



Department of **CITY PLANNING**

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](#).

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 adjacent property notified
- Additional Documentsⁱ
 - **Neighbor Notification Proof:** Copy of the stamped "Certified Mail Receipt"/"PS Form 3800," proving notification was sent to adjacent properties & copy of letters. Must identify and include the address of the specific owners of record of the adjacent property notified. [Certified Mail Info](#)
 - **If Owner is Applying:** STR Primary Residence *Homeowner's Affidavit*, STR Agent *Affidavit Authorization*, and Government-issued ID of the owner and the Government-issued ID for the STR Agent.
 - **If STR Agent is Applying on Behalf of an Owner or Long-Term Tenant:** STR Primary Residence *Homeowner's Affidavit*, STR Long-Term Tenant *Homeowner's Affidavit*, STR Agent *Affidavit Authorization*, and the Government-issued ID of the owner and/or long-term tenant and the STR Agent.



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- **If Long-Term Tenant is Applying: STR Long-Term Tenant:** Long-Term Tenant *Homeowner’s Affidavit*, *STR Agent Affidavit Authorization form*, and the Government-issued ID of the owner, STR agent, and long-term tenant.

Proof of Primary Residence:

Primary Residence: To prove the unit is the primary residence of the owner or long-term tenant, the Government Issued ID should match the address of the STR, a utility bill, rental agreement, lease agreement (long-term lease for the tenant), and other supporting documents are needed.

Proof of Ownership:

Ownership: To prove ownership of the home-sharing unit you must provide a copy of the deed and any additional supporting documents to prove ownership.

Entity Proof of Primary Residence:

To prove the unit is the primary residence of the entity owner, the Government issued ID should match the address of the STR, a notarized Entity Ownership Affidavit- Primary Residence form, a utility bill and other supporting documents are needed.

Entity Proof of Ownership:

To prove ownership of the entity, a copy of the Certificate of Organization of the entity, current Annual Registration of the entity is needed. In addition, the deed and other supporting documents are needed.

Multifamily Requirements:

Evacuation Plan: Must submit an evacuation plan map with the STRL application showing the exit path from your unit in the event of a fire or emergency. The evacuation plan must be posted in the unit. You may be able to obtain a map from the owner of the building or from the property manager of the building.

Homeowner Affidavit: Signed by the owner or property manager of the building giving permission to use the unit as an STR.

(Forms can be found on the STR webpage under “Additional Resources”)

STEP 3: **Submit Application**

Portal	https://aca-prod.accela.com/ATLANTA_GA/Default.aspx
Payment	\$150- Nonrefundable
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 Vacasa, 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 if the STR platform doesn’t collect taxes on your behalf. 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.

Note: If the short-term rental platform (i.e. Airbnb, Vrbo, Vacasa, . etc.) collects and remits an occupancy, sales, lodging, and other tax, fee, or assessment to which a short-term rental operator is subject on behalf of such



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operator, the platform must collect and remit such tax payment to the Office of Revenue. An ATLCORE account does not need to be created and you will not have to make excise tax payments.

¹ Refer to the “STRL Required Documents Summary” on the STR webpage for an overview of documents needed during the application process.