

## Instructions

Please complete the Short-Term Rental Registration Form (STRR) in full and forward it, along with all accompanying documents stated in the form, to:

Planning Department  
Zoning Administration  
Attn: Kevin Hershberger or Will Miller  
2875 Sabre Street, Suite 500  
Virginia Beach, Virginia 23452

[www.VBgov.com/STR](http://www.VBgov.com/STR)

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# Short Term Rental Registration and Renewal Form

Address of the Short-Term Rental (STR):  
\_\_\_\_\_

## **Applicant Information:**

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**If this is a renewal application**, has the applicant's address changed since the last submittal (yes or no)? \_\_\_\_\_

**If yes**, please provide the applicant's previous address: \_\_\_\_\_

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## **Contact person or agent responsible for addressing conditions relating to the property:**

*(Please note: A city 311 operator or zoning staff person will notify the emergency contact person listed if there is an issue with the STR that requires immediate attention. The emergency contact must be able to respond within 30-minutes of notification. A physical response to the site is not required)*

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

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## **Application Checklist:**

*All of the below listed information must be acknowledged by providing the initials of the applicant to the left of the subject and all applicable documents must be submitted as described. By initialing each item, the applicant agrees that they have read and understand the information provided.*

\_\_\_\_\_ **Parking Plan**

Please provide an up-to-date physical survey of the STR property. The STR is required to have one 9-foot by 18-foot off-street parking space per bedroom. Acceptable parking space surfaces include concrete, asphalt, and abutting concrete parking pavers. Alternative surfaces, such as permeable concrete paver grid systems and the like, may also be acceptable upon review. Please submit a detailed parking plan describing and illustrating compliance with the STR parking requirements.

\_\_\_\_\_ **Proof of Insurance**

Please provide proof of the required \$1 million-dollar insurance coverage for the short-term rental location.

\_\_\_\_\_ **Maximum number of contracts**

*(STRs shall have no more than two (2) rental contracts during any consecutive seven (7) day period)*

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\_\_\_\_\_ **Contact person or agent information update acknowledgment**

If the contact person or agent information changes, it is the responsibility of the owner or agent of the STR property to notify the Planning Department **immediately**. Operating an STR without a valid emergency contact is a violation of the required conditions of the registered use.

\_\_\_\_\_ **A copy of Section 241.2 of the City Zoning Ordinance (CZO) has been received**

It is the responsibility of the owner of the STR to ensure compliance with Article 2A, Section 241.2 of the CZO. A copy of the ordinance is attached to this registration form.

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**Additional Forms to Submit:**

***Please note: Proof of Registration and Proof of Taxes Paid DOES NOT need to be submitted for property located within the Sandridge Special Service District.***

**Proof of registration**

Please provide a copy of the STR receipt of registration – this document was generated by the COR and given to the STR registrant at the time of registration.

**Proof of taxes paid**

Please provide a copy of all transient occupancy tax receipts paid to the COR prior to July 1, 2018 – these document(s) can be generated by the COR. Please contact 385-4515 for a copy if one is not readily available.

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I \_\_\_\_\_ certify that I am the legal property owner or legal agent of the property owner containing an STR located at \_\_\_\_\_ in the City of Virginia Beach, VA. Furthermore, I confirm that I have read, understand, and will adhere to all the conditions set forth in Article 2A, Section 241.2 of the City Zoning Ordinance.

Signature of STR owner or agent \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date of Registration: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

Record number: \_\_\_\_\_

Processed by (zoning staff person): \_\_\_\_\_

Grandfather status:

Valid

Invalid  (Failure to register with the commissioner of the Revenue and failure to pay STR taxes prior to July 1, 2018)