

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

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

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

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

**Submittal Requirements:**

- *Completed Application*
- *IF ANY CHANGES: Copy of Proposed Rental Agreement, Proposed Parking Plan, Copy of rules, including trash management, to be posted inside unit*
- *Fee of \$50 must be paid at the time application is submitted [includes occupancy inspection fee].*
- **PERMITS MUST BE RENEWED ANNUALLY AND ARE NOT TRANSFERRABLE.**

Permitted Property Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

<b>Property Owner/Applicant</b> _____ Address _____ Phone No. _____
<b>Local Property Manager</b> _____ <i>[Must RESIDE within two (2) miles of the OS City Limits]</i> Address _____ Phone No. _____
<b>Signature:</b> _____ <i>Indicate One:</i> <input type="checkbox"/> Property Owner <input type="checkbox"/> Property Manager

- **Have the Rules/Agreement documents changed subsequent to approval/prior to renewal?**  
 Yes     No ~ If yes, please describe below and attach updated documents ~

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Physical Inspection of Property:

- Inspection will review condition of the home to ensure continued compliance. (per most current Inspection Checklist dated: 9/08/15)



PLANNING DEPARTMENT

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**RESIDENTIALLY-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 Residentially-Zoned Short Term Rental Permit application, and paid the \$200 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:

- Type 2A 10BC fire extinguishers – placed in a location visible to occupants.
- Emergency lighting with battery backup (not “exit” lighting) in locations that will allow adequate illumination in case of emergency or power outage.
- Address clearing 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 located in all sleeping areas and corridors leading to sleeping areas. If a residence has gas service, all locations must also include Carbon Monoxide Detectors or a combination of smoke and carbon monoxide capabilities.
- Adequate garbage receptacles and storage locations.
- Adequate emergency egress from all rooms within the residence. Sleeping areas must have two (2) means of egress.
- No exposed wiring can be visible.
- 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.
- NOTE: maximum travel distance to a fire extinguisher is 75 feet – additional fire extinguishers may be required.