

Permit #: _____

APPLICATION FOR SHORT-TERM RENTAL (STR) PERMIT

City of Woodcreek, 41 Champions Cir., Woodcreek, TX 78676 O: 512.847.9390 E: permit@woodcreektx.gov

1. APPLICANT INFORMATION

Applicant's Name:	
Trade Name:	
Applicant's Address:	
Telephone:	Email:

OWNER INFORMATION *Same as Applicant*

Owner's Name:	
Owners' Address:	
Telephone:	Email:

PROVIDE NAMES AND ADDRESSES OF ALL REGISTERED AGENTS SHOULD OWNER BE A BUSINESS ENTITY. PROVIDE PROOF OF OWNERSHIP (e.g., DEED), WITH YOUR APPLICATION. IF THE PROPERTY IS OWNED BY AN ORGANIZATION OR ENTITY, PLEASE SUBMIT, WITH THIS APPLICATION, THE COMPANY FORMATION DOCUMENTS REGISTERED WITH THE APPROPRIATE SECRETARY OF STATE.

LIST ALL ON SEPARATE PAGE IF NECESSARY.

OWNER INFORMATION *Additional*

Owner's Name:	
Owners' Address:	
Telephone:	Email:

OPERATOR'S INFORMATION *Same as Applicant*

Operator's Name:	
Operator's Address:	
Telephone:	Email:

LOCAL CONTACT PERSON'S INFORMATION

Local Contact Person's Name:	
Local Contact Person's Address:	
24 Hour Telephone:	Email:

2. HOTEL OCCUPANCY TAX ACCOUNT INFORMATION

Provide the Hotel Occupancy Tax Account Number for the property _____

For more information: <https://comptroller.texas.gov/taxes/hotel>

3. PREMISES INFORMATION

Physical address of Short-Term Rental:

Street Address

Unit Number (if applicable)

Zoning District

Type of Structure:

Residential (Single Family) Residential (Two Family/Multi) Accessory Dwelling
Apartment or Unit in Multi-Family/Multi-Unit Building

Total number of units located on property: _____

4. NUMBER OF BEDROOMS PER EACH UNIT (SHALL NOT INCLUDE AREAS INITIALLY DESIGNED AS OFFICE/ LIBRARY /DEN SPACE; DINING ROOMS; ENTERTAINMENT AREAS; COMMON AREAS, MUD ROOMS/FOYERS/ENTRIES; CLOSET/STORAGE ROOMS; HOBBY/READING/BREAKFAST NOOKS; GARAGES; ATTICS; CABANAS/POOL HOUSES; ETC.) _____

5. MAXIMUM OCCUPANCY PER UNIT (THE MAXIMUM OCCUPANCY SHALL BE TWO PERSONS PER BEDROOM, PLUS TWO ADDITIONAL PERSONS.) _____

6. MAXIMUM NUMBER OF ON-SITE PARKING SPACES ON IMPROVED SURFACES _____

7. DO YOU HAVE A FIRE PIT? NO _____ YES _____ IF YES, PLEASE BE ADVISED IT IS ILLEGAL TO HAVE AN OPEN FIRE UNATTENDED

8. LIST ALL ADVERTISED HOSTING SITES _____

Do you currently have this property declared to be your homestead? ___Yes ___No

As owner of the Short-Term Rental, for the location included in this application, I acknowledge receipt of the City of Woodcreek Short-Term Rental Ordinance.

Acknowledgement Signature

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Permit Fee: \$		Payment Type:		Payment Date:	

Permit #: _____

Applicant/Owner states that to the best of their knowledge, the Property meets the requirements of the City of Woodcreek for a Short-Term Rental

(Please initial each applicable statement as evidence of fact and compliance)

- _____ The designated operator shall be available by phone at all times the Short-Term Rental is in use.
- _____ The unit has a working smoke detector and carbon monoxide detector in or outside of sleeping areas, and on all habitable floors.
- _____ The unit has a properly maintained, charged, and inspected “2A:10BC” fire extinguisher
- _____ The unit provides a posting and/or information providing emergency contact information and a floor plan indicating fire exits and escape routes, which shall be posted prominently
- _____ Every sleeping area has at least one operable emergency escape and rescue opening
- _____ There is no overnight sleeping in outdoor areas (i.e., no camping)
- _____ The Short-Term Rental has a registered account with the State of Texas Comptroller for the purpose of collection of hotel-occupancy taxes required by law
- _____ The unit provides a posting and/or information of any off-site and off-site parking spaces
- _____ Certification of the presence of full-sized trash containers with information on pick-up dates
- _____ Submit a sketch floor-plan of the Short-Term Rental with dimension layout
- _____ Submit a site plan / survey of the property showing the maximum number of vehicles that may be legally parked without encroaching onto the street, sidewalks, alleys, or other public rights-of-way/public property
- _____ Owner must submit a complete and current list of all rentals within the City of Woodcreek with advertising on publicly-available websites (ex: AirBnB, VRBO, etc)

I hereby certify under penalty of perjury that the information included in this application is true to the best of my knowledge, and I have checked to confirm that no deed restrictions or restrictive covenants apply to this property that conflict with this request.

Applicant(s) Printed Name

Applicant(s) Signature

Operator(s) Printed Name

Operator(s) Signature

Owner(s) Printed Name

Owner(s) Signature