CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT

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

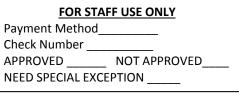## Items that UNDERLINE(MUST) be submitted with the application:

- Application fee of $100 (non-refundable if application is not approved)
- 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).
- Either a Customer Account Number OR written confirmation from the City of San Antonio Finance Department showing proof of an account for Hotel Occupancy Tax collection. Please visit the webpage for more information on obtaining the customer number or confirmation:
  http://www.sanantonio.gov/Finance/taxeslicensesfees/hoteltax
- Special Exception from Board of Adjustment – if required

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 review the application. STR Permits will expire three (3) years after the date of issuance. If you have questions please contact (210) 207-1111.

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://library.municode.com/tx/sanantonio.

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IAS ACCREDITED®
Building Department

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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, written permission to operate STR from the owner must be attached)

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* ◯

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

3. HOTEL OCCUPANCY TAX ACCOUNT INFORMATION

Provide the Hotel Occupancy Tax Account Number for the property _____
For more information: https://www.sanantonio.gov/Finance/taxeslicensesfees/hoteltax

4. 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 ◯

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: _____
What is the BCAD Appraised Value? _____
BCAD Appraised Value available at: http://www.bcad.org/

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)**:**
_____
_____
_____

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**