

Application Date: _____



SHORT TERM RENTAL PERMIT APPLICATION & RENEWAL

*Chapter 28 of the Pointe Coupee Parish Code of Ordinances provides for the good order, and to ensure the fair and equitable enforcement of the collection of taxes related to the rental of dwelling units defined as short-term use. Short-term use is defined as a residential dwelling unit for the purpose of overnight lodging for less than (30) days or one (1) month, whichever is less. **No host or hosting platform shall use or advertise for the use of any residential dwelling unit on any parcel in the unincorporated areas of Pointe Coupee Parish for short-term rental without a short-term rental permit. Permits expire 1 year from the date of issuance.***

Required documents to be submitted at time of application:

- ✓ ***Proof of Ownership, such as a copy of a deed or sale document or documentation from the Pointe Coupee Assessor, must be provided with this application. If ownership is held by a corporation, LLC, or other business entity, please attach a certificate from the Secretary of State’s office, listing all managers/members/officers, with an address for each.***
- ✓ ***Please attach a site plan identifying the location of parking on the site.***
- ✓ ***Please attach a floor plan of the interior of the unit. This floor plan must identify the location of bedrooms.***
- ✓ ***Application Fee (Due at time of application): \$250 first year \$150 renewal***
- ✓ ***1 year of rental history is required at time of renewal.***

Owner’s Name(s):

Primary Owner Mailing Address: _____

Property Address: _____

Property Parcel Number: _____

Property Owner Telephone Number (s): _____

Property Emergency Contact Name/Number (available 24 hours/7days):

Owner Certification:

By my signature I hereby certify that the information contained in and submitted with this application is true and correct. I further acknowledge that providing false information or failing to comply with permit requirements can result in revocation of the permit and potential penalties as provided for in Chapter 28 of the Pointe Coupee Parish Code of Ordinances.

This permit is NON-TRANSFERABLE.

Applicant Signature/Date

SHORT TERM RENTAL INSPECTION CHECK-LIST:

- Rental shall be a valid residential structure. Buildings, structures, or rooms shall not be used for purposes other than those for which they were designed or intended.
- Roofs, floors, walls, foundations, ceilings, stairs, handrails, guardrails, doors, porches, all other structural components, and all appurtenances thereto shall be capable of resisting any and all forces and loads to which they may be normally subjected and shall be kept in sound condition and in good repair.
- Smoke detectors, carbon monoxide detectors, and fire extinguishers shall be installed and operable on all levels or floors of the unit, and all wood-burning fireplaces and stove shall be cleaned on an annual basis.
- An operable toilet, sink, and either a bathtub or shower shall be located within the same building, and every room containing a toilet or bathtub/shower shall be completely enclosed by walls, doors, or windows that will afford sufficient privacy.
- The appropriate level of trash and recycling receptacles should be maintained so there is no overflow of trash and recycling on the property, and the permit holder shall be responsible for compliance with all disposal rules applicable to the unit.
- Maximum occupancy of the short-term rental property shall comply with the approved short-term rental permit typed, as described on the approved short-term rental application.
- There shall be posted, conspicuously in the interior of the unit at all entrance/exit doors of the unit and include, the 911 address of the unit, the short-term rental permit number, and the name and telephone number of the local contact person.
- All points of ingress and egress shall be conspicuously posted.
- Short-term Rental shall have exterior 911 numbering for the unit as required for commercial structures in the Pointe Coupee Parish Code of Ordinances with a minimum height of six (6) inches and shall be visible from the street, road, or highway. If the structure is two hundred (200) or more feet from the street, road or highway, a sign with reflective numbers of the same minimum heights shall be placed next to the street, road, or highway.
- A minimum of two (2) on-site parking spaces shall be provided for use by the short-term rental occupants. The host or contact person shall provide on-site parking for all guests, and on-site parking shall be available for all vehicles of guests.