



ST. TAMMANY PARISH  
MICHAEL B. COOPER  
PARISH PRESIDENT

**St. Tammany Parish Application for Short Term Rental**  
**Department of Planning and Development**

Type of Application: New\_\_\_\_ Renewal\_\_\_\_ (License must be renewed annually) Date: \_\_\_\_\_

**Property Information**

Location of Short-Term Rental (General Description) and/or municipal address:

\_\_\_\_\_  
\_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Ward: \_\_\_\_\_ District: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**Owner Information:**

Type of Ownership: Individual: \_\_\_\_ Corporation \_\_\_\_ Partnership \_\_\_\_ Other (please specify) \_\_\_\_\_

Owner of Establishment: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address of Establishment Owner: \_\_\_\_\_

**Operator Information:**

Full Legal Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Is the Operator also the owner of the establishment?

**Designated Local Responsible Party Information:**

Full Legal Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

\* The designated local responsible party may be the proposed operator and is not required to be present during the duration of a short term rental guests' visit, but when the operator is off premises, a designated local responsible party, which may be the operator, must be available twenty-four (24) hours a day during any time a guest is occupying the short term rental to respond to complaints from either guests or neighbors and shall be available to appear physically on the premises within sixty (60) minutes to address any issues. The operator is responsible for updating both the Planning Department and guests thereafter if such information regarding the designated local responsible party and/or his or her contact information changes.

**To be completed if the property is leased and/or rented by the owner to a third party for operation purposes:**

**Lessee/Renter Information:**

Full Legal Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

## APPLICATION FOR SHORT TERM RENTAL REQUIREMENTS

1. A recorded Act of Sale or Deed or Louisiana Homestead Exemption that establishes the proposed operator as the owner of the property in which the short-term rental is located
  - ❖ If the short-term rental is owned by a corporation, partnership, sole proprietorship or other entity, the proposed operator shall provide: a sworn affidavit executed by the respective entity authorizing the operator to apply for the short-term rental permit in the name of the establishment as required by Sec. 22-591(b)(1), as well as the name, date, and state under which laws such entity was organized, and if a foreign (out of state) entity, whether such is authorized to do business in the State of Louisiana, the name under which the entity may be doing business, and the name of the principal officer (s) or whoever controls the entity, registered agent and local reprehensive or partners, and their business address.
  - ❖ If the proposed operator is a lessee or renter, a sworn affidavit executed by the owner of the property on which the short-term rental is located, authorizing the lessee or renter to apply for a short-term rental permit, as well as a current signed lease agreement
2. One (1) of the following forms of identification for the proposed operator: a copy of valid driver's license, passport, or voter's registration
3. Proof of a valid occupational license held by the operator and or owner
4. Proof that the proposed operator has current, valid, general liability coverage, that includes coverage for short term or temporary rentals, of five hundred thousand dollars (\$500,000) or more, verified with a current insurance certificate, for the subject short-term rental.
5. Sworn affidavit executed by the proposed operator certifying that the proposed operator has read and understood all of the minimum standards for short term rentals as set forth in Section 130-2213(58), and that the proposed operator is and shall be through the duration of the permitting term in compliance with all of the minimum standards therein.
6. Sworn affidavit executed by the proposed operator, specifying a designated local responsible party, and certifying that he or she is available twenty-four (24) hours a day when the short term rental is rented and guests are occupying the short term rental to accept telephone calls and respond physically to the short term rental within sixty (60) minutes, and that the contact information for the designated local responsible party, including name, phone number(s), and email address will be provided to all guests and located in a conspicuous location within the short term rental so as to be easily accessible for guests.
7. A notarized copy of a criminal background investigation for the proposed operator and the designated local responsible party (if different), which is to be conducted by the St. Tammany Parish Sheriff's Office.
8. A site and floor plan that depicts a scaled diagram of the short-term rental and that includes, at a minimum, the number of bedrooms, beds, and bathrooms in each short-term rental, and at least one (1) required off street parking space per rented bedroom.
9. An informational brochure shall be required to be located within the short-term rental in a conspicuous location at all times so as to be easily accessible for guests. The brochure shall contain the name and contact information of the designated local responsible party, including cell phone number(s) and email addresses, the contact information for the Planning Department in the event that guests wish to file a complaint or note a violation, the location of the fire extinguisher and a fire evacuation route, parking details, the trash collection procedure and schedule, as well as information regarding the neighborhood and surrounding area, including but not limited to, restrictions on parking, noise, trash, and any other pertinent information of which guests should be aware.
10. Proof that an operable hardwired smoke detector(s), an operable hardwired carbon monoxide detector(s), and an operable fire extinguisher are located in either individual guest room(s) or adjacent hallways
11. Any additional information deemed necessary and requested by the Department of Planning and Development

**Short Term Rental Information:**

**Number of Rooms:** \_\_\_\_\_ **Proposed maximum number of guests permitted:** \_\_\_\_\_

**Date of proposed commencement of operation:** \_\_\_\_\_

\*Where the short-term rental permit application is approved, the Planning Department will issue to the operator at the address provided in the application a permit approval notice that includes a short-term rental permit number, an expiration date for the short-term rental permit, and the maximum number of guests allowed in the short-term rental, as determined by the Fire Marshal and the Planning Department. This approval notice must be displayed within the short-term rental in a conspicuous location at all times so as to be easily accessible by guests.

**Operator Initial Here:** \_\_\_\_\_ **Designated Local Responsible Party Initial Here:** \_\_\_\_\_

**FEE SCHEDULE FOR SHORT TERM RENTAL APPLICATIONS**

As per St. Tammany Parish Code of Ordinances per Sec. 22-591(b)

- 1. One-Time Non-Refundable Short-Term Rental Application Fee: Two hundred and fifty dollars (\$250.00)
- 2. Annual Short-Term Rental Permit Fee: Seven hundred and fifty dollars (\$750.00)

**SHORT TERM RENTAL REQUIREMENTS**

- 1. The short-term rental permit number, the expiration date of the short-term rental permit, and the maximum number of guests allowed in the short-term rental as determined by the Fire Marshal and Planning Department, shall, throughout the duration of the permitting term, be contained in any and all advertisements for the short-term rental and displayed within the short-term rental in a conspicuous location at all times so as to be easily accessible for guests.
- 2. Auctions, weddings, receptions, bingo activities, fund-raising events, banquets, luncheons, seminars, conferences, amplified outdoor music, outdoor karaoke, festivals, commercial functions, and any other similar events are prohibited from occurring at any short-term rental.
- 3. Short term rental operators shall maintain all registration records to include the name, method of payment, and transaction amount of every person who purchases a room in the short-term rental for any period of time, including, without limitation, third party rental services, for a minimum of three (3) years from the date of the occupant’s departure, and shall be subject to audits by the St. Tammany Parish Sheriff’s Office in accordance with applicable laws.

**Operator Initial Here:** \_\_\_\_\_ **Designated Local Responsible Party Initial Here:** \_\_\_\_\_

**SHORT TERM RENTAL VIOLATIONS**

- 1. An annual permit fee in the amount of seven hundred and fifty dollars (\$750) for each short-term rental shall be included with the short-term rental application submission and is due to St Tammany Parish on February 1<sup>st</sup> of each year. Interest on the annual permit fee shall accrue at the rate of one and one quarter percent a month from March 1<sup>st</sup> until the fee is paid. An additional penalty of five percent per month shall accrue for each month the permit fee is late, not to exceed twenty-five percent of the permit fee.
- 2. It is unlawful to advertise or operate a short-term rental without a valid short-term rental permit. Whoever violates the provisions of this section shall be punished by a fine not exceeding five hundred (\$500) per short term rental, per day. Each day on which a short-term rental advertises or operates without a valid short-term rental permit shall be considered a separate offense for purposes of this section. Operating a short-term rental with a suspended, revoked, or expired short term rental permit shall be considered operating a short-term rental without a valid short-term rental permit. Advertising a short-term rental in any zoning district other than those in which short term rentals are permitted creates a presumption that a short-term rental is being operated in violation. Advertising more than one (1) short term rentals that are located on the same property creates a presumption that more than one (1) short term rentals exist on the property, and accordingly, that more than one (1) short term rental permits are needed.
- 3. If any pertinent information contained within an operator’s short-term rental application changes, short term rental operators are required to notify the Planning Department and provide legitimate documentation confirming said changes. Operators who are changing the designated local responsible party shall furnish the Planning Department with a notarized copy of the criminal background investigation for the new designated local responsible party, in addition to his or her contact information.

**Operator Initial Here:** \_\_\_\_\_ **Designated Local Responsible Party Initial Here:** \_\_\_\_\_

NOTE: THIS DOCUMENT MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.

By my signature below, I certify that all information submitted to the Department of Planning and Development is TRUE and CORRECT and understand that failure to submit TRUE and CORRECT information can result in delay or denial of this application. I further certify that I have read and understand the above important noted relative to the submission of this application and the operation of short-term rentals.

<b>Operator</b>	Date: _____	<b>Designated Local Responsible Party</b>	Date: _____
Name: _____		Name: _____	
Address: _____		Address: _____	
_____		_____	
Cell Phone Number: _____		Cell Phone Number: _____	
Email: _____		Email: _____	
Signature: _____		Signature: _____	

BEFORE ME, the undersigned authority, personally appeared the persons whose signatures are affixed above, all of full age and majority, who declared me, Notary, that they are the owners or duly authorized representatives of all that certain lot, piece, or parcel of land located in this application, that their signatures were executed freely and voluntarily and that they are duly qualified to sign.

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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Notary Public