



**Short-Term Rental
Certificate of Occupancy Application**

City of Biloxi, Planning Division
676 Dr. Martin Luther King Jr., Blvd., Biloxi, MS 39530
Ph. (228)435-6266 Fax (228)435-6188

Tax Parcel Number: _____

Address of Short-Term-Rental: _____ Unit # _____

Owner Information

Business Name: _____

Owner Name: _____

Mailing Address: _____

City, State Zip _____

Work Phone: _____ Cell Phone: _____

Email: _____

Do you have other Short-Term-Rentals in other locations, if so, where? _____

Emergency Contact info (local person)

Name: _____ Phone number: _____

Address: _____

Total square footage: _____ (REQUIRED)

Number of bedrooms: _____ How many parking spaces? _____

Owner's Signature _____ Date _____

By signing this application, you agree to comply with all requirements as cited in the City of Biloxi's Land Development Ordinance, as attached with this application.



CZC-STR

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Note: This certificate must accompany your requests for business licensure, and/or certificate of occupancy. No request through the Biloxi planning department can be initiated without this form.

Project Description: **SHORT-TERM-RENTAL COO**

Project Address: _____

Subdivision: _____

Current Property Use _____

Applicant Signature _____ **Date** _____

<u>Planning Staff Only</u>	
Current Zoning _____	PC Case # _____
Setbacks: Front _____	Back _____ Left _____ Right _____
Lot Sq. Ft or Acres _____	Impervious % _____
FEMA Flood Zone _____	Base Flood Elevation _____ Design Flood _____
Is this project in compliance with the Zoning Requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the project require DRC review? <input type="checkbox"/> Yes <input type="checkbox"/> No / if yes, Hearing Date is _____	
Date: _____	
Planning Division Approval	

<u>Flood Plain Manager Only</u>	
Is this project in compliance with the FEMA Requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date: _____	
Flood Plain Manager Approval	

<u>AHRC Staff Only</u>	
Will this project require an AHRC Hearing? <input type="checkbox"/> Yes <input type="checkbox"/> No / if yes, Hearing Date is _____	
Date: _____	
AHRC Staff Approval	

SHORT-TERM RENTAL REQUIREMENTS

Visitor Accommodations

Short-Term Rentals shall be allowed as a Permitted Use upon properties situated within the following zoning districts: Community Business (CB), Regional Business (RB), Downtown (DT) and Waterfront (WF) subject to compliance with all of the standards mentioned below.

Short-Term Rentals shall be authorized as Conditional Use upon properties situated within the following zoning districts: (NB) Neighborhood Business, Medium-Density Multifamily Residential (RM-20), High-Density Multifamily Residential (RM-30), subject to Conditional Use review and approval.

Short-Term Rentals may also be authorized in a Planned Development Gaming-Establishment (PD-GE) Planned Development-Hospitality Business (PD-HB), and Planned Development-Commercial (PD-C) Planned Development – Infill (PD-I) district zones subject to an approved Planned Development Master Plan by the City Council.

Short-Term Rentals are not permitted in Single Family Zones: Residential Single Family; A, AR, RS-5, RS-7.5, RS-10 and Residential Estate RE and Residential Estate Restricted RER.

All **Short-Term Rentals** shall comply with all of the following standards:

Declaration of Policy

This section is intended to provide standards for **Short-Term Rentals** to allow for a Visitor Accommodation Use for properties which have the characteristics of Single Family Residences, but providing specific limitations which should prevent the commercial exploitation of these properties.

Monitoring

Short-Term Rentals shall maintain a guest register, which shall be made available for inspection by the City upon request. The guest register shall include the names and home addresses of transient guests, the transient guests' driver's license numbers, dates of stay, and the unit number utilized by each transient guest. All **Short-Term Rental** units shall also provide, in addition to any corporate ownership information, the name, address, and phone number of a local person who shall be able to provide thirty-minute appearance response to said **Short-Term Rental** unit site when so called upon by the City or other responsible authority.

Additional Permit Requirements

Short-Term Rentals shall be authorized only upon completing all items included and recited within the Land Development Ordinance. Individuals requesting **Short-Term Rental** shall be required to pay an annual application fee of one-hundred dollars (\$100.00): such fee is to be assessed and paid by applicant to the City of Biloxi Community Development Department, provide the names(s) of agencies (i.e. AirBND, VRBO, Homeaway, etc.) they are affiliated with and obtain a Certificate of Occupancy, a Certificate of Zoning Compliance, a Privilege Tax License and an Occupant Limit Card from the City of Biloxi. The Certificate of Occupancy, Certificate of Zoning Compliance, and Privilege Tax License shall not be transferred to any subsequent owner, and any

changes in ownership shall require new applications for all such certificates, permits and licenses.

Short-Term Rentals Standards

Nothing in this subsection shall be construed to permit any commercial or residential use not otherwise allowed by the specific district classification in which the **Short-Term Rentals** are located.

Short-Term Rentals shall be limited with respect to the Density Limits provided within Section 25-5 of the Land Development Ordinance.

Exterior sign(s) advertising **Short-Term Rentals** shall not be permitted on properties located in residential zoning districts.

All lighting shall be compatible with the residential quality of the neighborhood in which the **Short-Term Rentals** are located.

Parking for Short-Term Rentals shall be provided on site at a ratio of one parking space per unit or bedroom available, whichever is greater. Parking shall be arranged in a style reflective of a residential use

The combination of parking and all structures included as part of **Short-Term Rentals** shall occupy no more than sixty percent (60%) of the lot upon which this use is to be located.

Any **Short-Term Rental** use proposed must be in conformance with all Subdivision Covenants or Deed Restrictions in effect for the specific property site in question. The property owner shall be responsible to demonstrate compliance with this directive. Nothing in this section shall confer a right to offer a Short-Term Rental where such use is prohibited by a homeowners' association agreement, by a rental agreement or any other restrictions, covenants, requirements or enforceable agreements.

Short-Term Rentals shall be subject to annual Fire Inspections by the Biloxi Fire Department, or as required by City ordinance.

Upon accepting any Short-Term Rental application, the City of Biloxi will notify the Hotel & Lodging Association, State Department of Revenue, Harrison County Tax assessor to make them cognizant of the intention of establishing a Short-Term Rental facility at the location offered.

Any violation of these Short-Term Rental provisions may result in the enforcement of remedies and penalties found in Section 23-9-6 of the Remedies and Penalties section of the Land Development Ordinance.

The penalty for operating a Short-Term Rental without a business license will be assessed a fine of five hundred dollars (\$500.00) per violation per day.

Inspector's signature _____ Date _____