

Short-Term Rental Application and Checklist

Zoning Permit

Planning and Development Department • One Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2682



Please provide a completed application and supplemental information at the time of submittal. All Short-Term Rentals must meet the requirements of Section 6.4.6 of the Unified Development Ordinance (UDO) and all relevant standards and requirements of the UDO.

Every short-term rental operator shall first apply for and procure a zoning permit from the City. Zoning permits must be renewed annually.

| APPLICANT INFORMATION | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--|
| Applicant (if different from owner): | | Date: | |
| Address: | | | |
| City: | State: | Zip Code: | |
| Phone #: | | Email: | |
| PROPERTY OWNER INFORMATION | | | |
| Property owner name: | | | |
| Address: | | | |
| City: | State: | Zip Code: | |
| Phone #: | | Email: | |
| SHORT-TERM RENTAL INFORMATION | | | |
| <i>Select the type of short-term rental below.</i> | | | |
| New | Renewal | If renewal, provide existing case number: _____ | |
| Single-family (select one): Whole house Partial house | | Accessory Dwelling Unit (ADU) | |
| Multi-family: | Please be aware that multi-family buildings are allowed no more than 25%, or two short-term rental units, whichever is greater, in any single building. If you have questions, please contact Planning and Development staff at 919-996-2714. | | |
| | <ul style="list-style-type: none"> • Provide complete floorplan/layout of all floors/units of entire building • Label all short-term rentals | | |
| Total number of units in building _____ | | | |
| Provide a detailed description of the proposed short-term rental: | | | |
| REQUIRED SUPPORT DOCUMENTATION (CHECKLIST) | | | |
| The following info must be submitted with this application to be accepted for processing. | | | |
| Signed Owner's Affidavit | | | |
| Multi-unit dwellings must provide a floor plan detailing the layout of the building, and label units designated for short-term rental. Note: For any multi-unit building, no more than 25%, or two dwelling units, whichever is greater, may be used for short-term rental in any single building. | | | |

ACKNOWLEDGEMENT OF STANDARDS

Checking the following items affirms that the proposed short-term rental will comply with all listed items.

| | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Every short-term rental operator shall first apply for and procure a zoning permit from the City. |
| | Zoning permits must be renewed annually. |
| | Cooking facilities are not permitted in any bedroom. For the purpose of this regulation, cooking facilities include any refrigerator in excess of seven cubic feet; any stovetop two range that operates on 220 volt electric service; any appliance that operates on natural gas; or any cooktop, whether integrated into a countertop or a separate appliance, which contains more than two cooking surfaces or burners. This shall not prohibit cooking facilities within a one-room studio short-term rental. For the purpose of this regulation, a studio shall be a single-room rental with a sleeping area, living area and kitchen/eating area in one consolidated room. |
| | No exterior advertising shall be allowed. |
| | In residential zoning districts, short-term renters shall not utilize the premises for holding special events or gatherings. |
| | For single-unit and two-unit living the premise shall not be used for "Live-Work" or a "Day Care, Home". For multi-unit living the dwelling unit shall not be used for "Live-Work" or a "Day Care, Home". |
| | Short-term rental operators shall comply with all applicable State and local laws, including those relating to fire and building codes, smoke detecting and carbon monoxide detecting equipment, housing codes, and payment of taxes to appropriate governmental entities, including occupancy taxes. |
| | Every short-term rental operator shall maintain for a period of three years a list of all short-term rental lodgers staying on the premises. |
| | The zoning permit number authorizing the short-term rental shall be conspicuously posted on all advertisements for short-term rentals, and the subject property. |

REQUIRED SIGNATURE

The undersigned indicates that the property owner is aware of the application for a Short-Term Rental and agrees that the proposed Short-Term Rental described in this application, for which this permit is applied for will be maintained in all respects in accordance with the specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh Unified Development Ordinance.

Applicant name(printed):

Address:

City:

State:

Zip Code:

Phone #:

Email:

Applicant signature:

Date:

Please continue to page three for the required checklist.

Short-Term Rental Checklist

Permit Fee will be collected after the completion of the initial application review.

| To be completed by Applicant | | | To be complete by Staff | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|-------------------------|----|-----|----------|
| General Checklist Items | Provided | N/A | Yes | No | N/A | Comments |
| 1. Short-Term Rental Application | | | | | | |
| 2. Signed Owner's Affidavit | | | | | | |
| 3. Multi-family Building(s): Floor plan/ layout of all floors with each unit clearly labeled. | | | | | | |
| 4. Detached Accessory Dwelling Unit: Floor plan/layout of unit with rooms labeled. Note: A detached accessory dwelling unit is on the same lot as the principal dwelling, but is not attached. | | | | | | |
| Regulation Items | | | | | | |
| 5. Are all sections of the application completed? | | | | | | |
| 6. Is the proposed short-term rental located within a R-1, R-2, R-4, R-6, R-10, RX, OX, NX, CX, and/or DX Zoning District? | | | | | | |
| 7. Is the premises of the short-term rental being used as "Live-Work" or a "Day Care, Home"? | | | | | | |
| 8. Does the number of proposed short-term rental units exceed 25% or two dwelling units, whichever is greater, within the multi-family building? | | | | | | |
| 9. Is the Accessory Dwelling Unit (ADU) permitted? | | | | | | |