



City of Ocean Springs Planning Department  
1018 Porter Avenue / PO Box 1800 Ocean Springs, MS 39564 / (228) 875-4415

## RESIDENTIALLY-ZONED SHORT TERM RENTAL ANNUAL PERMIT APPLICATION RENEWAL

Application Date: \_\_\_\_\_

### ***Submittal Requirements:***

- FEES: \$501 ~ Application Fee Effective 10/1/2024** – \$25 must be paid at the time application is submitted, Remaining \$476 is due when permit is approved ~ **Administrative Fee:** \$1.00 (per Ordinance 2022-17 following the requirements of Section 25-60-5 MS code Annotated)
- Completed Application**
- IF ANY CHANGES: Copy of Proposed Rental Agreement, Proposed Parking Plan, Copy of rules, including trash management, to be posted inside unit**
- Permits are renewed annually and are not nontransferable..**
- Renovations must be complete within 30 days or you will be put back on the wait list.**

### ***REQUIRED: RENTAL PROPERTY INFORMATION:***

- **Address of Rental Property:** \_\_\_\_\_
- **PERMIT #:** \_\_\_\_\_ **Number of bedrooms:** \_\_\_\_\_
- **Proposed maximum # guests:** \_\_\_\_\_ **Number of existing off-street parking spaces:** \_\_\_\_\_
- **Have the Rules/Agreement documents changed subsequent to approval/prior to renewal?**  
 Yes    No ~ If yes, please attachment updated documents ~

**PROPERTY OWNER – Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

### ***LOCAL PROPERTY MANAGER – [Must RESIDE within two (2) miles of the OS City Limits]***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

*Is the Property Manager OR the Owner the best contact for scheduling Inspections?* \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Property Owner**

**Property Manager**

### **Physical Inspection of Property:**

- Inspection will review condition of the home to ensure continued compliance. (per *most current* Inspection Checklist dated: **12/19/25** )



## **ENHANCED LIFE SAFETY FOR OCCUPANCY EGRESS**

**(RESIDENTIAL & COMMERCIAL ZONED SHORT-TERM RENTALS & BED & BREAKFASTS)**

The following items must be complete and pass inspection prior to approval of any Short-Term related enterprise. ***Additional Code requirements may apply from other Departments.***

Before an occupancy inspection is scheduled, please make sure the following items have been completed. *Someone must be present at the time of inspection.*

**All Occupancy Inspections are scheduled Monday – Thursday at 10am**

- Type 2A 10BC fire extinguishers – placed in a location visible to occupants and *mounted to the wall.*  
*NOTE: maximum travel distance to a fire extinguisher is 75 feet – additional fire extinguishers may be required on each floor.*
- Emergency lighting – *hardwired with battery backup* (not “exit” lighting) in locations that will allow adequate illumination in case of emergency or power outage.
- Address clearly displayed on the outside of the building. This must be visible from the street. In locations not visible from the street, a pilaster or signage must be placed at the street – not to exceed 1 square foot.
- All Main and Distribution panel boxes must have all circuits labeled properly.
- Smoke detectors must be installed in all sleeping areas and corridors leading to sleeping areas. *SMOKE DETECTORS MUST BE INTERLOCKED EITHER BY HARD-WIRED OR WI-FI SYSTEM. IF a residence has gas service, all locations must also include Carbon Monoxide Detectors (outside bedrooms). If there is an attached garage, a carbon monoxide detector must be installed in that location separately.*
- Adequate garbage receptacles and storage locations.
- Stove must have a no-tip device installed.
- Adequate emergency egress from all rooms within the residence. Sleeping areas must have two (2) means of egress. *If there is a two-story structure, or has windows over 78", it is required to have an emergency escape ladder.)*
- No exposed wiring.
- All outlets within 6 feet of any water source must be on a GFCI circuit or have that type of outlet installed.
- Adequate off-street parking for guests. No designated parking will be allowed on grassy surfaces or on streets.
- Extension cords shall not be substituted for permanent wiring in any case. Multi-plug electrical adaptors are prohibited unless they are overcurrent protected (surge protected).

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_