SHORT-TERM RENTAL PERMIT/APPLICATION

CODE ENFORCEMENT DEPT · #1 GOVERNMENT CTR · BALLWIN, MO 63011 · (636) 227-2129 · FAX (636) 207-2360 · 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 #18-05.

_____

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