

City of Ocean Springs
Planning Department
P.O. Box 1800
Ocean Springs, MS. 39566
Phone 228-875-4415 Fax 228-872-5427

Office Use	
Date Received _____	
Received by _____	
App Fee Paid \$ _____	Chk or CC ?
	Chk # _____

COMMERCIALLY-ZONED SHORT TERM RENTAL ANNUAL PERMIT APPLICATION

Submittal Requirements:

- *Completed Application*
- *Copy of Proposed Rental Agreement*
- *Proposed Parking Plan*
- *Copy of rules, including trash management, to be posted inside unit*
- *Affirmation of Code Compliance (attached)*
- *Fee of \$50 must be paid at the time application is submitted [includes occupancy inspection fee].*
- *Permit renewal fee is \$25.*

Date: _____

Name of Property Owner/Applicant _____
Address _____
Phone No. _____ Email Address: _____
Name of Local Property Manager _____
Address _____
Phone No. _____ Email Address: _____

Address of Applicant Property: _____

Parcel Identification Number: _____ Number of bedrooms: _____

Proposed maximum # guests: _____ Number of existing off-street parking spaces: _____

Garbage Management (*describe*): _____

Commercial Short Term Rentals are subject to the following requirements. For more details, contact the Building Department or reference Ordinance 2014-03 [attached].

- Local property manager to be available to be contacted at any time, if necessary.
- Maximum occupancy and number of vehicles to be determined upon inspection by Building Official.
- Licensee shall keep a register of all guests.
- Property owners/licensees are responsible for notifying guests of local and state laws regarding noise, garbage. Rules are to be visibly posted in the unit.
- Permits must be renewed annually and are not transferrable.

Applicant Signature: _____ **Date** _____

Copy of Ordinance 2014-03 Received: _____ (*initials*)

Office Use Only

Date of Inspection: _____ Result of Occupancy Inspection: _____

Maximum Occupancy Determination: _____ (*attached*)

Maximum Parking Spaces: _____ Permit Renewal Date: _____

Affirmation of Codes/Regulations

I, (print name) _____, hereby certify that:

1. I am the owner of the property that is the subject of this application and that I have read and understand the requirements as outlined in the application.
2. There are no outstanding City of Ocean Springs property taxes or special assessments on the parcel(s).
3. The property included in this application is, to the best of my knowledge, in compliance with all applicable building codes, zoning requirements, and deed restrictions and/or covenants.

I further acknowledge that the information provided herein is true and correct to the best of my knowledge.

Owner(s) Name: _____

Parcel ID(s): _____

Date Property Acquired: _____

Owner's Signature _____ Date _____



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COMMERCIALLY-ZONED SHORT TERM RENTAL – OCCUPANCY INSPECTION CHECKLIST

Before requesting an occupancy inspection from the Building Official and the Fire Marshall, please make sure the following items have been completed. If you require the power to be turned on prior to completion of the below checklist, open an account with the power company, and come to the Building Department to sign an affidavit for **non-occupancy power**. A building inspector will then inspect your business to verify that all wiring and service panels are safe and secure.

Once your building is **ready to open its doors for business**, the below checklist is complete, and you have turned in the Commercially-Zoned Short Term Rental Permit application, and paid the \$50 permit fee that covers this occupancy inspection, you will need to call the Building Department to schedule an occupancy inspection. Someone must be present at the time of inspection.

All Occupancy Inspections are done at 10am

The following items must be complete prior to inspection:

1. Type 2A 10BC Fire Extinguishers
2. Emergency Lighting
3. Address on Building
4. Breaker Box needs to be labeled
5. Outlet and switch plate covers need to be installed
6. No exposed wiring
7. Adequate emergency egress
8. Proposed # of Guests
9. Identified # of Bedrooms
10. Proposed # of Vehicles
11. Garbage collection
12. Guest rules (noise, garbage, etc.) must be visibly posted.
13. Smoke detectors in all bedrooms and hallways.
14. Windows in sleeping areas must be operable.