



SHORT-TERM RENTAL LICENCE PROCESS

THIS PROCESS IS OPEN TO OWNERS OR TENANTS OF DWELLING UNITS IN THE CITY OF ATLANTA. THE OWNER, TENANT OR ANY PERSON MAY BE AN AGENT FOR THE SHORT-TERM RENTAL.

STEP 1: Complete a Short-Term Rental License Application in its entirety. The application can be accessed through Office of Building’s online portal that will be launched on March 1, 2022.

The online application must contain the following information:

- Address of STR unit
- 24-hour contact information of STR agent
 - Name of the short-term rental agent
 - Address of the short-term rental agent
 - Phone number of the short-term rental agent
 - Email address of the short-term rental agent

STEP 2: Provide acknowledgments and documents as listed below:

- Signed acknowledgement that the STR ordinance has been read and understood.
 - Number and location of parking spaces at the STR location
 - Applicant must attach the following to the submittal of the application:
 - Written rules posted in the STR unit including:
 - Acknowledge that it is unlawful to allow or make any noise or sound that exceeds the limits set forth in the City's noise ordinance (City code Sec. 74-131).
 - Acknowledge the maximum occupancy of the STR unit is limited to 2 adults per bedroom, number of parking spaces provided and the location of the parking spaces on site.
 - Acknowledgement and agreement that violations may result in immediate termination of the STR license.
 - Acknowledgement that if the STR agent changes, the COA must be notified within 10 business days.
 - Acknowledgement that the STR applicant has provided notification to adjacent properties on either side of their application to secure a Short-Term Rental License.
 - Notification must include the following:
 - The address of the unit to be used as an STR.
 - The contact information of the STR agent.
 - Must be sent via certified USPS mail, to each property on either side of the STR unit (To the left of the property and to the right of the property).
 - Must identify and include the address of the specific owners of record of the adjacent property notified.
- Additional Documents
 - **If Owner is Applying:** *Homeowners Affidavit* form & Government Issued ID is needed
 - **If STR Agent is Applying (i.e., designated agent or long-term tenant)** *STR Agent Affidavit Authorization* form signed by the Owner and Government Issued ID of the owner and STR Agent is needed



Department of CITY PLANNING

Office of Buildings – Short-Term Rental Division
55 Trinity Avenue, Suite 3800
Atlanta, Georgia 30303
Email: STR@atlantaga.gov

Proof of Primary Residence:

Primary Residence: The address on the ID must match the location of the home-sharing unit to prove the unit is the primary residence of the owner or long-term tenant. If the address does not match, a utility bill or lease agreement (long-term lease for the tenant) is needed.

Proof of Ownership:

Ownership: If you are the owner of the home-sharing unit and your ID does not match, you must provide a copy of the deed or other supporting documents to prove ownership.
(Forms can be found on STR webpage)

STEP 3: Submit Application

Portal	Link- Coming on or before March 1, 2022
Payment	\$150
NOTE:	Payment is required at time of submittal of application.

STEP 4: The Office of Buildings will notify the applicant within 10 business days of submittal of a completed application, whether the Short-Term Rental License is approved or denied. An application is considered complete when **ALL** the required information has been submitted, including payment.

STEP 5: Upon approval, the City of Atlanta issued Short-Term Rental License number must be posted on all STR listings (i.e., Airbnb, Vrbo and HomeTogo, etc...). The STRL and Rules must be visibly posted in the STR unit. The STRL will be issued via email from the Office of Buildings and is valid for 12 months from the date of issuance.

STEP 6: Create an ATLCORE account. Instructions for registering and applying for an account can be found [here](#). The Office of Buildings will forward the STRL approved application to the Office of Revenue. The Office of Revenue will then create a Business Record to allow customers to make excise tax payments. Instructions on how to begin remitting monthly excise tax payments can be found [here](#). The hotel-motel tax rate is 8%. Information concerning the hotel-motel taxation can be reviewed via the City of Atlanta, Code of Ordinances, [ARTICLE III. - HOTEL OR MOTEL OCCUPANCY TAX](#). For all tax questions and inquiries, please contact ATL311 at 404.546.0311.