



BUSINESS PERMIT (LICENSE) APPLICATION - Short-Term Rental

Check One: New Permit Renewal Short Term Rental License FEE: \$25.00 per location

Rental Address (1): _____

Rental Address (2): _____

Rental Address (3): _____

Rental Address (4): _____

Business Name: _____ DBA (if applicable): _____

Business Owner(s) Name: _____

Business Address (mailing): _____

Email: _____ Phone Number: _____

Federal Tax ID (if applicable): _____ Arkansas Tax ID (if applicable): _____

Rental Primary (LOCAL) Contact: _____

Primary Contact Address: _____

Primary Contact 24-hour Phone Number: _____

REGULATIONS

- 1) Short-term rentals are permitted in all residential units, provided that adequate parking exists, in accordance with the parking standards (Russellville Zoning Code Article 6) applicable to the zoning district in which the short-term rental is located.
- 2) All short-term rental units shall obtain a business license, annually, to operate in the City of Russellville.
 - a) To obtain a municipal business license, all potential short-term rentals are obligated to provide a signed affidavit confirming adherence to both state and local property maintenance regulations. **(SEE BELOW)**
- 3) All short-term rental units shall collect and pay all applicable taxes, including the **A & P tax**, to the City of Russellville on the gross proceeds from the rental of units.
- 4) All short-term rentals shall be required to have a primary contact or representative that can respond to the property within a reasonable amount of time.
 - a) A reasonable amount of time will align with the regulations pertinent to the violation or request, unless;
 - b) If the Russellville Police Department is summoned to the property on three separate occasions within a 48-hour span, the designated primary contact or representative shall visit the property within one hour of being informed about the third call. Failure to do so will result in fines as outlined in the violation penalties specified in Russellville Zoning Code Article 10.4.

- 5) As a requirement for a municipal business license, an applicant for a major short-term rental shall include the identification of a local 'short-term rental Primary Contact' who will serve as administrative contact at all times during which the unit(s) are rented.
- 6) Short-term rentals are limited to the permitted uses outlined in the Table of Permitted Uses for each location's respective zone.

License Renewals are due on or before January 31st. Applications not received prior to January 31st are assessed a 10% late fee. If the fee is not paid within 60 days of the due date, a penalty of 30% will be added.

New business permits shall require a fire and building **inspection** prior to license issuance.

I, the undersigned, understand the Business Permit is for Registration purposes only and does not waive compliance for any Federal, State, County, or City Laws and Ordinances. It is the sole responsibility of the applicant in writing to supply this office with any and all changes in information pertaining to their application. A false statement or misrepresentation may make the license null and void and constitute forfeiture of paid fee. If running more than one business out of the same structure, I understand I am required to fill out a separate application for each business. I understand that businesses failing to comply with the City Ordinance No. 1811 are subject to citation. It is the sole responsibility for the Business Owner to renew the permit when it expires on December 31st of each year.

Signature of Owner or Representative

Date

Affidavit of Assurance

The signature above affirms that all properties described under this license adhere to both state and local property maintenance codes.