

Short-Term Rental Application

Instructions: All information on this form must be fully completed. Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable unless the application is denied as a short-term rental application, at which point the entire fee, less twenty (20) percent of the application fee, will be refunded. An application for a short-term rental permit **must be submitted and approved by the Town before the short-term rental can begin operations.**

ALLOW UP TO 30 DAYS FOR APPROVAL

() NEW PERMIT

() PERMIT RENEWAL

Please Include New Permit Fee of \$250.00 or Renewal Fee of \$125.00

Applications can also be submitted via email: _____

Homeowner's Name:	Rental Business Name:
Business Type: LLC – Corporation – Sole Proprietor – Other	Rental Property Address:
Homeowner's Address:	Homeowner's Phone:
Homeowner's E-mail:	Wy Sales Tax Number: (If applicable)

(Wyoming Sales tax is not required if the rental owner is only listing the property with an online listing company that collects and remits lodging and sales tax to the State of Wyoming)

OWNER OR OWNER REPRESENTATIVE/CONTACT PERSON

(A local point of contact within Star Valley, WY is **required.)**

Name:	Address:
Mailing address:	Phone:
E-mail:	Cell Phone:

By signing below, I acknowledge:

- I am responsible for renewing the rental permit by the last day of December each year.
- I am responsible for notifying the Town of any changes in the status of this rental home (e.g., change in property managing agent, no longer operating as a short-term rental, change in ownership, etc.).
- I must abide by all Town of Star Valley Ranch Ordinances.
- I have read and understand Town Ordinance Title XI Chapter 113 Short-Term Rental Permits.
- This short-term rental is subject to collection and remittance of WY lodging and sales tax.
- The information stated above is, to the best of my knowledge, true and correct and that I will notify the Town of any changes.

Homeowner's Signature:	Date:
Owner Representative's Signature:	Date:

Notice To Neighbors Within 300 Feet. Rental unit owners or their agents must provide a list of mailing addresses for property and homeowners within 300 feet of the lot boundaries of the property to be utilized as a Short-term Rental. This list must be provided along with the Short-term Rental Permit application. The notice shall inform neighbors that a short-term rental permit has been applied for and will include the name and contact information of the local owner representative/managing agent (living in Star Valley, WY). The Short-term Rental Permit applicant has an affirmative duty to re-notify all applicable neighbors upon change in the owner contact person and to also notify the Town. The Short-term Rental permit holder will need to provide the town with an updated list of the property and homeowners within 300 Feet of the boundaries of the Short-term Rental properties boundaries as the owners may have changed.

****Renewals do not require notice to be sent if there is no change in owner or local contact****

Signage Requirements.

- 1.) Each Short-term Rental Unit shall be equipped with at least one exterior identification sign. The sign must be attached to the home in a clearly visible location. Signs must be at least 8 ½ x 11 inches in size and shall not exceed 12 x 24 inches in size. Exterior identification signage must include the following information:
 - “24/7 Agent” Name and telephone number
 - The number of bedrooms at the property
 - The number of individuals the property sleeps
 - The Town of Star Valley Ranch Municipal Officer’s contact number (307-880-2666)
- 2.) On the interior of the Short-term Rental Unit, a sign including the following information must be displayed on or adjacent to the front door:
 - Short-term Rental Permit #
 - The number of individuals the property sleeps
 - A description of map of the unit’s assigned parking spaces
 - Documentation of the annual safety inspection on the unit
 - Contact information for the unit’s owner and/or their local contact representative
 - The phone number for, pick-up time, and contact information for the unit’s solid waste disposal service provider

It is the responsibility of the owner/permit holder to ensure seasonal installation of this signage is maintained.

Information Packet and Rental Permit. A copy of the Short-term Rental Permit and an information packet shall be provided by the Town. The packet contains relevant Town Ordinances and rules and regulations. Both shall be displayed in a conspicuous location of the Short-term Rental Unit.

I declare under penalty of perjury that I have read the foregoing and have provided all required information.

Sign:	Date:
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Initial:

	Notice to Neighbors. A copy of the list of neighbors notified must be attached to the application or emailed to the Town () for the application to be complete.
	Local Representative: A local representative and their contact information has been provided and owner/ permit applicant I will provide the changes of any local representative within 10 business day of the change.
	Signage, Permit, and Information Packet: Owner or permit applicant has provided and placed, in accordance with the requirements in Title __Chapter ____ of Town Ordinance, all required information. **Physical signage other than prescribed in the ordinance for the Short-term Rental Unit is not allowed**
	Annual Safety Inspection Required: All short-term rental units are subject to passing an annual safety inspection. <i>(Copy of the required SHORT-TERM RENTAL INSPECTION CHECKLIST is attached.)</i>
	Prohibitions: Multiple bookings during the same period for a short-term rental unit are not allowed.
	Parking Requirements: All short-term rental units must provide on-site parking. No vehicles are allowed to be parked on Town streets or right of ways. **PROVIDE A COPY OF THE A MAP OR DISCRIPTION SHOWING PARKING**

SHORT-TERM RENTAL INSPECTION CHECKLIST

Initial

	Is the address number posted and visible using minimum 4-inch numbers?
	Is contact information of the owner or contact person posted?
	Are emergency contact numbers posted? (I.e., 911)

Initial

	Do egress/exit routes comply with applicable codes? (e.g., doors, stairs, hallways, handrail, basement window wells, ladders, and well covers/grates)
	Are required egress windows (bedroom windows) operable? And meet minimum size? (Minimum 5 sq. ft opening when located on the main floor or basement, 5.7 sq. ft. on 2 nd floor, and a minimum opening of 20 inches and an opening height of 24 inches).
	Do all individual entry doors have working deadbolts and entry knobs with deadlocking latches?
	Do all exterior doors open and close properly, and lock and unlock easily?
	All windows open and close easily and can remain open?
	All windows have screens and are free of damage and defects.
	Any security bars can be released from the interior?
	Stairways, including treads, balusters, risers, and landings, are in good condition, free of wood rot and rust and have no missing, broken, or loose parts?
	Handrails are tightly fastened, sound and in good condition and return to the walls?
	Railings are tightly fastened, sound and in good condition, height of railing and spacing of balusters meet code requirements?
	Are all appliances in working condition?
	If there is a gas stove, or gas fireplace, is it free of gaseous odor indicating a gas leak?

	Is the dryer vent system free of hazards and obstructions?
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Initial

	Are smoke detectors located where required by code and operable? (One in each sleeping room, one outside bedroom area, but not near cooking appliances, and on each occupiable story including basements and habitable attics). Follow manufacture's instruction.
	Do all smoke detectors work properly and alarm sounds when tested?
	For smoke alarms that are hardwired, a battery is installed for battery back-up, does it function?
	If a carbon monoxide alarm is required by code, is it installed and functional? Required if dwelling has a fuel burning appliance or attached garage.
	If applicable, operational CO alarms are installed outside of each sleeping area in the immediate vicinity of the bedroom(s), in a bedroom where a gas burning appliance is located and on each level inside the unit including basements.
	Is all heating equipment operational and in safe working condition with covers free of rust and dust buildup?
	Gas heater is operating normally and is provided with minimum combustion air?
	All service gas lines in the unit are free of leaks and any gaseous orders?
	All gas lines in the unit have a gas shut-off valves and flex lines at the appliance connection?
	Are combustibles kept away from heat sources, including hot water heater, furnace, and fireplace?
	Is a fire extinguisher, with a minimum rating of 2-A:10B:C, provided and either directly visible or in a labeled location?
	Has the fire extinguisher received its annual inspection?

Initial

	Is there proper access to the electrical panel? (Typically requires clear space, 30 inch wide, 36-inch depth, and 78 inch in height in front of the panel).
	If any extension cords are in use, are they used in a compliant manner, used only for portable appliances, and unplugged when not in use? No multitaps.
	Are all electrical outlets, light switches, and boxes functional, secure, and have faceplate covering the opening and are installed against the mounting surface.
	Are outlets located outside and within six (6) feet of wet areas GFCI protected? (e.g., bathrooms and kitchen counters).
	All electrical boxes in accessible areas have cover plates that cover the opening and are installed the mounting surface?
	Are all faucets in working condition with all handles, valves, diverters, and strainers available, free of leaks and visible deterioration?
	Hot and cold water have sufficient flow, with hot and cold valves oriented in the proper location?
	Toilets are secure in place, in good working condition and free of leaks?
	Are poisonous, caustic, and flammable chemicals in secure cabinets and away from ignition sources?

I declare under penalty of perjury that I have read and have checked the foregoing and that it is true and correct.

Signed:	Date:
Print Name:	

Owner's Name:	Inspector's Name:
Address of Rental Unit:	Date of Inspection: