APPLICATION FOR SHORT TERM RENTAL (STR) PERMIT

Cliff Morton Development and Business Services Center • 1901 South Alamo Street • San Antonio, TX 78204

This application is for Short-Term Rentals and is required for rentals where rooms are occupied for less than thirty (30) consecutive days. For the purposes of this application, neither a Hotel nor Extended stay hotel/motel shall be considered an STR.

A separate application is required for each STR unit.

A unit is defined as having a kitchen, bathroom, and sleeping area.

STR Permits will expire three (3) years after the date of issuance. If you have any questions, please contact (210) 207-1111 or DSDSTR@sanantonio.gov.

Items that MUST be submitted with the application:

- Application fee varies based on the type of STR permit application and are non-refundable:
  - Type 1: **$450 (+8% application surcharge)** *(owner or operator occupied)*
  - Type 2: **$1000 (+8% application surcharge)** *(NOT owner or operator occupied)*
- A sketch or narrative describing the location of the available parking spaces.
- A sketch of the floor plan, which identifies sleeping areas, proposed maximum number of guests, evacuation route(s), and location of fire extinguisher(s).
- An Authorization by Property Owner signed and notarized (If the property owner is not the same as the applicant and/or designated operator).

Submitting the application:

By Mail - Completed applications may be mailed to:
Development Services Department
1901 S. Alamo Street
San Antonio, TX 78204

In person - Completed applications may be submitted in person.
Business hours are from 7:45 am – 4:30 pm Monday- Friday. After your application has been received, DSD staff will upload and create an online application to review.

Please note: Applications submitted by mail or in person will be charged an additional $11.50 processing fee. If your application is missing any information, you will be notified via email.

A Short Term Rental (STR) is a residential dwelling unit, apartment, condominium, or accessory dwelling where sleeping areas are rented to overnight guests for a period of not less than 12 hours and for less than 30 consecutive days. Additionally, regulations for operating an STR within the city of San Antonio are located in Chapter 16, Article XXII of the City Code and Sec. 35-374.01 of the UDC outlines the. These regulations can be found at:

https://www.sanantonio.gov/DSD/Resources/Short-Term-Rental.

1. TYPE OF SHORT TERM RENTAL BEING APPLIED FOR

___STR TYPE 1.
STR Type 1 property is owner or operator occupied or associated with an owner or operator occupied principal residential unit.

___STR TYPE 2.
STR Type 2 is NOT owner or operator occupied and is not associated with an owner-occupied principal residential unit.

2. APPLICANT INFORMATION

Applicant Identity:
◯ Owner
◯ Tenant (If tenant, a copy of the lease for this unit is required.)
◯ None of the Above

Applicant's Name:	
Applicant's Address:	
Telephone:	**Email:**

OWNER INFORMATION *Same as Applicant* ◯

Owner's Name:	
Type of Ownership: Corporation ◯ LLC ◯ Single Member-LLC Partnership ◯ Individual-Sole Proprietor ◯	
Owners' Address:	
Telephone:	**Email:**

DESIGNATED OPERATOR'S INFORMATION *Same as Applicant* ◯
(The designated operator cannot be a business entity; they MUST be an individual)

Designated Operator's Name:	
Designated Operator's Address:	
24 Hour Telephone:	**Email:**

CITY OF SAN ANTONIO — TEXAS —

DEVELOPMENT SERVICES

3. PREMISES INFORMATION

Physical address of short term rental *(only one unit per application)*:

_____ _____

Street Address **Unit Number (if applicable)**

Legal Description: NCB_____ **Block** _____ **Lot** _____

BCAD Parcel ID: _____

Legal Description and Parcel ID available at: http://www.bcad.org/

Type of Structure:

◯ Residential (Single Family)
◯ Residential (Two Family/Multi)
◯ Accessory Dwelling
◯ Apartment or Unit in Multi-Family/Multi-Unit Building

Zoning District: _____

Total number of units located on property: _____

Number of Off-Street Parking Spaces: _____

(Minimum vehicle spaces = 1 per unit)

List of short term rental platforms the property will be advertised through (ex. AirBnB, HomeAway, VRBO, etc)**:**

_____

_____

_____

Optional: Has the property been purchased within the last six months? Yes ◯ No ◯
Optional: If yes, was the property purchased with intended use as a STR? Yes ◯ No ◯
Optional: If yes, what was the purchase price: _____
Optional: What is the BCAD Appraised Value? _____

BCAD Appraised Value available at: http://www.bcad.org/

IMPORTANT NOTICE

The City of San Antonio does not enforce private covenants or deed restrictions. It is the responsibility of property owner or applicant to verify the existence of any covenants or deed restrictions that may be applicable to your project. The City does not require, create, amend, or enforce covenants or deed restrictions.

Applicant/Owner states that to the best of their knowledge, the property meets the requirements for a Short Term Rental:

(Please initial each applicable statement as evidence of fact and compliance)

____ The designated operator shall be available by phone at all times the Short Term Rental is in use.

____ The unit has a working smoke detector and carbon monoxide detector in or outside of sleeping areas, and on all habitable floors.

____ The unit has a properly maintained and charged "2A:10B:C" fire extinguisher.

____ The unit provides a posting which provides emergency contact information and a floor plan indicating fire exits and escape routes, which shall be posted in a prominent location

____ The unit provides a posting which provides all required tenant notifications required by Section 16-1108(f) of the San Antonio City Code

____ The unit has a posting which indicates that the maximum number of adults occupying the short term rental is two per room

____ Every sleeping area has at least one operable emergency escape and rescue opening per all applicable city-adopted codes, regulations, and ordinances

____ There is no overnight sleeping in outdoor areas

____ The short term rental complies with all requirements of Chapter 16, Article XXII of the City Code of San Antonio

____ The permit number shall be included in all advertisements and/or online listings for the short term rental.

I hereby certify under penalty of perjury that the information included in this application is true to the best of my knowledge, and I have checked to determine that no deed restrictions apply to this property that conflict with this request.

_____ _____

Applicant's Name Printed **Applicant's Signature**

_____ _____

Designated Operator's Name Printed **Designated Operator's Signature**

_____ _____

Owner's Name Printed **Owner's Signature**