

# RESIDENTIAL

# SHORT TERM RENTAL



**Deliver 2 copies of original application and documents to:**

City of Hoover  
Planning and Zoning Department  
202 Valleydale Road  
Hoover, Alabama 35244

The owner(s) must complete the application below. A completed application and all required documentation must be submitted together. **Incomplete applications will be DENIED and will not be processed.** Information on Short Term Rentals (STR) can be found on the City of Hoover website. You must **NOT** advertise or operate an STR until all approvals and inspections are completed, all fees are paid, a valid Certificate of Operation has been issued for the STR Operational Permit, and a corresponding Business License has been issued.

- Application for a **NEW** Residential STR
- Application to **RENEW** a Residential STR; previously issued Permit # \_\_\_\_\_
- Application for a change of ownership; previously issued Permit # \_\_\_\_\_

<b>OPERATOR'S CONTACT INFO</b> Operator of STR must be available 24 hours a day for the duration of the rental period and/or when guests are present	Full Name (and aliases if any) of Operator (s) and/or Owner(s): _____ _____
	Mailing Address: _____
	Email address(es): _____
	Daytime Phone #: _____ Mobile Phone #: _____
	Emergency Contact (other than owner): _____
	Mailing Address: _____
Mobile Phone # _____ Email: _____	
Additional Contact info: Mobile Phone # _____ Email: _____ _____	

**PROPERTY  
INFO  
FOR STR  
USE**

Only one STR unit is permitted per property.

Street Address: \_\_\_\_\_ Unit/Apt: \_\_\_\_\_

Property ID #/Tax Map # (PIN/TMS): \_\_\_\_\_

Owner(s) of record of the property: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_ Current use of building:  single-family (1 unit)  two-family (2 units)  multi-family (3+ units)

APPLICATION IS FOR:

**SHORT TERM RENTAL (STR) PERMIT (EXPIRES 12/31)**

**SPECIAL EVENT RENTAL (ONE TIME) PERMIT FOR UP TO SEVEN (7) CONSECUTIVE DAYS (RENTAL DAYS MUST BE CONSECUTIVE).**

**PLEASE LIST DATES OF ARRIVAL AND DEPARTURE:**

**Time and Date of Arrival:** \_\_\_\_\_ **Time and Date of Departure:** \_\_\_\_\_

Total number of dwelling units on this property \_\_\_\_\_

(*Dwelling Unit* is defined as one or more rooms including kitchen designed as a unit for occupancy by one family for the purpose of cooking, living and sleeping.)

Total number of bedrooms on this property/building: \_\_\_\_\_

Total number of rooms to be used by STR guests for sleeping: \_\_\_\_\_

Total number of parking spaces on property: \_\_\_\_\_

**(Overnight transient STREET PARKING is prohibited)**

REQUIRED WITH PERMIT APPLICATION: A survey of the property illustrating the number and location of parking spaces allotted to the premises AND a floorplan of the building illustrating the bedrooms that will be utilized for short-term rental occupants.

**BUILDING  
INFO**

What is the year of construction for the building in which STR unit will be located? \_\_\_\_\_ Is

the building proposed for STR unit equipped with any of the following:

Yes  No Smoke detection system monitored by 3rd party?

Yes  No Stand alone or interconnected smoke alarms?

Yes  No Fire Sprinkler System?

Are you making any of the following changes to accommodate this use:

Yes  No Structural or layout changes to the building?

Yes  No Adding or changing heating, ventilation, or air conditioning systems?

Yes  No Adding or changing plumbing systems? (sinks, toilets, showers, etc.)?

Yes  No Adding or changing electrical (lights, switches, outlets, etc.)?

**CHECKLIST**

This information and all documentation must be submitted with the STR application except for the Business License application, which should be submitted to Revenue Collections.

Please attach ALL documents.

- Residential Short Term Rental Application, completed and notarized.**
- Site plan or survey of the property, drawn to scale**, that shows all buildings, driveways and parking spaces, and notes the location of the proposed STR unit and the location of each required off street parking space for all uses on the property (dwelling, STR use, etc.).

- Photographs from** 1) 3 **current** views of the **street**
- 2) exterior of building where the STR unit is proposed (all sides showing entrances)

**Complete floor plans, drawn to scale**, for the entire building where the STR unit will be located with all rooms labeled (living, dining, kitchen, bedroom, bathroom, stairs, etc.) and all interior walls and doorways shown. The plans must clearly note all rooms that will be used for the STR use and all rooms that will be used by the property owner for their residence (if any). Floor plans are NOT required to be drawn by a design professional but must be to scale. **FLOOR PLANS SHOWING EMERGENCY ACCESS ROUTE MUST BE POSTED IN CONSPICUOUS LOCATION ALONG WITH EMERGENCY CONTACT INFORMATION AND BUSINESS LICENSE**

- Copy of driver’s license and/or identification issued by the United States or State of Alabama**
- Copy of deed showing ownership of the property which the STR sits or a copy of the legal instrument through which the applicant claims the right to possess the property as an Operator.**

- Certificate of insurance proving current, valid liability insurance either showing:
  - 1) A rider on a homeowner’s policy **that expressly covers STRs** and provides a minimum of one-million dollar (\$1,000,000.00) liability and personal injury coverage; and/or
  - 2) A commercial insurance policy covering short-term rentals at **THE permitted address** that provides a minimum of one-million dollar (\$1,000,000.00) liability and personal injury coverage. Said insurance shall indicate the policy shall not terminate or be cancelled prior to the completion of the then current permit period without a thirty (30) day written notice to the City, sent in writing to the attention of **BOTH:**

City Clerk’s Office	Department of Planning and Zoning
100 Municipal Lane	2020 Valleydale Road
Hoover, Alabama 35210	Hoover, Alabama 35244

- Non-refundable fees (Permit application and Business License) must be paid prior to issuance of a Certificate of Operation for the STR.

Sworn statement acknowledging receipt of this article and that each of the following is true:

- 1) STR has code compliant smoke detectors and carbon monoxide alarms installed as required by the most applicable International Fire Code and International Building Code and as otherwise deemed necessary by the City Fire Marshall and/or the Dept. of Planning and Zoning
- 2) STR has posted the **Certificate of Operation for the STR Operational Permit, Business License, emergency contact information** and **floor plan diagrams indicating fire exits and escape routes**, displayed in a prominent location within the STR
- 3) STR has met the provisions of the City’s minimum property maintenance, building, electrical, mechanical and plumbing codes
- 4) The STR Unit sits on property in compliance with standards and requirements of Ordinance 23-2592 and any applicable HOA has been notified
- 5) Properties immediately adjacent the STR have been notified
- 6) Operator’s acknowledgement that he/she has reviewed Ordinance 23-2592
- 7) The property has no outstanding taxes nor municipal code violations
- 8) A list of STR hosting platform(s) used by the Operator to advertise or solicit property for rent is attached
- 9) That Owner/Operator has provided to the City a list of all parties: Owner, Lessors, Sub-lessors, et al
- 10) That Owner/Operator has provided to the City a list of all media platforms, agencies and outlets listing the availability of the STR
- 11) That owner/Operator has obtained (and noted on the **Emergency Access Route** plans) fire extinguishers for use by transient tenants in an emergency.

**SWORN AFFIDAVIT (owner listed on Page 1 must initial all items and sign below)**

I/we \_\_\_\_\_ certify and acknowledge by my initials and signature below that the information provided herein are hereby made on oath, willfully, knowingly and absolutely, and the same is and are hereby sworn to be true under penalty by law and any violation thereof may result in a Municipal Summons.

\_\_\_\_\_ This application is complete and accurate, and the property may be posted for this application.

\_\_\_\_\_ I have reviewed and have complete understanding of City of Hoover Ordinance 23-2592/Short Term Rental Regulations.

\_\_\_\_\_ I am the owner/lessor of the property where the STR unit is located and have full knowledge of and am responsible for the conduct of the transients at my STR.

\_\_\_\_\_ If lessor, a document proving approval of the STR by the property OWNER is on file and can be produced on demand.

\_\_\_\_\_ The Owner, the Operator or the emergency contact must be accessible by phone 24 hours a day/7 days a week.

\_\_\_\_\_ I will keep in full force and effect during all times the STR is operated a general liability policy with a company authorized to do business in the State of Alabama insuring against personal injury (including death) and property damage with limits of no less than \$1,000,000.00 per occurrence.

\_\_\_\_\_ The STR unit has internal or designated parking, and transients will have no access to on-street parking.

\_\_\_\_\_ No meals other than breakfast will be served to paying guests.

\_\_\_\_\_ A guest register including names, addresses, phone numbers, email addresses and dates of occupancy MUST be kept.

\_\_\_\_\_ I must comply with all business license and revenue collection laws of the City, County and State.

\_\_\_\_\_ The portion of the premises used for the STR use may be inspected by City personnel on yearly or on an as-needed basis to check for Full compliance with City of Hoover Zoning. Ordinance 23-2592 and with City of Hoover Fire Code.

\_\_\_\_\_ This application and any subsequent approvals or permits are NOT transferable unless a new application or change of ownership application is submitted, approved and updated valid Certificates of Operation and Business Licenses are issued.

\_\_\_\_\_ I understand that the STR is NOT approved and MUST NOT operate until all approvals and inspections are completed, all fees are paid, a valid Certificate of Operation for the STR Operational Permit and a corresponding Business License have both been issued.

\_\_\_\_\_ I understand that a valid STR Certificate of Operation permit **EXPIRES ON DECEMBER 31** of each year, and I must submit a renewal application for review and approval prior to the expiration date. STR renewals will be issued a new Certificate of Operation permit, and a new Operational Permit number. An updated business license must also be obtained.

Property Owner(s)/Operator(s) Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

<b>NOTARY PUBLIC</b>			
Sworn to me this _____ day of _____, 20_____			
My Commission expires _____			
Notary Public _____			
<b>OFFICE USE ONLY</b>	Date/time application received:	fee:	staff:

**Received by Department of Planning and Zoning official** \_\_\_\_\_

**Date:** \_\_\_\_\_

## REVIEW & APPROVAL PROCESS

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### STEP 1: ZONING REVIEW

1. Submit completed application and all required documentation to Department of Planning and Zoning.
2. Once an application is received and determined to be complete (with application fees), the subject property will be posted for fifteen (15) calendar days. During this period, Zoning staff will review the submitted documents to determine Zoning compliance and additional information may be requested. STR renewals will not be posted if the STR application and operation are consistent with the STR that was originally approved.
3. At the end of the posting period and if the all Zoning requirements are met, Zoning staff may issue approval for Zoning compliance. Zoning will also check to confirm that a corresponding Business License application has been submitted to the City of Hoover Department of Revenue/Business License. **Zoning review approval DOES NOT constitute final approval of the STR.** You must NOT advertise nor operate an STR until ALL approvals and inspections are completed, all fees are paid, a valid Certificate of Operation is issued for the STR Operational Permit, and a Business License is issued.
4. Zoning approval is followed by a five (5) business day appeal period, during which the decision on the STR application may be appealed. The appeal must be submitted as an application to the Board of Zoning Appeals – Zoning and will be heard at the next available meeting. If no appeals are submitted, the STR application moves to Fire Marshal Review.

### STEP 2: FIRE MARSHAL REVIEW & INSPECTIONS

5. The Fire Marshal will review the application and notify the appropriate City agencies once their review is completed. If an inspection is deemed necessary, a Fire Safety inspection can be scheduled by contacting the City of Hoover Fire Marshal
6. If an inspection is deemed necessary, once the property receives the Fire Marshal's approval, you can move to the final step.

### STEP 3: FEES, BUSINESS LICENSE & CERTIFICATE OF OPERATION

7. After all documentation and/or inspections have been received by the Department of Planning and Zoning, the owner must visit the City of Hoover Department of Revenue to pay all fees, receive an applicable Business License, and receive the valid Certificate of Operation for the STR Operational Permit. The STR is not approved and must not be advertised or operated until all steps have been completed; failure to comply may result in the issuance of a Municipal Summons.
8. **The STR Certificate of Operation BEGINS ON THE DATE OF ISSUANCE AND EXPIRES ON DECEMBER 31st OF EACH YEAR.** STR Permits must be renewed and approved on an annual basis to continue operating an STR. Failure to renew annually is considered a violation of the Zoning Ordinance and may result in the issuance of a Municipal Summons.