

Current Short-Term Rental Ordinance



**DEVELOPMENT
SERVICES**

General Provisions

- Regulation and permitting through DSD
- Hotel Occupancy Taxes managed by Finance Department
- 2 types of STRs
 - Type 1
 - Owner or operator-occupied
 - Allowed by right with no density limit
 - Type 2
 - Owner or operator **does not** occupy property as primary residence
 - Allowed by right up to density limits
 - Need special exception from Board of Adjustments to exceed block face density
- STR ordinance only applies to properties inside the City of San Antonio
 - Properties outside city limits only need to register a HOT account with City Finance Department. No permit necessary.

Density Limits

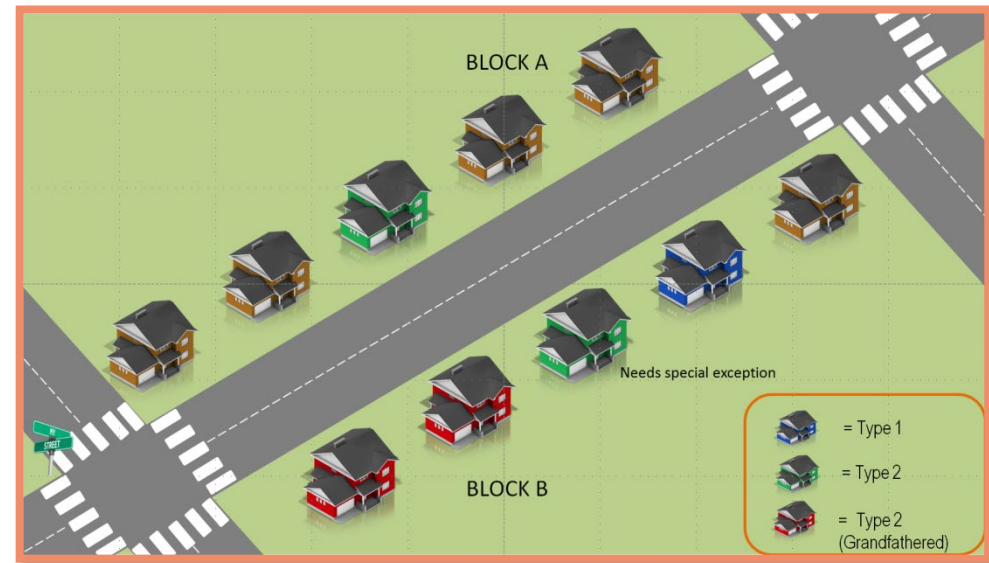
Type 1 – No density limit

Type 2:

- Single-Family Residential = 12.5% of blockface
- Multi-family buildings with 5 to 7 units = one Type 2
- Multi-family buildings with 8+ units = 12.5% of units

UDC amended January 1, 2023 to require rounding down to determine max number of units.

- Example: 14 dwelling units on a residential block face x 12.5% = 1.75 STR's (1 Short Term Rental is permitted).



BLOCK A



Needs special exception



BLOCK B



Type 1



Type 2



Type 1 - Grandfathered



Type 2 - Grandfathered



STRs and ADUs



STAND-ALONE DETACHED



ADU OVER A GARAGE



ATTACHED ADU



BASEMENT ADU

- Accessory Dwelling Units can be used as Short-Term Rentals (under limited circumstances)
- Most common scenario - property owner lives in the main house and obtains a Type 1 STR permit for the ADU.
 - This is allowed with no density limitation
- The UDC does not authorize the occupancy (short-term or long-term) of an ADU if the OWNER of the property does not live on-site
 - The owner may occupy either the main dwelling or the ADU
- Type 2 (non-owner occupied) STR's may not operate in ADUs
 - These are violations of both the ADU ordinance and STR ordinance

Processing an STR Application

- Four step process to review an STR application (New or Renewal)
 - Application Intake
 - Completeness Review
 - Technical Review
 - Decision
- Workflow same for:
 - Type 1 STR Permits (Owner or Operator occupied)
 - Type 2 STR Permits (Non-Owner or Operator Occupied)
 - Subject to maximum density/BOA special exception process

Application Intake

Applications may be submitted online using the BuildSA system or via paper application

- Paper applications are subject to an additional \$10 processing fee



Once an application is submitted, it is automatically assigned to a reviewer



Staff manage these assignments to ensure that all team members have an equal distribution of work

Completeness Review

- Appropriate filing fee: (\$100 for new application submittals.
- Name, address and contact information of Applicant, Property Owner, and Operator
 - Designated Operator must include a 24-hour phone number.
- If the property is owned by a corporation, verify the contact given is authorized to do business on behalf of that corporation.
- Identify and confirm Type (1 or 2) of rental by BCAD homestead exemption, vehicle registration, driver's license, or voter registration;
- If the applicant is requesting a Type 1 as the long-term occupant, property owner permission is required.
- Address, legal description, and BCAD Property ID of the property;
- Verify the correct Unit is indicated in the "Address" tab
- Type of structure selected on application;
 - If the application is for an ADU, add "ADU" as the Unit
- Total number of units located on property identified
- Number of off-street parking spaces available (at least 1 per unit required);
- List of short-term rental platforms the property is expected to be advertised through;
- In BuildSA verify self-certification acknowledgements have been completed.
- Sketch or narrative describing the location of the available parking spaces;
- Visual documentation or sketch of unit floor plan

Technical Review

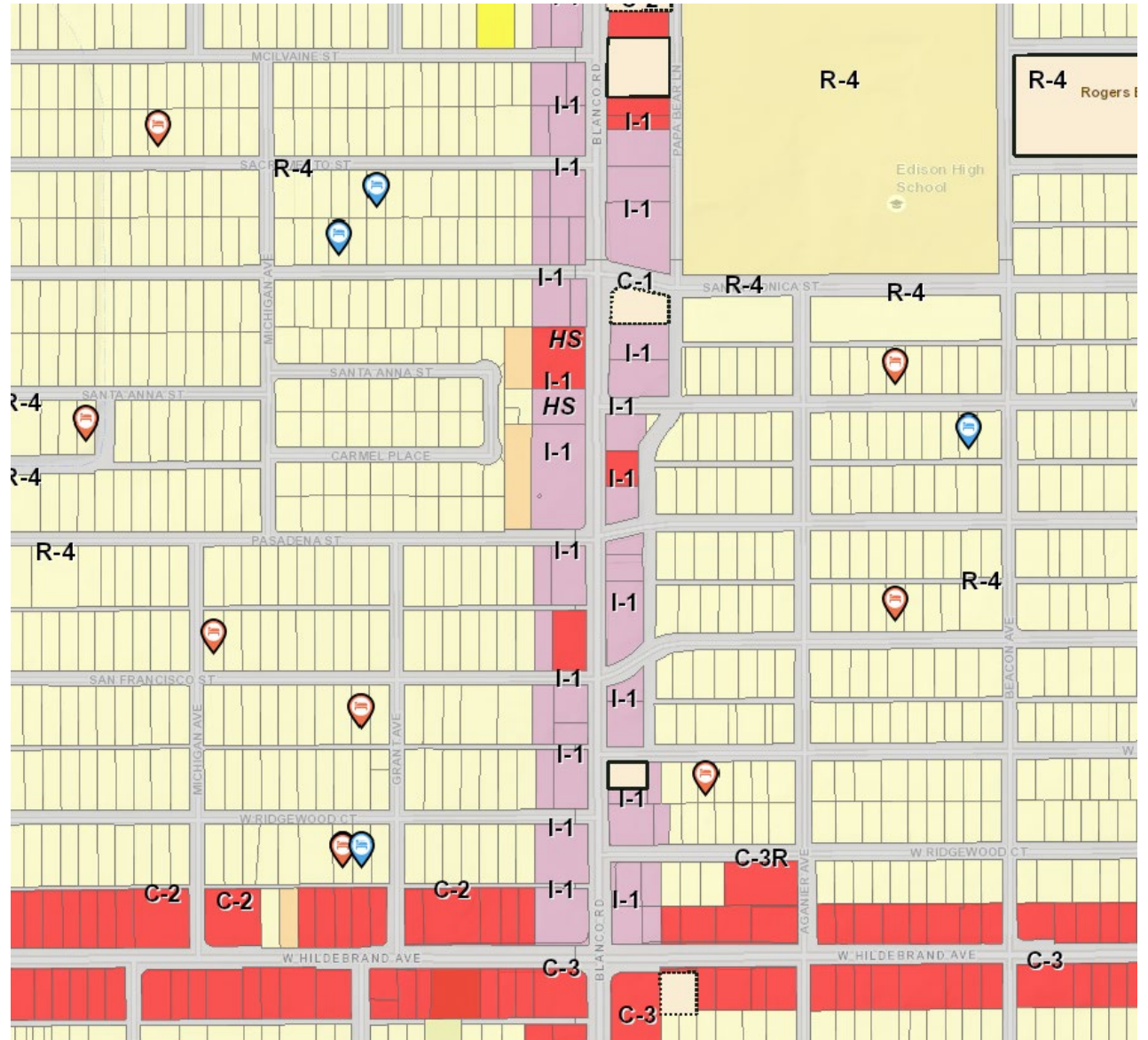
Confirm	unit count
Verify	the property is located inside city limits
Verify	no prior revocation actions
Confirm	zoning allows an STR
Verify	there have been no City funding for the property after 11/1/2018
Confirm	floorplan drawing includes all requirements
Verify	they have provided a compliant parking space (off street)
Confirm	confirm they are current on HOT payments (renewal only)
Confirm	max density for the blockface (Type 2 only)

Decision

- If the application satisfies all requirements, staff must approve the STR permit request
- If the blockface maximum density (Type 2 only) is exceeded, staff notifies applicant that they must submit for a special exception from the Board of Adjustment (BOA)
 - Applicants are provided 45 days to submit a special exception application or the record is denied
- If the applicant fails to provide the requested documentation in a timely manner, staff will deny the STR application

OneStop Map Overview

ONE STOP MAP
(SANANTONIO.GOV)



Reporting Violations

- Reporting Methods:
 - 311
 - Website
 - LINK: [311 Info Home | City of San Antonio](#)
 - City of San Antonio 311 App
 - Avenu 24-Hour Hotline: (855) 431-4818
 - Emergencies should be reported to SAPD (911)
- Typical Complaints:
 - Unpermitted STR's
 - Property Maintenance
 - Noise/Parking/Parties (Nuisance)

