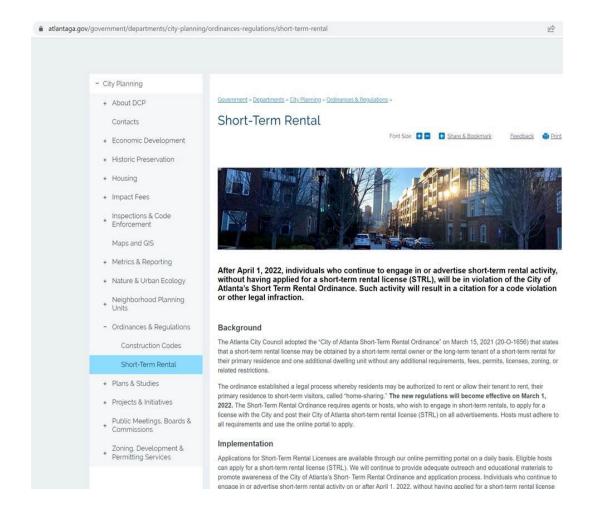
CITY OF ATLANTA SHORT-TERM RENTAL LICENSE

Navigating the STR Website & STRL Process



STR WEBPAG

https://www.atlantaga.gov/shorttermrental





IS MY PROPERTY LOCATED IN CITY OF ATLANTA?

Ordinance 20-O-1656 is the current law governing short-term rental properties in City of Atlanta. Read the ordinance below

For additional information on the City of Atlanta's Short-Term Rentals, contact STR@atlantaga.gov.













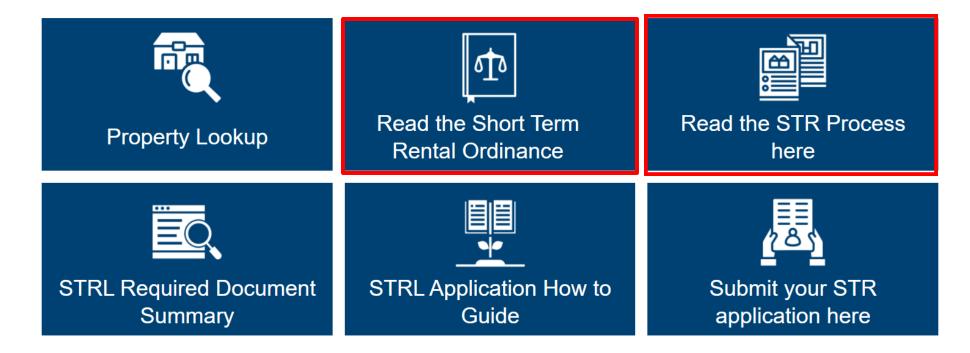




SHORT-TERM RENTAL RESOURCES

Ordinance 20-O-1656 is the current law governing short-term rental properties in City of Atlanta. Read the ordinance below

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SHORT-TERM RENTAL ORDINANCE (20-0-1656)



CITY COUNCIL ATLANTA, GEORGIA

20-0-1656

AN ORDINANCE BY COUNCILMEMBERS ANDRE DICKENS, MATT WESTMORELAND, JENNIFER N. IDE, AMIR R. FAROKHI, ANTONIO BROWN, MICHAEL JULIAN BOND AND JOYCE M. SHEPERD AS SUBSTITUTED (2) AND AMENDED BY COMMUNITY DEVELOPMENT/HUMAN SERVICES COMMITTEE AS SUBSTITUTED AND AMENDED BY THE ATLANTA CITY COUNCIL AN ORDINANCE TO PROVIDE FOR THE REGULATION AND TAXATION OF SHORT-TERM RENTALS WITHIN THE CITY OF ATLANTA; AND FOR OTHER PURPOSES.(PUBLIC HEARING HELD 3/1/21)

WHEREAS, thousands of Atlanta residents rent their homes on a short-term basis to earn additional income to pay for essential needs and expenses; and

WHEREAS, the City of Atlanta is also a regular host for international conventions, conferences and some of the nation's major sporting events; and

WHEREAS, the additional availability of diverse lodging options helps enhance the city's competitive position to attract such large events that generate tens of millions for the city's economy; and

WHEREAS, Atlanta has become a one of the country's most popular cities for film and television production; and

WHEREAS, these productions also take advantage of short-term rental stock to house production staff, actors, other employees; and

WHEREAS, short-term rental guests are more likely than other visitors to shop at a small, locally-owned businesses and restaurants; and

WHEREAS, short-term rental owners should be held accountable for setting expectations of the community standards for the public safety and general welfare of the City of Atlanta; and

WHEREAS, Atlanta desires to strengthen and perpetuate the identity and other benefits neighbors derive from being members of their specific communities

WHEREAS, an over-abundance of short-term rental units in a community increases a commercial element to residential uses; and

WHEREAS, home sharing has always existed in the City of Atlanta for purposes beyond leisure-including, but not limited to, temporary housing solutions for traveling healthcare workers, medical stays, families, self-quarantine, and remote workers among other use cases; and

WHEREAS, the use of property as a short term rental is a property right; and

WHEREAS, as the popularity of short-term rental units has grown, it is necessary for the City of Atlanta to establish a framework of regulations; and



SHORT-TERM RENTAL LICENSE PROCESS





Office of Buildings – Short-Term Rental Division 55 Trinity Avenue, Suite 3800 Atlanta, Georgia 30303

Email: STR@atlantaga.gov

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 here">here.

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:

- o 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.

o Notification must include the following:

- . The address of the unit to be used as an STR.
- The contact information of the STR agent.
- <u>Must</u> 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).
- <u>Must</u> identify and include the address of the specific owners of record of the adjacent property notified.



SHORT-TERM RENTAL FAQS

Frequently Asked Questions about Short-Term Rentals:

What is a short-term rental (STR)?	>
How do I apply for a short-term rental license (STRL)?	>
Who can apply for a short-term rental license?	>
Who can be an STR agent?	>
What are the duties of an STR agent?	>
How long is the STRL valid?	>
What is the fee for an STRL?	>
When does the STR ordinance go into effect?	>
How long does it take to obtain an STRL?	>
How do I renew my STRL?	>
What will happen if I use my property as an STR, but fail to obtain an STRL?	>
How many short-term renal properties can I obtain an STRL for?	>





DOCUMENTS NEEDED

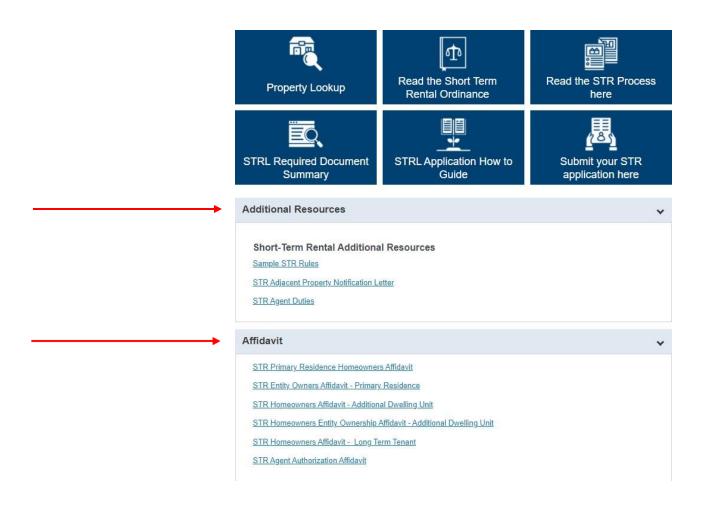
Ordinance 20-O-1656 is the current law governing short-term rental properties in City of Atlanta. Read the ordinance below

For additional information on the City of Atlanta's Short-Term Rentals, contact STR@atlantaga.gov.





AFFIDAVITS AND ADDITIONAL RESOURCES







Ordinance 20-O-1656 is the current law governing short-term rental properties in City of Atlanta. Read the ordinance below

For additional information on the City of Atlanta's Short-Term Rentals, contact STR@atlantaga.gov.





YOU ARE NOW READY TO APPLY FOR YOUR STRL!

Ordinance 20-O-1656 is the current law governing short-term rental properties in City of Atlanta. Read the ordinance below

For additional information on the City of Atlanta's Short-Term Rentals, contact STR@atlantaga.gov.





Summary of Qualifications

Individual & Entity Qualifications

"A short-term rental license may be obtained by a <u>short-term rental owner</u> or the <u>long-term tenant of a short-term rental</u> for their <u>primary residence</u> and <u>one</u> additional dwelling unit without any additional requirements, fees, permits, licenses, zoning or related restrictions."

Entity Qualifications

• Legal entities may obtain a short-term rental license. Like an individual, the legal entity must also satisfy the "primary residence" requirement. If the legal entity satisfies this requirement, the legal entity can have a primary residence unit on their STRL plus one additional dwelling unit.



Summary

- STRL Application Fee: \$150 (Non-Refundable)
- STRL Renewal Fee: \$150(Non-Refundable)
- Documents Needed
 - Mandatory Short-Term Rental Rules
 - Government Issued ID
 - Affidavits
 - Deed
 - Rental or lease agreement
 - Utility Bill
 - Other documents
- Acknowledgments
 - Adhere to the City's noise ordinance (City code Sec. 74-131).
 - Adhere to the maximum occupancy of 2 adults per bedroom.
 - Agreement that violations may result in immediate termination of the STR license
 - If the STR agent changes, the COA must be notified within 10 business days
- Neighbor Notification
 - Copy of letters
 - Copy of the stamped "Certified Mail Receipt"/"PS Form 3800



Short-term Rental License Application How To Guide

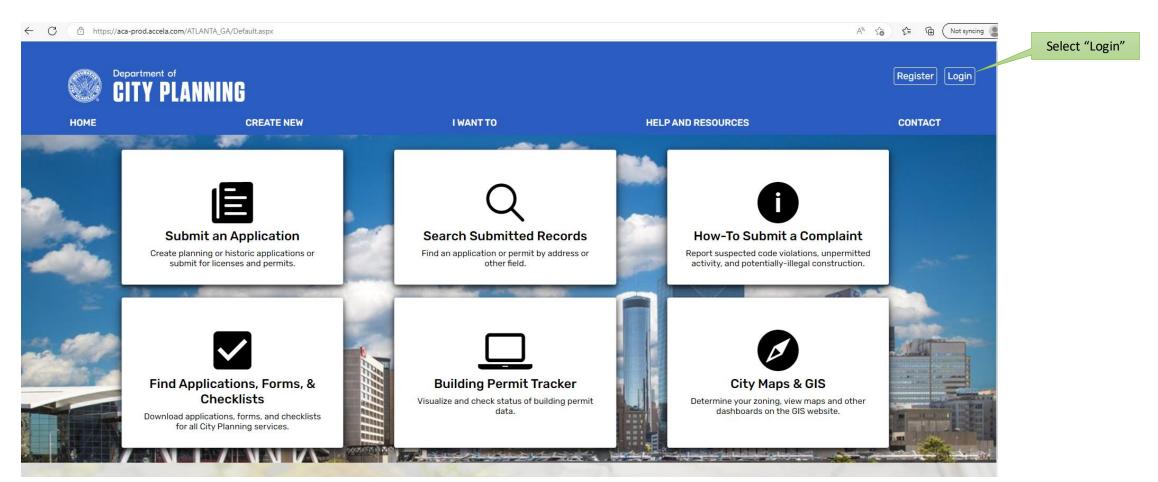


Create an account or sign into existing account

https://aca-prod.accela.com/ATLANTA_GA/Default.aspx

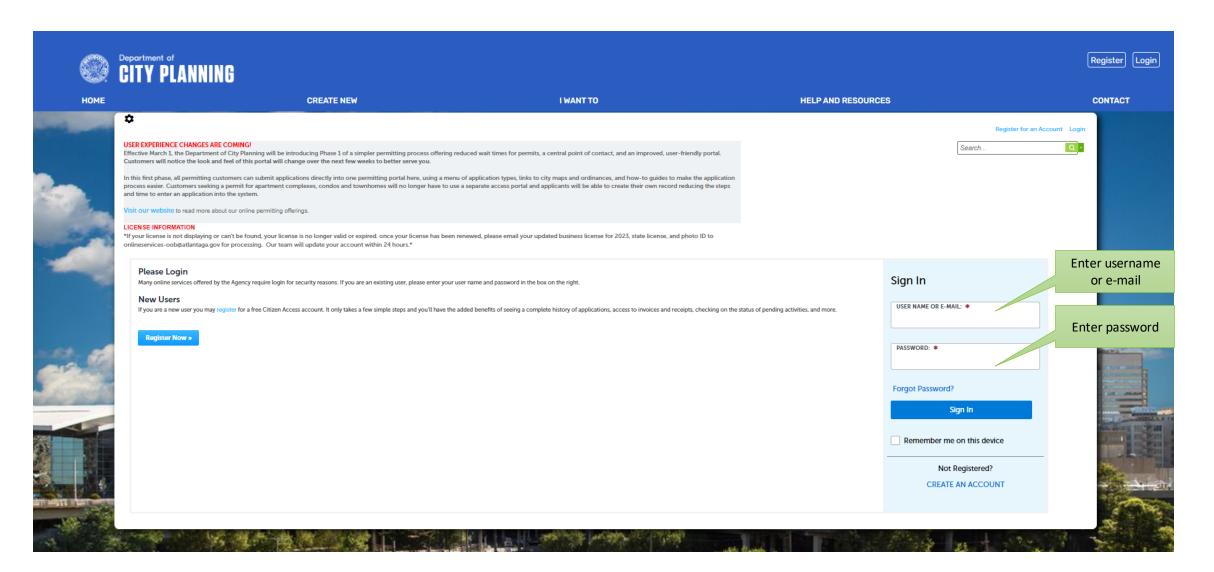
Login to Accela ACA - https://aca-prod.accela.com/ATLANTA_GA

Please utilize Goggle Chrome when filling out the STRL application to avoid technical issues.

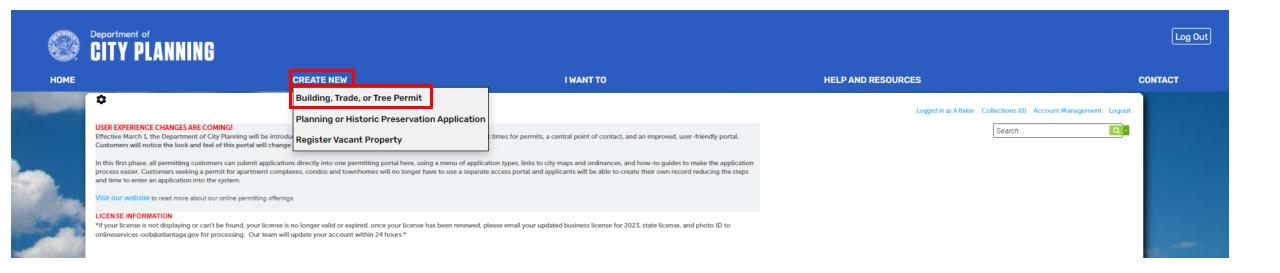




Enter username and password



Select "Create New" Select "Building, Trade, or Tree Permit" from the drop-down menu





Accept terms by checking the checkbox at the bottom of page and click "Continue Application"

Applicant Responsibility

To ensure that your application will be processed ALL applicable information MUST be provided. The City of Atlanta is not responsible for any incorrect information provided on this application.

Termination of application due to inaccuracies in application information will result in forfeiture of any fees paid.

By accepting the Terms of Use below you affirm to the following:

I affirm to the best of my knowledge that the projected cost of construction entered on this application is based on contractor's or design professional's estimate. I understand this value will be compared to Building Plan Reviewer's estimate. Building Plan Reviewer's estimate is generated using the current Building Standard cost of construction as adopted in the City of Atlanta Code of Ordinance. I understand that the cost of permit will be generated based on the largest value of the proposed cost of construction.

City of Atlanta Bureau of Buildings

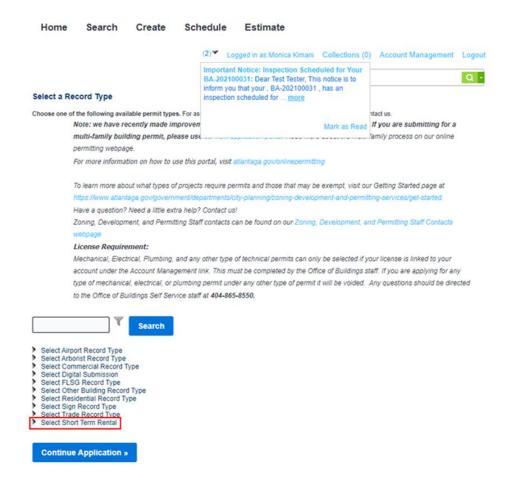
I affirm that this permit shall be issued and work done Pursuant to O.C.G.A. § 43-41-14, any person or business organization seeking to perform any contracting activity or work which must be undertaken by a licensed residential contractor or general contractor is required to furnish to the Director of the Bureau of Buildings, a

I have read and accepted the above terms.



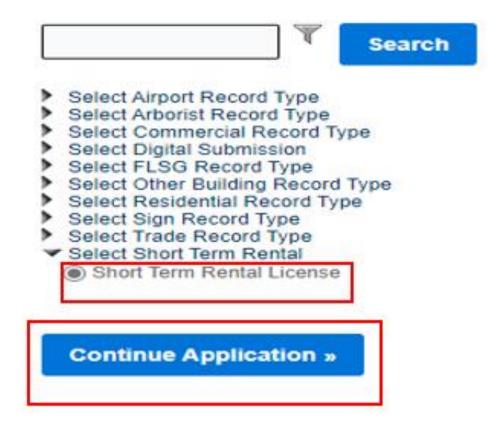


Select record type by clicking "Select Short Term Rental"



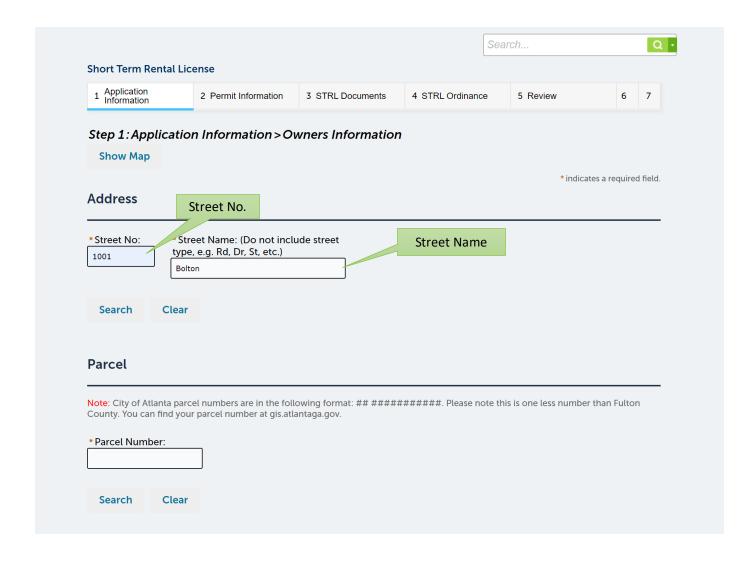


Select "Short Term Rental License" and click "Continue Application"



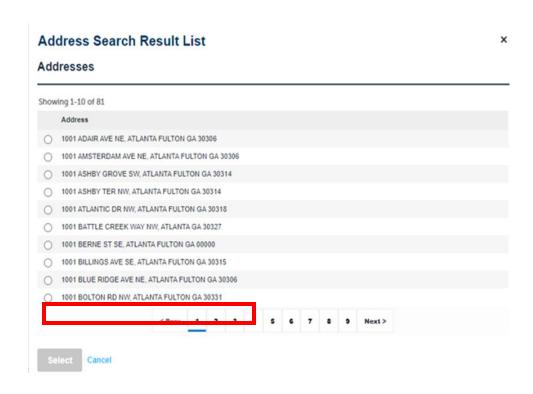


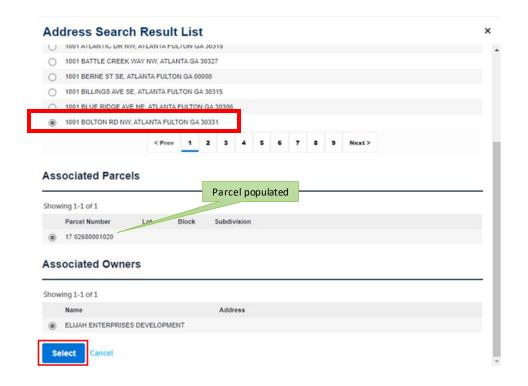
- Enter Street Number
- Enter Street Name
- Click "Search"





Parcel and Owner fields will be populated. Otherwise, if multiple addresses are returned from the search, select the correct address from the "Address Search Result List" pop-up window and click select at the bottom of the window.





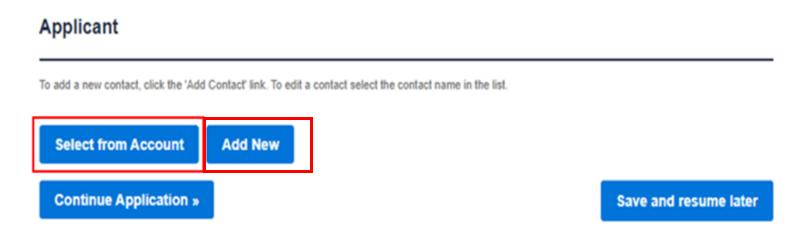


Click on Select from <u>Account Button</u> or <u>Add New</u> button to add applicant/STR Agent information.

Input STR Agent Contact Info as the Applicant

(Information will be reflected on the issued STRL)

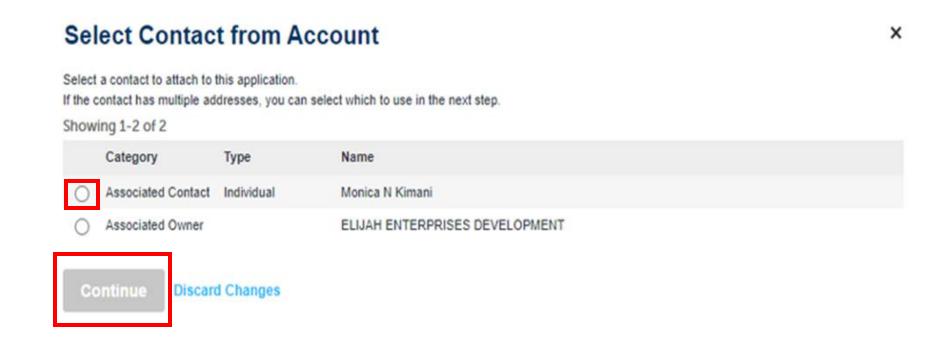
- If you are the homeowner and will serve as the STR agent, please enter your 24/7 contact information.
- If you are the homeowner and you are designating a STR agent, please enter the STR agent 24/7 contact information.
- If you are the STR agent and you are applying on behalf of a homeowner, please enter your 24/7 contact information.
- If you are the long-term tenant applying for a STRL and will serve as the STR agent, please enter your 24/7 contact information.
- If you are the long-term tenant and will designate a STR agent, please enter the 24/7 contact information of the STR agent.
- If you are an entity, please enter the entity's name and the 24/7 contact information for the individual that will serve as the designated STR agent.





-Select Applicant will provide a pop-up window which will allow you to select applicant.

-Click "Continue."





Click "Continue Application"

Applicant

To add a new contact, click the 'Add Contact' link. To edit a contact select the contact name in the list.



Contact added successfully.

Monica Kimani

mkimani@atlantaga.gov Home phone: 111-111-1111 Mobile Phone: 111-111-1111 Work Phone:

Fax:

Edit Remove

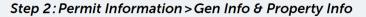
Continue Application »

Save and resume later



-Enter General Info & Property Info Details

- Click "Continue Application"



* indicates a required field.

Property Details

General Info & Property Info	
* Name of STR owner:	
*Name of STR agent:	
*Name of long-term tenant (Enter N/A if this does not apply to you):	
*Is this dwelling unit the primary residence of the STR owner or long-term tenant?:	○ Yes ○ No
*What is the occupancy type of the primary residence?:	Select ▼
*Is this property located in City of Atlanta?:	○ Yes ○ No
*How many bedrooms will be utilized in your STR?:	
*How many available parking spaces are at your STR unit?:	
*Describe onsite parking, if applicable (example to the left, to the right of property):	
*Does your application include a request for an additional address or unit?:	○ Yes ○ No
*Provide the address for second address/unit:	
*What type of unit is the 2nd address/ unit?:	Select ▼
*2nd address/unit: Total number of parking spaces:	
*2nd address/unit: Describe onsite parking, if applicable:	
*2nd address/unit: Total number of rooms:	

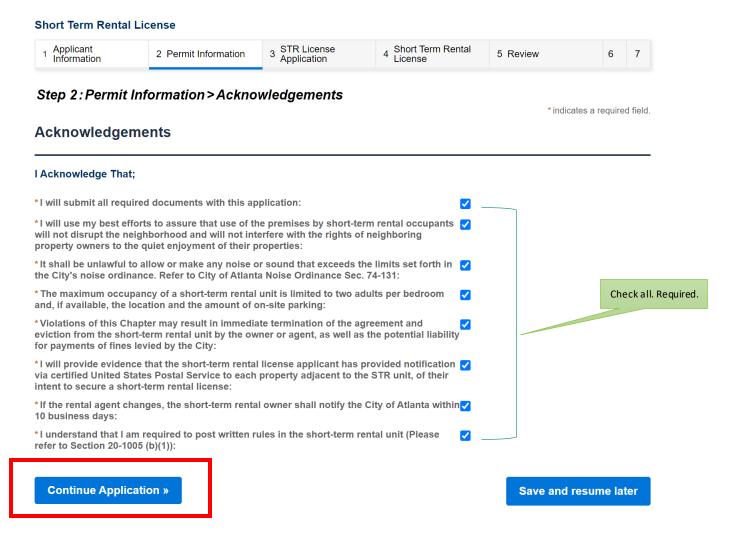


Select websites property is registered on or enter website property is registered on if it is not listed. Click "Continue Application"

tep 2:Permit	Information>Websit	tes		
ebsites where your pr	roperty is listed			
ebsites			*indicates a re	equired field.
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bnb:				
raveo:				
oking.com:				
pedia:				
pKey:				
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meStay.com:				
mesToGo:				
tels.com:				
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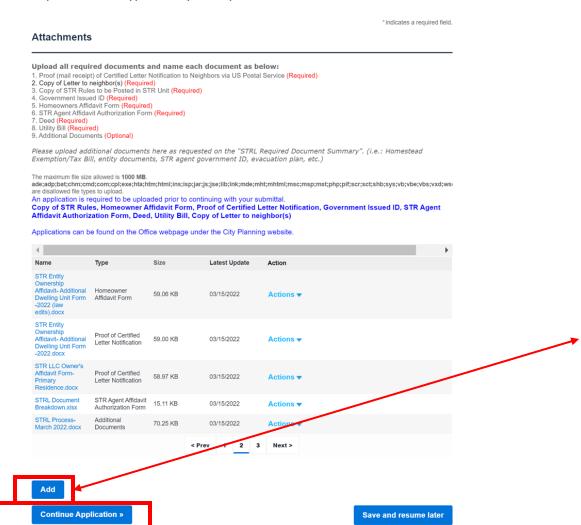
Check all acknowledgements and click "Continue Application"

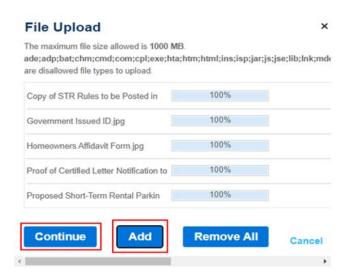




Click "Add" to upload all required documents. New window will appear. Select and upload documents. Click "Continue" or "Add" to upload more documents. Click Continue Application.

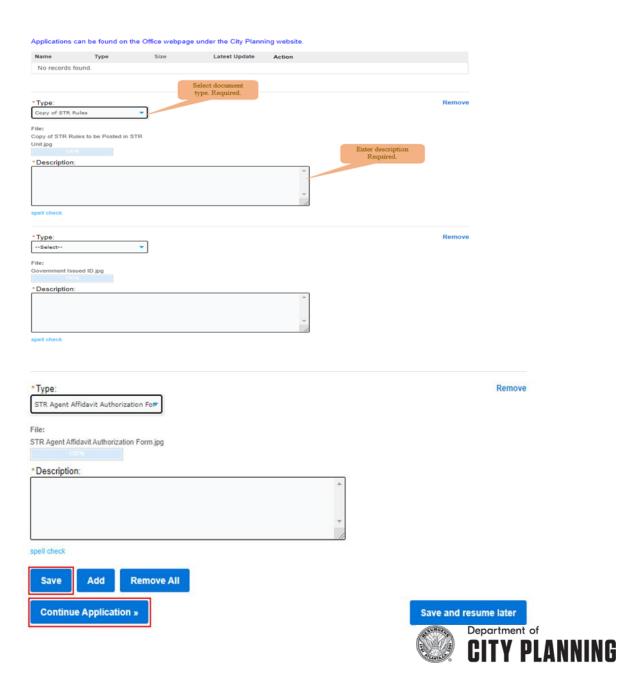
Step 3:STR License Application>Upload Required Documents



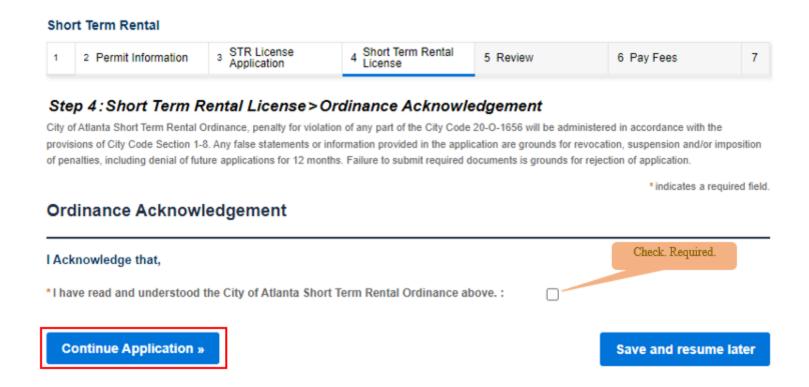




Select document type for each of the documents from the dropdown list, add description, click Save, click "Continue Application"



Check box to acknowledge Ordinance Acknowledgement and click "Continue Application"





Review, click "Continue Application" (at the top or bottom of the page) if updates are not required.

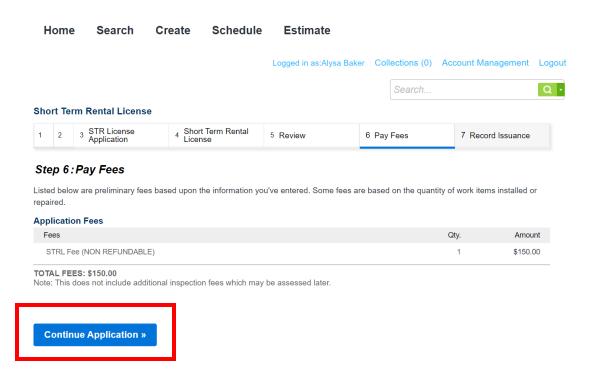
Click "Edit" if changes need to be made

rt Terr	n Rental				
2	3 STR License Application	4 Short Term Rental License	5 Review	6 Pay Fees	7 Record Issuance
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ontinu	e Application »				Save and resume later
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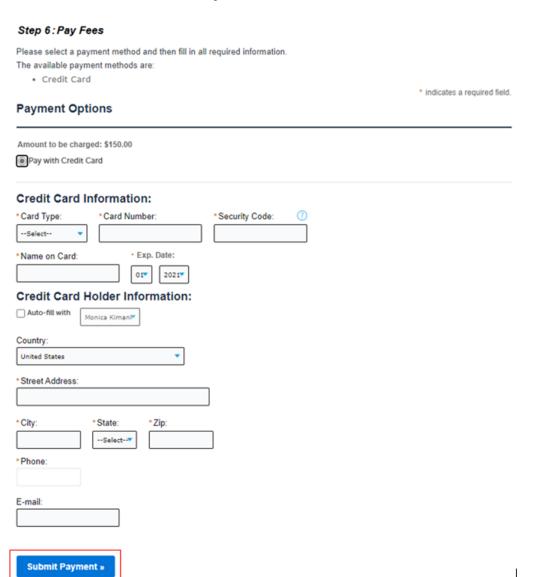
Click "Continue Application" to pay fees

City of Atlanta Online permitting portal



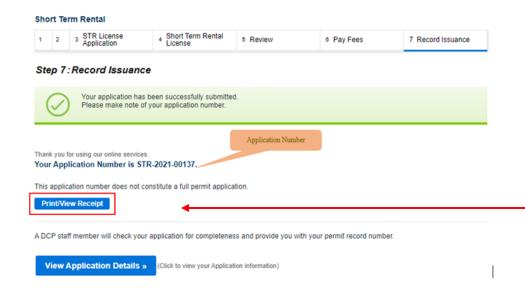


Enter fee options and click "Submit Payment"





Click "Print/View Receipt" to view receipt





Receipt Number: 619203

Date: 12/01/2021

CITY OF ATLANTA

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

55 Trinity Avenue, S.W. - ATLANTA, GEORGIA 30303

RECEIPT

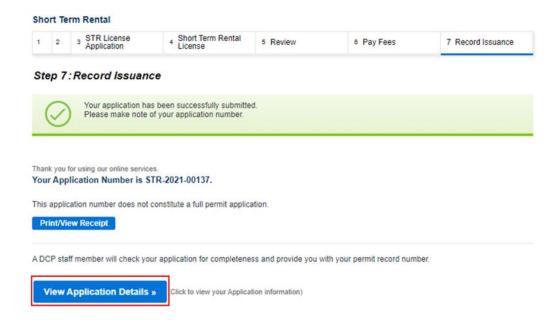
Application / Permit ID: STR-2021-00137			Page 1
Site Address: 1001 BOLTON RD NW			
Application / Permit Type: Building / Short Term Rental / License			
Fee Description	Qty	Fee	Amount Paid
STRL Fee	1	\$150.00	\$150.00
Total:		\$150.00	\$150.00
	т	otal Payment:	\$150.00

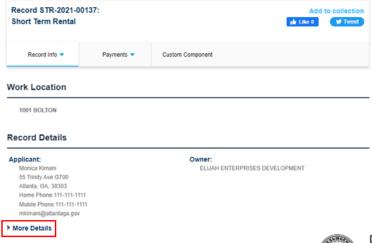


Credit Card

Method of Payment:

Click "View Application Details" to view details of the application







Click more details to view Application Information and Parcel Information. Expand application information/parcel information to view additional information

▼More Details	
☐ Application Information	
Property details information	
Is Property located in Atlanta?:	Yes
How many rooms will be utilized in your STR?:	1
How many available parking spots are at your STR unit?:	3
Does your application include a request for an additional address or unit?:	Yes
Provide the address for second address/unit:	
55 Trinity Ave G700, Atlanta Ga. 30303	
2nd address/unit: Total number of parking spots:	2
2nd address/unit: Total number of rooms:	3
Property is registered on:	
2nd Address:	No
9flats:	No
Airbnb:	No
Atraveo:	No
Booking.com:	No
Expedia:	No
FlipKey:	No
Home Away:	No
HomeStay.com:	No
HomesToGo:	No
Hotels.com:	No
Interhome:	No
OneFineStay:	No
TripAdvisor:	No
Tripping:	No
TurnKey:	No
Vacasa:	No
VacationRentals:	No
VRBO:	No
Wimdu:	Yes
OTHER:	
Here, There, Everywhere but Nowhere	
I Acknowledge That;	
I have submitted all required documents with this application:	Yes
I will use my best efforts to assure that use of the premises by short-term rental occupants will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties:	Yes
It shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in the City's noise ordinance. Refer to City of Atlanta Noise Ordinance Sec. 74-131:	Yes
The maximum occupancy of a short-term rental unit is limited to two adults per bedroom and, if available, the location and the amount of on-site parking:	Yes
Violations of this Chapter may result in immediate termination of the agreement and eviction from the short-term rental unit by the owner or agent, as well as the potential liability for payments of fines levied by the City:	Yes
I will provide evidence that the short-term rental license applicant has provided notification via certified United States Postal Service to each property adjacent to the STR unit, of their intent to secure a short-term rental license:	Yes
If the rental agent changes, the short-term rental owner shall notify the City of Atlanta within 10 business days:	Yes
I understand that I am required to post written rules in the short-term rental unit (Please refer to Section 20-1005 (b)(1)):	Yes
I Acknowledge that,	
I have read and understood the City of Atlanta Short Term Rental Ordinance above. :	Yes
■ Parcel Information	
Parcel Number:	
17 02680001020	

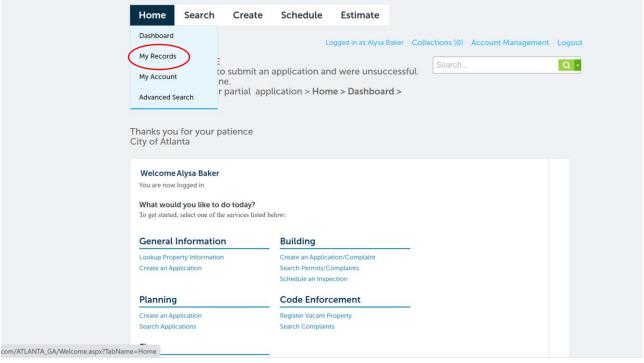


How To Resume My Application After Saving?



Login to your account Click "Home" and Select "My Records"



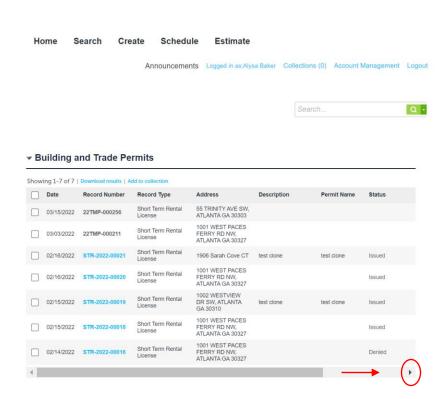


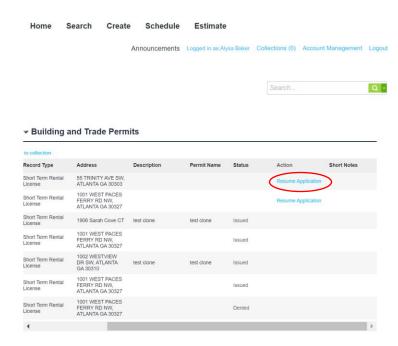


Resume Application

Slide bar to the right and select "Resume Application"

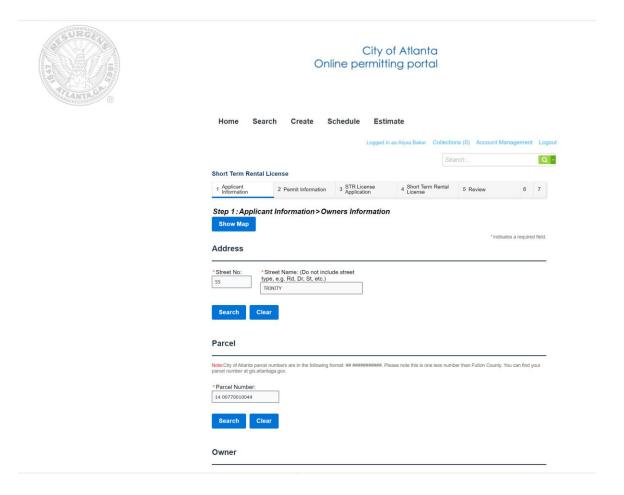
City of Atlanta Online permitting portal







Continue Application



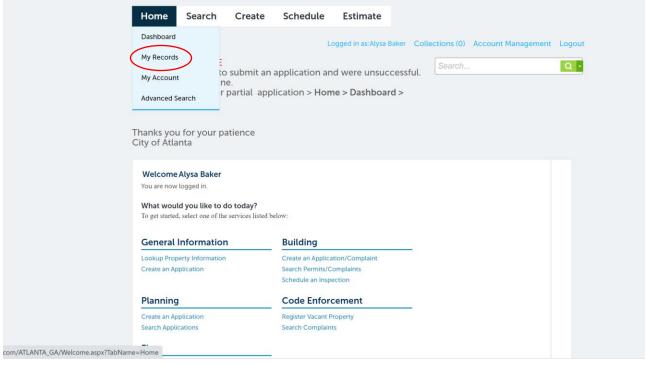


How To Upload Documents To My STRL Application If Revisions Are Needed?



Click "Home" and Select "My Records"

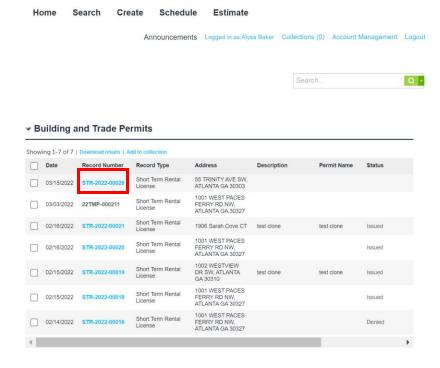






Click the Record Number





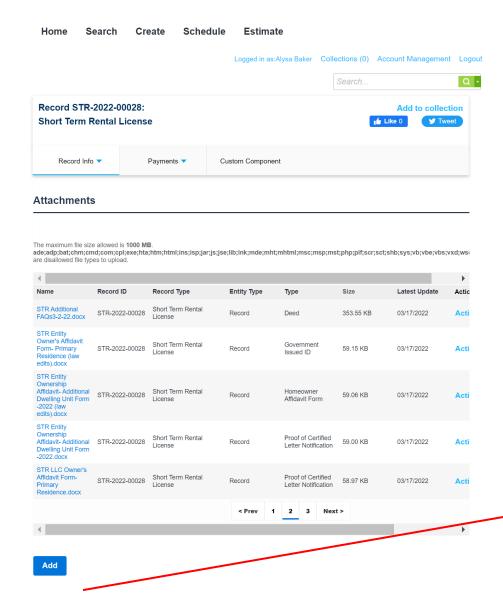


Select "Attachments"

Home	Search	Create	Schedu	le Estimate			
				Logged in as:Alysa Baker	Collections (0) Account Managem	ent Log
					Search		Q
Record STI						Add to coll	
Short Term	Rental Li	cense				Like 0	Tweet
Record II	nfo ▼	Payment	ts 🔻	Custom Component			
Record Details							
Processing Sta	tus						
Related Record	ds						
Attachments	1						
Inspections	•						
Valuation Calcu	ılator	Owner: CITY OF ATLAN			ТΔ		
55 Trinity Av Atlanta, GA,	30303			ATLANTA GA 30			
	e:404-330-615 ie:404-330-615 antaga.gov						
More Details	6						



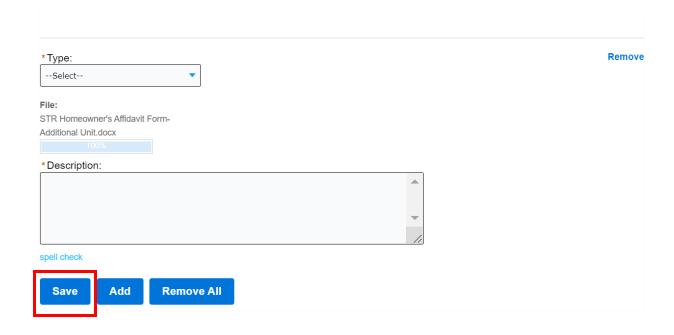
Click "Add" and upload additional documents



File Upload					
The maximum file size allowed is 1000 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;m are disallowed file types to upload.					

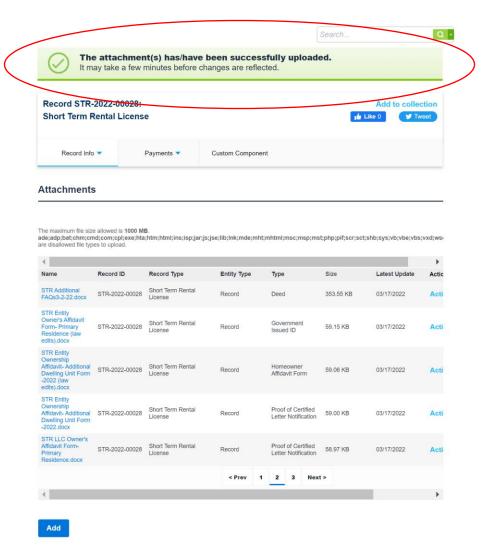


Select document type for each of the documents from the dropdown list, add description, click "Save"





Documents uploaded successfully





CONTACT INFORMATION

Short-Term Rental Division

• STR Main Number: 404-546-7990

• Email: <u>STR@AtlantaGa.Gov</u>

Project Manager

• Alysa Baker- 404-617-7633- Abaker@atlantaga.gov

STR Customer Assurance Specialist:

Dionne Walker- 470-831-8748- <u>Dswalker@atlantaga.gov</u>

• Malkom Smith-470-352-3342- Mjsmith@atlantaga.gov

Antony Coffee- 470-834-2705- Acoffee@atlantaga.gov

Social Media



Department of City Planning





