PERMIT APPLICATION CHECKLIST:

____ Completed and signed application form

____ Approved Special Exception for a Short Term Rental from the City of San Antonio’s Board of Adjustments (if applicable). Includes noticing to all property owners within 200 feet of the property. An STR license will not be issued until the special permit is approved. Additional fees for a Special Exception apply. The granting of any special exception may be revoked if the conditions specified for each special exception are not maintained.

____ A list of all owners, operators, and agents (if applicable) of the short term rental including names, addresses, current email address of owner/operator, and telephone numbers.

____ 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), location of fire extinguisher(s),

____ The name, address and 24-hour telephone numbers of a contact person, who is the owner, operator, or designated agent and who shall be responsible and authorized to respond to complaints concerning the use of the short term rental.