



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

COMMERCIALLY ZONED SHORT TERM RENTAL ANNUAL RENEWAL PERMIT APPLICATION

Application Date: _____

Submittal Requirements:

- ☐ **FEES: \$501** ~ **Application Fee** Effective 4/4/23 \$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 MUST BE RENEWED ANNUALLY AND ARE NOT TRANSFERRABLE.

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: 02/08/2018)



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 it 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 _____