



City of Dacula  
Short-term Rental Permit  
Application

Name of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

Email/Fax: \_\_\_\_\_

All information is required

Property Owner of Record is: Individual      Joint/Partnership      LLC      Corporation

Name: (Individual/Joint/Partnership): \_\_\_\_\_

Company Name or Corporate Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_      Email: \_\_\_\_\_

Property Information

Property Address: \_\_\_\_\_

Unit #: \_\_\_\_\_      Subdivision Name: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

HOA / POA Covenant Community: \*Yes \_\_\_\_\_      \*No: \_\_\_\_\_

\* The allowance of short-term rentals pursuant to the Short-term Rental Ordinance shall not prevent enforcement of additional restrictions that may be contained in restrictive covenants or other private contractual agreements or arrangements.

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24-Hour Local Contact

Name: \_\_\_\_\_      Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_      Miles from Rental Unit: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street)      (City, State, Zip Code)

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Dwelling is:    Single-Family Unit      Duplex      Townhouse

Septic System:      Septic Tank      Sewer

New applicants only:

Septic Tank: attach the performance evaluation by Gwinnett County Environmental Health.

Sewer: attach sewer capacity verification from Gwinnett Count Dept. of Water Resources.

Number of Bedrooms: \_\_\_\_\_

Maximum number of Overnight Occupants: \_\_\_\_\_

Overnight occupancy limitations shall apply between the hours of 11:00 PM and 7:00 AM.

*Occupancy for short-term rentals served by sewer: the number of overnight occupants shall not exceed two persons per bedroom plus two additional persons per residence meeting all life-safety code requirements, but in no case shall rental occupancy exceed 15 overnight persons total. For the purpose of maximum occupancy, those persons under two (2) years of age shall not be counted;*

*Occupancy for short-term rentals with onsite septic system: the number of overnight occupants shall not exceed two persons per bedroom, and shall meet all life-safety codes, but in no case shall rental occupancy exceed 15 overnight persons total. The maximum capacity shall be based on the number of bedrooms. All occupants, regardless of age, are counted as persons;*

Maximum Number of On-site Paved Parking Spaces for Overnight Occupants: \_\_\_\_\_

*One vehicle per bedroom, or the capacity of the paved or impervious surface parking lot, whichever is greater, at any one time for both daytime and overnight guests*

Websites that property are listed on: \_\_\_\_\_

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REVIEW AND CERTIFY COMPLIANCE TO ALL PERMIT REQUIREMENTS BY CHECKING (✓) EACH STATEMENT BELOW:

- \_\_\_\_\_ The local contact is at least twenty-one (21) years of age.
- \_\_\_\_\_ Property taxes have been paid and are not delinquent.
- \_\_\_\_\_ Occupancy does not exceed the maximum permitted by Ordinance.
- \_\_\_\_\_ Bedroom(s) meet life-safety code and building code requirements.
- \_\_\_\_\_ Bedroom(s) are used as a sleeping room and for no other primary purpose.
- \_\_\_\_\_ Each bedroom has at least one operational window or door that opens directly to the exterior of the residence and the opening complies with the International Residential Code (IRC) as were in effect on the date of the Certificate of Occupancy.
- \_\_\_\_\_ Bedroom ceilings shall comply with all requirements of the IRC as were in effect on the date the short-term rental was issued a Certificate of Occupancy.
- \_\_\_\_\_ The number of daytime occupants will not exceed four (4) guests in addition to the total number of allowed overnight occupants, but in no case shall the daytime occupancy of a short-term rental exceed 19 persons total (See page 2).
- \_\_\_\_\_ Prior to permitting occupancy of a short-term rental by a transient occupant, the owner or the local contact person shall: (a) verify the rental is to a responsible person and obtain their name and address; (b) provide information about the short-term rental regulations to the responsible person; and (c)

require written confirmation from the responsible person that he or she will comply with the Ordinance.

\_\_\_\_\_ Parked vehicles shall be limited to the number designated by the short-term rental permit and the Short-term Rental Ordinance (See page 2).

\_\_\_\_\_ Vehicles shall not park on the City right-of-way or along any roadways at any time.

\_\_\_\_\_ Vehicles shall park only on designated hard surfaced areas with contained gravel, concrete or asphalt surfacing; and shall not be permitted outside such hard-surfaced areas (i.e. no parking in yards).

\_\_\_\_\_ Shall adhere to the City of Dacula Noise Ordinance (Chapter 13, Article III).

\_\_\_\_\_ City Marshals, City staff and the Gwinnett County Police personnel shall have the right to enter and inspect the premises in response to complaints, calls for assistance, excessive noise or probable cause to believe any other violation of this Ordinance exist.

\_\_\_\_\_ Each short-term rental shall have a clearly visible and legible notice conspicuously posted within the short-term rental on or adjacent to the front door, containing the following information as stated in Section 12-604 (See pages 4-5).

(THE CITY HAS THIRTY (30) DAYS TO REVIEW THE APPLICATION FOR APPROVAL OR DENIAL.)

The owner and/or local contact person shall use reasonably prudent business practices to ensure the short-term rental is used in a manner that complies with all applicable laws, rules, and regulations pertaining to the use and occupancy of the subject short-term rental, and shall further use reasonably prudent business practices to ensure the occupants and/or guests of the short-term rental do not create noise in violation of the noise regulations of this Code or disturbances, engage in disorderly conduct, or violate any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term rental. The owner shall notify the city in writing of ANY change to the above required information.

Your signature below indicated that you have read the application and Chapter 12, Article XIX, Section 12-600 Short-term Rentals of the Dacula Municipal Code, agree to its terms and that all the above statements are true to the best of your knowledge.

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Use Only: \$250 annual permit fee received: \_\_\_\_\_

PERMIT: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED Permit Number: \_\_\_\_\_

Permit Expires: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Reviewer)

## City of Dacula Development Regulations

### Section 12-604. Minimum operational requirements and conditions.

#### (a) Posted Information Notice:

(1) Each short-term rental shall have a clearly visible and legible notice conspicuously posted within the short-term rental on or adjacent to the front door, containing the following information:

- a. The name of the owner and local contact person of the short-term rental, and a telephone number at which that party may be reached on a 24-hour, 7 days a week, basis;
- b. The name and address of the nearest hospital;
- c. The maximum number of overnight occupants and/or daytime guests permitted to be at the short-term rental;
- d. The maximum number of vehicles allowed to be parked on the property, including a sketch of the location(s) of the on-site parking spaces;
- e. The trash pickup day and notification that trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container, and that the curbside container shall not be placed sooner than 24 hours prior to the pickup day, and must be removed no later than 24 hours after pickup (If owner or operator provides daily trash removal then this notice is not necessary);
- f. Notification that failure to conform to the parking and occupancy requirements of the short-term rental is a violation of this article; and
- g. The times that quiet hours are to be observed per the noise regulations set forth in Section 13-51 of the City Code and a statement advising the occupant that any failure to comply with the noise regulations is a violation of this article.
- h. A copy of the short-term rental permit with the permit number displayed.

#### (b) Occupancy:

- (1) The number of overnight occupants and/or daytime guests at the short-term rental shall comply with all applicable provisions of this Chapter.

#### (c) Parked Vehicles

- (1) All parked vehicles at the short-term rental shall comply with all applicable provisions of this Chapter.

#### (d). Life Safety and Sanitation

- (1) All designated bedrooms, including egress from all bedrooms, shall comply with all applicable safety codes as were in effect on the date the short-term rental was issued a Certificate of Occupancy.

- (2) Every bedroom, adjoining hallway, and common area shall be equipped with an operational smoke detector that meets current IRC standards and shall be maintained in good working order at all times. The placement and mounting of each smoke detector shall comply with all applicable requirements of the current IRC.
- (3) Each habitable floor shall be equipped with an operational carbon monoxide detector that meets applicable state law standards and shall be maintained in good working order at all times. Each floor of the short-term rental shall be equipped with a fire extinguisher that is fully charged, not past expiration date, and that meets all National Fire Protection Association (NFPA) standards, including those as set forth in NFPA 10: Standard for Portable Fire Extinguishers.
- (4) Private swimming pools shall comply with the current International Swimming Pool and Spa Code.
- (5) The owner and/or local contact person shall maintain a house number that is visible from the street at all times.