



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.