term Residential Rental. The leasing of a residential dwelling, or portion thereof, to overnights guests.

- B. Requirements and restrictions. In addition to all other pertinent and applicable federal, state, and local regulations, including but not limited to tax, occupancy, fire, building, zoning, and property maintenance regulations, the following special conditions shall apply to short term residential rentals:
1. Prior to offering short term residential rentals, the resident shall register with the City to ensure that the business activity of the short term rental is compliant with state and federal law and paying applicable taxes.
 2. The total number of guests on-site at one time shall not exceed the occupancy limit for the residential dwelling unit.
 3. All vehicles of the resident, overnight guests, and guests of overnight guests shall not violate any parking regulations contained in the City Code of Ordinances.
 4. Short term rentals shall be subject to compliance with all applicable property maintenance, nuisance, zoning and building code regulations.
- C. Penalties for violation.
- (a) Any act in violation of the requirements set forth in this section is declared to be unlawful and shall be subject to Section 1.6 General Penalty.

Section 2. This ordinance shall take effect and be in full force from and after its passage and approval.

PASSED this 12th day of December, 2022.



TIM POGUE, MAYOR

APPROVED this 12th day of December, 2022.



TIM POGUE, MAYOR

ATTEST: 

ERIC STERMAN, CITY ADMINISTRATOR