STEP-BY-STEP PROCESS TO RENEW SHORT-TERM RENTAL LICENSE

Step 1: Click on the Link below to reach the City of Planning website.

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

Step 2: Login into your account by clicking on the Login button shown in the screenshot.



Step 3: Enter Username and Password and click login.

→ C O	aca-prod.accela.con	/ATLANTA_GA/Default.aspx					☆ 🛛	😸 Incognite
MASS 📃 Impo	orted 🔜 MASS 🔜 Kide	ny My chart 🛛 😰 (59) Yoga for IGA N 📃 🕨	Work					Other boo
Q	Department of GITY P	ÍANNING					Register	Login
но	ME	CREATE NEW	I WANT TO	HELP	AND RESOURCE	s	CONTAC	π
	Conline Permitting On March 1st, 2023, the De permits, a central point of of LICENSE INFORMATION *If your license is not dis please email your update processing. Our team wi	partment of City Planning has introduced Phase ontact, and an improved, user-friendly portal. To playing or can't be found, your license is no d business license for 2023, state license, a li update your account within 24 hours.*	1 of a simpler permitting process offering reduced wai read more about our online permitting, vinit our longer valid or expired. once your license has b and photo ID to onlineservices-oob@atlantaga.g	times for website. een renewed, ov for	Set	Register for an Account arch	Login	-
	Please Login Many online services password in the box	offered by the Agency require login for securi on the right.	ity reasons. If you are an existing user, please enter y	our user name and	Sign In			-
	New Users If you are a new user seeing a complete hi	you may register for a free Citizen Access acc story of applications, access to invoices and re	count. It only takes a few simple steps and you'll have acceipts, checking on the status of pending activities,	the added benefits of and more.	USER NAME OR E-	-MAIL: *		
	Register Now »				PASSWORD: *			
					Forgot Password?			
						Sign In		

Step 4: After Login Click on Home right side of the screen, and go to My Records

	() (Department o	LANNING					Log Out
	номе		CREATE NEW	I WANT TO	HELP AND RESO	URCES	CONT	СТ
	Dashboard My Record My Accour Advanced	d Is nt Search		Annou	ncements Logged in as:Tejal Patel C	ollections (0) Accour	t Management Logout	
-	Hell	lo, Tejal Pat	el					-
	My	Collection (0)	rdsCap astry	You do not have any collection	s right now.		View Collections	

Step 5: Find the Renewal Record ID from the email you received from the Short-Term Rental Licensing Department. (It will look like the below screenshot this is the example so you will have the different renewal record Id in your email.)



STEP 6: When you go to MY records link you will find the renewal record ID same as the email on the screen.

")	<u>)</u>	Departmer	nt of PLANN	IING									
	номе		CF	REATE NEW		I WA	NT TO		HELP AND RES	SOURC	ES		CONTA
	*	:						Announcements	Logged in as:Tejal Patel	Collect	ions (0)	Account Management	Logout
										s	earch		<u>a</u> .
	1	 Building ar 	nd Trade Per	mits							_		
	9	Showing 1-10 of 27	Download results	Add to collection							_		
		Date	Record Number	Record Type	Address	Description	Permit Name	Status	Action	Short No	e.		
		05/01/2023	23TMP-000682	Short Term Rental License Renewal	55 TRINITY AVE SW, ATLANTA GA 30303				Resume Application				
1	100 C												

STEP 7: Click on the Resume Application link to start the renewal process.

	Departmen	nt of PLANN	ING										Loi
OME		CR	REATE NEW		I W.	ANT TO		HELP AND RE	SOURC	ES		CONT	АСТ
\$							Announcements	Logged in as:Tejal Patel	Collect	ions (0)	Account Management	Logout	
									S	Search		Q •	
<u> </u>	Building an	d Trade Per	mits							_			
Sh	owing 1-10 of 27	Download results	Add to collection										-
C	Date	Record Number	Record Type	Address	Description	Permit Name	Status	Action	Short No	ot			
C	05/01/2023	23TMP-000682	Short Term Rental License Renewal	55 TRINITY AVE SW, ATLANTA GA 30303				Resume Application					~~.
	OME Shi	Departmer CITY OME CITY OME CITY OME CITY OME CITY OME CITY OME CITY OME CIT	Department of CITY PLANN OME CF CF Building and Trade Per Showing 1-10 of 27 Download results Date Number OS/0J/2023 23TMP-000682		Department of CITY PLANNING OME CREATE NEW CREATE NEW Showing 1-10 of 27 Download reads Add to collection Date Number Coff Number Of/01/2023 23TMP-000682 Short Term Of/01/2023 23TMP-000682 Short Term Showing 1-10 of 27 Download reads Add to collection Of/01/2023 23TMP-000682 Short Term Show Term St TRINITY AVE Show Term Show Te	Department of CITY PLANNING ME CREATE NEW	Department of CITY PLANNING Me CREATE NEW I WANT TO	Department of CITY PLANNING ME CREATE NEW IWANT TO Announcements - Building and Trade Permits Showing 1-10 of 27 Duerload results Add to collecton Date Record Record Type Address Description Permit Name Status Showing 1-10 of 27 Strumber Record Type Address Description Permit Name Status Showing 1-10 of 27 Strumber Record Type Address Description Permit Name Status Showing 1-10 of 27 Duerload results Add to collecton Date Record Record Type Address Description Permit Name Status Status Strumber Record Type Address Description Permit Name Status Sta	Department of CITY PLANNING ME CREATE NEW I WANT TO HELP AND RES Announcements Logged in as:Tejal Patel Building and Trade Permits Showing 1-10 of 27 Download results Add to collection Date Record Record Type Address Description Permit Name Status Action Resume Application Statul License Status	Department of CITY PLANNING ME CREATE NEW I WANT TO HELP AND RESOURC Announcements Logged in as:Tejal Patel Collect - Building and Trade Permits Showing 1-10 of 27 Download results Add to collection Date Record Number Status Action Short Term STRINITY AVE STRIN	Department of CITY PLANNING ME CREATE NEW I WANT TO HELP AND RESOURCES Announcements Logged in as:Tejal Patel Collections (0)	Department of CITY PLANNING ME CREATE NEW I WANT TO HELP AND RESOURCES Announcements Logged in as:Tejal Patel Collections (0) Account Management Search Puilding and Trade Permits Showing 1-10 of 27 Download results Add to collection Description Permit Name Status Action Short Not Short Tail Short Tail	Department of CITY PLANNING OME CREATE NEW I WANT TO HELP AND RESOURCES CONT Image: Contract of the contract of

STEP 8: Please go through each page and check the information to see if correct. If the information has been changed for your Short term rental License then please update the correct information. If nothing is changed, please click on **Continue Application** as shown below.

NIME					GREA	ALE NEW		TWANTTU
Dashboard								
My Records								
My Account								
	rt Term Renta	License Rene	wal					
Advanced Searc	nformation	2 Permit In	formation 3	Renewal	4 Step 4	5 Review	6 7	
	itep 1:Applica Show Map ddress	tion Inform	ation>Owne	ers Information		" Indicates :	a required field.	
	Street No:	Street Name: (ype, e.g. Rd, Dr TRINITY	Do not include: r, St, etc.)	street				
P 	arcel	cel numbers are in	the following format	: IN SUBSECTION, PIGE	se note this is one less r	number than Fulton County. You	can find your	
	Parcel Number: Parcel Number: 14 00770010044 Search Cl	ear						
	Owner							
	wner Name:	0						
	CITY OF ATLANTA							
	ddress Line 1:							
	ddress Line 2:							
	ity:	State:	Zip:	Email:				
R and	ATLANTA	GA	30320					
	Search Cl	sar						
A	gent							
TR	add a new contact, c	ick the 'Add Contai	t' link. To edit a con	tact select the contact na	ame in the list.			
T BH	ejal Patel satel@atlantaga.gov ome phone:804-61 iobile Phone:804-6 /ork Phone: sx: sx: dit Remove	5-8603 15-8603						_
	Save and resume	later		,		Continue Appli	cation »	

CITY PLANNING

			CREAT	ENEW				IWANT
\$								
Short Term Rental Li	cense Renewal							
1 Application Information	2 Permit Information	3 Short Term Rental Renewal	4 Step 4	5 Review	6 7			
Step 2:Permit In	formation > Proper	ty Details		Indicates a r	equired field.			
Custom Fields								
General Info & Proper	ty Detall							
*Name of STR owner:			te	st.				
*Name of STR agent:								
* Name of long-term ten	ant (Enter N/A If this does	not apply to you):	r					
*is this dwelling unit th	e primary residence of the	STR owner or long-term	tenant?:	Yas 🖲 No				
*What is the occupancy	/ type of the primary resid	ence?:	Si	ngle Family 🔻				
*is this property locate	d in City of Atlanta?:		۲	Yes 🔿 No				
* How many bedrooms	will be utilized in your STF	87:	5					
* How many available p	arking spaces are at your	STR unit?:	5					
*Describe onsite parkir	ig, if applicable (example	to the left, to the right of j	property): s					
*Does your application	include a request for an a	dditional address or unit	7:	Yes 💼 No				
* Provide the address fo	or second address/unit:		5					
*What type of unit is th	e 2nd address/ unit?:		NJ	× •				
*2nd address/unit: Tota	i number of parking spac	98:	5					
*2nd address/unit: Des	cribe onsite parking, if ap	plicable:	5					
*2nd address/unit: Tota	I number of bedrooms:		5					
Save and resume la	ter		L	Continue Applic	ation »			
			-					

			CREATE	NEW				
\$								
Short Term Rental L	icense Renewal							
1 Application Information	2 Permit Information	3 Short Term Rental Renewal	4 Step 4	5 Review	6	7		
Step 2:Permit Ir	nformation>Website	es		* Indicat	es a required	field.		
Custom Fields								
Property is registere	d on:							
2nd Address:								
Sflats:								
Airbnb:								
Atraveo:			2					
Booking.com:			2					
Expedia:								
FlipKøy:								
Home Away:								
Home Stay.com:								
HomesToGo:								
Hotels.com:								
Interhome:								
OneFineStay:			2					
TripAdvisor:			2					
Tripping:								
TurnKey:								
Vacasa:								
VacationRentals:								
VRBO:								
Wimdu:								
OTHER								
Save and resume I	ater			Continue Ap	plication »	. 1		
			-			-		

~							
•							
Short Term Rental Lic	ense Renewal						
1 Application Information	2 Permit Information	3 Short Term Rental Renewal	4 Step 4		5 Review	6	7
Step 2:Permit Info Custom Fields	ormation>Acknow	vledgements			" Indicates a r	equire	i field.
Acknowledge That;							
• I will submit all required	d documents with this ap	plication:		2			
 I will use my best effort will not disrupt the neigh property owners to the q 	s to assure that use of th iborhood and will not inte julet enjoyment of their p	e premises by short-term rifere with the rights of ne roperties:	rental occupants eighboring				
It shall be unlawful to a the City's noise ordinance	llow or make any noise o :e. Refer to City of Atlants	r sound that exceeds the Noise Ordinance Sec. 74	limite set forth in 4-131:	2			
* The maximum occupan and, if available, the loca	cy of a short-term rental tion and the amount of o	unit is limited to two adul n-site parking:	ts per bedroom	2			
 Violations of this Chapt eviction from the short-to for payments of fines lev 	ter may result in immedia erm rental unit by the ow ried by the City:	te termination of the agre ner or agent, as well as th	ement and e potential llabili	y			
*I will provide evidence t via certified United State Intent to secure a short-t	that the short-term rental s Postal Service to each erm rental license:	license applicant has pro property adjacent to the \$	ovided notification STR unit, of their	1			
If the rental agent chan within 10 business days:	ges, the short-term rental	owner shall notify the CI	ty of Atlanta	2			
* I understand that I am r refer to Section 20-1005 (equired to post written ru (b)(1)):	iles in the short-term rent	tal unit (Please	2			
Save and resume lat	er			[Continue Applic	ation	ъ

STEP 9 : On the upload document page, please upload the Affidavit for Renewal document then click **Continue Application**. To download the Affidavit of Renewal document, Click below.

https://www.atlantaga.gov/home/showpublisheddocument/58374/63813199733 9770000

Short Term R	ental License Rer	newal					
1 Application Information	n 2 Permi	it mation	3 Short Term Rental Renewal	4 Step 4	5 Review	6 7	
Step 3:Sho Attachme	ort Term Renta nt	al Renewal>	Upload Require	d Documents	* indicates a r	equired field.	
Upload all req 1. Affidavit for Re 2. Additional Doc	uired documents a newal (Required) cuments (Optional)	and name eact	n document below:				
Please upload a government ID,	additional documents , evacuation plan, el	s here as reques tc.)	ited on the "STRL Requi	red Document Summ	ary". (i.e.: Entity documents, S	TR agent	
The maximum file	e size allowed is 1000	MB.					
are disallowed fil An application Affidavit for R	n;cmd;com;cpl;exe;ht le types to upload. In is required to be enewal	a;htm;html;ins;isp uploaded prior	o;jar;js;jse;lib;lnk;mde;mh to continuing with ye	t;mhtml;msc;msp;mst;p our submittal.	hp;pif;scr;sct;shb;sys;vb;vbe;vbs;	vxd;wsc;wsf;	
are disallowed fil An application Affidavit for R Applications c	n;cmd;com;cpl;exe;ht le types to upload. n is required to be enewal can be found on th	a;htm;html;ins;isp uploaded prior e Office webpa	o;jar;js;jse;lib;lnk;mde;mh · to continuing with yo age under the City Pla	t;mhtml;msc;msp;mst;p our submittal. Inning website.	hp;pif;scr;sct;shb;sys;vb;vbe;vbs;	vxd;wsc;wsf;	
An application: Affidavit for R Applications c	;cmd;com;cpl;exe;hti le types to upload. i is required to be i enewal an be found on th	a;htm;html;ins;is; uploaded prior e Office webp;	o;jar;js;jse;lib;lnk;mde;mh • to continuing with ye age under the City Pla	t;mhtml;msc;msp;mst;p our submittal. inning website.	hp;pif;scr;sct;shb;sys;vb;vbe;vbs;	vxd;wsc;wsf;	
An applications c An applications c Affidavit for R Applications c	vemdreomcepiever,htt le types to upload. i is required to be r enewal can be found on th	a;htm;html;ins;isp uploaded prior e Office webpa Size	o;jar;js;jse;lib;lnk;mde;mh to continuing with yr age under the City Pla Latest Update	t;mhtml;msc;msp;mst;p our submittal. Inning website. Action	hp;pif;scr;sct;shb;sys;vb;vbe;vbs;	vxd;wsc;wsf;	

ş	Department of CITY PLANNING	www	
HOME	CREATE NEW	I WANT TO	HELP AND RESOURCES
	Short Term Rental License Renewal 1 2 Permit Information 3 Short Term Rental 4 Step 4 5 Revi Step 4: Step 4: Step 4 > Ordinance Acknowledgements Current Fielde Step 4: Step 4 Step 4:	ew 6 Pay Fees 7 + indicates a required field.	Logged in as Tejal Patel Collections (0) Account Manager
	I Acknowledge that, "I have read and understood the City of Atlanta Short Term Rental Ordinance above. : Save and resume later	Continue Application »	

If the rental business da	l agent changes, the sh iys:	ort-term rental ow	mer shall notify the C	ity of Atlanta withi	in 10Yes			
I understand to Section 2	d that I am required to 20-1005 (b)(1)):	post written rules	in the short-term ren	tal unit (Please ref	er Yes			
Attachn	nent					Edit		
The maximu ade;adp;bat; are disallowe An applicat Affidavit fo Application	m file size allowed is 100 chm;cmd;com;cpl;exe;h ed file types to upload. tion is required to be or Renewal ns can be found on th	0 MB. ta;htm;html;ins;isp; uploaded prior t he Office webpaç	jar.js.jse;lib;lnk;mde;ml to continuing with y ge under the City Pl	nt;mhtml;msc;msp; rour submittal. anning website.	mst;php;pif;scr;sct;shb;sys;v	b;vbe;vbs;vxd;wsc;wsf;		
▲ Name	Туре	Size	Latest Update	Action		•		
✓ Name 1.txt	Type Affidavit for Renewal	Size 4 bytes	Latest Update 05/01/2023	Action Actions –		•		
Name 1.bxt	Type Affidavit for Renewal	Size 4 bytes	Latest Update 05/01/2023	Action Actions -		4		
Name I.txt Custom IAcknowledge I have read	Type Affidavit for Renewal n Fields e that, and understood the Ci	Size 4 bytes ty of Atlanta Short	Latest Update 05/01/2023 Term Rental Ordinan	Action Actions -	Yes	Edit		
Name Name Lixt Custom Acknowledge I have read. Save an	Type Affidavit for Renewal D Fields e that, and understood the Ci of resume later	Size 4 bytes ty of Atlanta Short	Latest Update 05/01/2023	Action Actions -	Yes	Edit Application >]	

STEP 10 : Pay the Fee (If its Primary Residence Address).

	Department of	ING						
HOME		CREATE	NEW		I WANT	то	н	ELP AND RESOU
	Chort Term Rental License Ren 1 2 3 Short Term Rental 1 2 3 Short Term Rental Step 6 : Pay Fees Listed below are preliminary fees ba	ewal 4 Step 4 ased upon the Informatic	5 Review	6 Pay Fees	7 Record Issua	nce		Logged in as:Tej
1	Application Fees							
	Fees			(Alty. Al	nount		
	TOTAL FEES: \$150.00 Note: This does not include addition	nal inspection fees which	may be assessed later.					
Contraction of the local division of the loc				HH III				

After the fee payment click continue and it will complete the renewal process.