



SHORT-TERM RENTAL APPLICATION

INSTRUCTIONS: This application must be typed or printed legibly and executed under written oath. Each question must be answered completely. (If the space provided is not sufficient, answer on a separate sheet and indicate in the space if a separate sheet is attached.)

TYPE OF LICENSE: (check one) New License Renewal

PERMIT FEE: \$250

Owner/Applicant Information:

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Ownership Type: Corporation Joint/Partnership Individual LLC

Company/Corporation Name (if applicable): _____

Owner/Applicant Information (if applicable):

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Ownership Type: Corporation Joint/Partnership Individual LLC

Company/Corporation Name (if applicable): _____

Owner/Applicant Information (if applicable):

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Ownership Type: Corporation Joint/Partnership Individual LLC

Company/Corporation Name (if applicable): _____

24-Hour Local Contact Information:

Name: _____ Miles from rental unit _____

Address: _____

Phone Number: _____ Email: _____

Property Information:

Property Address: _____

Subdivision Name: _____

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. The Owner/Applicant is responsible for adhering to all rules and regulations within applicable HOA/POA covenants.**

Websites that property is listed on: _____

Dwelling is: Single-Family Unit Duplex Townhouse

Number of bedrooms: _____ Approximate Sq. Footage: _____

Septic System: (check one) Septic Tank Sewer

Septic Tank: Attach the performance evaluation by Gwinnett County Environmental Health (new applicants only)

Sewer: Attach sewer capacity verification from Gwinnett County Dept. of Water Resources (new applicants only)

Maximum number of overnight occupants as allowed by Article XIX, Sec. 12-603: _____

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.

All permits granted under this article shall expire on **December 31 of each year**. Applicants shall file a renewal application accompanied by the requisite renewal fee with the City on or before the second Monday in December of each year without penalty. If an application is submitted after the second Monday in December, a new application shall be required, as renewal eligibility will not be considered past this date. The short-term rental permit is not transferrable and should ownership of a unit change, a new permit application shall be required prior to any use of the property as a short-term rental. (Article XIX, Section 12-603 (b 2 & 3))

Short-term rental means an accommodation for transient guests, rented for the purpose of overnight lodging for a period of less than 30 days. For the purposes of this definition, a short-term rental shall include all housing types but shall exclude bed and breakfast inns, hotels, motels, boarding houses and rooming houses. (Article XIX, Section 12-601)

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

Administrative Use Only:

Date Received:		Received by:	
PERMIT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Permit Number:	<input type="checkbox"/> Septic/Sewer Letter
		Permit Expires:	<input type="checkbox"/> Affidavits (if needed)
\$ 250 Annual Permit Fee Paid: <input type="checkbox"/>		<input type="checkbox"/> Copy of Photo ID	
		<input type="checkbox"/> Property Tax Current	
Signature:		Date:	

Review and Certify Compliance to all Permit Requirements by Initialing Each Statement Below:

	The local contact is at least twenty-one (21) years of age and can respond within 3 hours.
	Property taxes have been paid and are not delinquent.
	Occupancy does not exceed the maximum permitted by Ordinance.
	Bedroom(s) meet the 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 person 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 Gwinnet 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 listed information as stated in Section 12-604 (see pages 4-5).

The owner and 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. False statements or information are grounds for denial, revocation of the permit, and/or denial of future applications.

Owner Name: _____ Date: _____

Signature: _____

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Local Contact Name: _____ Date: _____

Signature: _____

Sec. 12-604. - Minimum operational requirements and conditions.

- a) *Posted information notice.* 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:
- 1) 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, seven days a week, basis;
 - 2) The name and address of the nearest hospital;
 - 3) The maximum number of overnight occupants and/or daytime guests permitted to be at the short-term rental;
 - 4) 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;
 - 5) 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);
 - 6) Notification that failure to conform to the parking and occupancy requirements of the short-term rental is a violation of this article; and
 - 7) 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.
 - 8) A copy of the short-term rental permit with the permit number displayed.
- b) *Occupancy.* 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.* 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.

Short-Term Rental Inspection Checklist

Posted Information Notice on/adjacent to front door

- Name of owner and local contact, 24/7 phone number
- Name and address of nearest hospital
- Maximum # of overnight occupants and/or daytime guests
- Maximum # of vehicles
- Sketch of parking space locations- no street parking
- Trash pick-up day, notice of no refuse stored outside of container. Container placed at curb not more than 24 hrs.
- Notification of failure to conform to Parking, Occupancy, and Noise Ordinance is a violation of this article
- Noise quiet times 11pm- 7am
- Copy of Short-Term Rental Permit (provided after inspection)

Bedroom Requirements

- Sleeping room only
- Emergency escape- exterior door or window (IRC compliant)
- Ceiling height (IRC compliant)
- Approved number of bedrooms

Advertising Conformance – All must be included on listing

- Permit #
- Max Occupancy
- Max Vehicles
- Noise regulation
- Renter written confirmation

- Property Tax current
- Carbon Monoxide Detector- each level
- Fire Extinguisher- charged and current, each level
- House Number visible from the street
- Private Swimming pool compliant with Code (verified by building inspector), if applicable
- HOA approval (if required)
- www.gnrhealth.com Existing System Evaluation Application

***When all requirements are ready for inspection contact
Dacula Marshal's Office- 770-963-7451***