

ZONING PERMIT

Short Term Rental

A Zoning Permit is required for each address used for Short Term Rental purposes and the permit must be renewed each year

Short Term Rentals may only operate if the property has been granted a Conditional Use Permit by City Council or is determined to be grandfathered by the Zoning Administration

Zoning Permit Application Instructions:

- Provide the items and information requested in the checklist below. This is in addition to any items or documentation requested on pages 3 and 4 of the application.
- After submitting all associated application documents and supporting materials to the Zoning Administration, a Staff person will process the application packet and a confirmation receipt will be generated. Afterward, a complete review of the submittal packet will be performed by a City Short Term Rental Team member.
- Once the entirety of the application is reviewed for Zoning compliance, correspondence will be sent to the email address listed on the application. If more information or documentation is necessary to establish Zoning compliance, the email will include pertinent comments for the applicant to address. If the Short Term Rental is found to be in compliance with the Zoning Ordinance, a Zoning Permit will be emailed to the address listed on the application and will be valid for one year from the issue date.
- Additional information relating to Short Term Rental use can be found at www.vbgov.com/str

Application Checklist:

- **Complete Application to include the Property Owner's Signature (pages 2-3)**
- **Fee - \$200.00**
Include a Check or Money Order Payable to, "Treasurer, City of Virginia Beach"
- **Survey - Current Physical Survey of the Property**
Sealed by a Commonwealth of Virginia Registered Design Professional (Surveyor, Architect, or Engineer)
- **Parking Plan - Illustrated and Notated**
- **Life-Safety Inspection Report (submit every year) / Structural Safety Inspection Report (submit on the first year and then every three years thereafter)**
- **Insurance Policy Document**
- Submit a complete application packet and payment to:
*Zoning Administration, Attention STR Team
2875 Sabre Street, Suite 500
Virginia Beach, VA., 23452*

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Applicant Information:

Address of Short Term Rental (STR): _____

Name of STR Owner: _____

Telephone #: _____ Email Address: _____

Number of bedrooms in the STR: _____ Number of bedrooms listed in the City Assessment Record: _____

Mailing Address of STR Owner: _____

Emergency contact person responsible for addressing conditions relating to the property:

(Please note: A City 311 operator, Police Dispatcher, or Zoning Staff person will notify the emergency contact person listed if there is an STR related matter requiring immediate attention. The emergency contact listed below must be able to respond within 30-minutes of notification. A physical response to the site may be required)

Emergency Contact Person: _____

Management Company Name (if applicable): _____

Telephone #: _____ Email Address: _____

Submittal List

All below listed information must be submitted to the Zoning Administration for review

1) Parking Plan:

- Provide an up-to-date physical survey of the STR property (two copies)
- Provide a parking plan illustrating and notating compliance with the minimum number of required off-street parking areas. The STR is required to have one 9-foot by 18-foot off-street parking area per bedroom (bedroom count is determined by the City Assessor's records)
- Acceptable parking area surfaces include, concrete, asphalt, abutting concrete parking pavers, or another suitable material approved by the Planning Director
- All parking plans are reviewed by the Zoning Administrator in accordance with the City Zoning Ordinance

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2) Life Safety Inspection Report and Structural Safety Inspection Report

- Complete and sign as per instructions

3) Insurance Policy:

- Provide proof of liability insurance applicable to the rental activity of at least one million dollars (\$1,000,000.00) underwritten by insurers acceptable to the City (most insurers are acceptable, with the exception of several free policies offered through online vacation rental platforms)
- Please ensure the policy document lists the address of the Short Term Rental

4) Proof of Current Registration (Commissioner of the Revenue):

- If required by State Code, provide a copy of the Short Term Rental receipt of registration issued by the Commissioner of the Revenue (owners of STRs in the Sandbridge Special Service District do not need to submit this item)
- The registration date must be current (not expired)
- A copy may be available by calling 757-385-4515

5) Proof of Taxes Paid (Commissioner of the Revenue – If Grandfather Status is claimed):

- Provide proof of taxes paid associated with the subject address Short Term Rental use (owners of STRs in the Sandbridge Special Service District do not need to submit this item)
- Copies may be available by calling 757-385-4515

I certify that I am currently operating, or intend to operate, a Short Term Rental on the property addressed as

in the City of Virginia Beach, Virginia. I also confirm that I am the property owner, or legal representative of the property owner, and will adhere to all applicable Commonwealth of Virginia and City of Virginia Beach codes, ordinances, and policies pertaining to Short Term Rental use and activities thereon. Moreover, I agree that the emergency contact information associated with this Short-Term Rental property will be kept up to date by reporting all changes to the Zoning Administration within ten business days of such occurrence.

Signature: _____ Date: _____

Printed Name: _____

Property Owner or Legal Representative (check one)