



City of Ocean Springs Planning Department  
1018 Porter Avenue / PO Box 1800 Ocean Springs, MS 39564 / (228) 875-4415

### RESIDENTIALLY ZONED SHORT TERM RENTAL ANNUAL PERMIT APPLICATION

Application Date: \_\_\_\_\_ A \$25.00 reinspection will be charged if the inspection is missed.

#### REQUIRED ATTACHMENTS:

**FEES: \$501** ~ **Application Fee Effective 10/1/2024**– \$25 must be paid at the time application is submitted, Remaining \$475 is due when permit is approved ~ **Administrative Fee:** \$1.00 (per Ordinance 2022-17 following the requirements of Section 25-60-5 MS code Annotated)

- ☐ Completed Application
- ☐ Warranty Deed
- ☐ Copy of Proposed Rental Agreement
- ☐ Proposed Parking Plan – Sketch
- ☐ Copy of rules, including trash management and reference of the city's noise ordinance (available upon request), to be posted inside unit
- ☐ Affirmation of Code Compliance – Ord.2015-11 (Section 401.3(10)) – Attached.
- ☐ ~~Standard mailout fee will be calculated during the review process and must be paid prior to scheduling of the public hearing~~
- Properties will be reviewed and inspected prior to scheduling the public hearing date and sending the required notices.

→ Permits are renewed annually and are not transferable to new ownership.

#### REQUIRED: RENTAL PROPERTY INFORMATION:

- Address of Rental Property: \_\_\_\_\_
- Parcel Identification Number: \_\_\_\_\_ Number of bedrooms: \_\_\_\_\_
- Proposed maximum # guests: \_\_\_\_\_ Number of existing off-street parking spaces: \_\_\_\_\_
- Is this property located in a covenant-restricted subdivision? ☐ Yes ☐ No ~ **If yes, a copy of the covenants must be included.**

PROPERTY OWNER – Name: \_\_\_\_\_

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

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

LOCAL PROPERTY MANAGER – [Must RESIDE within two (2) miles of the OS City Limits]

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

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

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Is the Property Manager OR the Owner the best contact for scheduling Inspections? Choose One...

**Owner – initial by each ordinance to indicate receipt:**

Copy of Ordinance 2015-11 Received: \_\_\_\_*(initials)* Copy of Ordinance 2019-19 Received:  
Copy of Ordinance 2018-02 Received: \_\_\_\_*(initials)* Copy of Ordinance 2021-25 Received:  
Copy of Ordinance 2023-07 Received: \_\_\_\_*(initials)*

**Physical Inspection of Property:**

- All applicable fire and health codes as would apply to a commercially zoned structure must be compliant.
- As part of the review process, an inspection will be scheduled to determine that all physical requirements are met per the ordinance
- Inspection will also include but are not limited to: adequate parking, proposed occupancy, number of vehicles allowed, location of garbage storage, posting of rules, etc. (per *most current* Inspection Checklist dated: 2/08/18)

**Affirmation of Codes/Regulations**

I, (print name) \_\_\_\_\_, hereby certify that:

1. I am the owner of the property that is the subject of this application and that I have read and understand the requirements as outlined in the application.
2. There are no outstanding City of Ocean Springs property taxes or special assessments on the parcel(s).
3. Per Section 2.C.5 of Ordinance No. 2015-11, I will obtain a Mississippi State Sales Tax License through the MS Dept. of Revenue to pay all city, county, and state taxes required by law.
4. The property included in this application is in compliance with all applicable building codes, zoning requirements, and deed restrictions and/or covenants.
5. The Homeowner's liability insurance does not exclude short term rentals from coverage.
6. Any existing mortgage or deed does NOT prohibit use of property as a short term rental.
7. Proper documentation of covenants that may restrict use of the property as a short rental and/or a letter of support from the HOA has been provided.

I further acknowledge that the information provided herein is true and correct to the best of my knowledge.

**Owner(s) Name:** \_\_\_\_\_

**Parcel ID(s):** \_\_\_\_\_

**Date Property Acquired:** \_\_\_\_\_

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office Use Only**

Date of Inspection: _____	Result of Occupancy Inspection: _____
Maximum Occupancy Determination: _____	(attached)
Maximum Parking Spaces: _____	Permit Renewal Date: _____
PC Public Hearing Date: _____	BOA Approval Date: _____



## ENHANCED LIFE SAFETY FOR OCCUPANCY EGRESS

**(RESIDENTIAL & COMMERCIAL ZONED SHORT-TERM RENTALS & BED & BREAKFASTS)**

The following items must be complete and pass inspection prior to approval of any Short-Term related enterprise. ***Additional Code requirements may apply from other Departments.***

Before an occupancy inspection is scheduled, please make sure the following items have been completed. *Someone must be present at the time of inspection.*

### **All Occupancy Inspections are scheduled Monday – Thursday at 10am**

- Type 2A 10BC fire extinguishers – placed in a location visible to occupants and *mounted to the wall.*  
*NOTE: maximum travel distance to a fire extinguisher is 75 feet – additional fire extinguishers may be required on each floor.*
- Emergency lighting – *hardwired with battery backup* (not “exit” lighting) in locations that will allow adequate illumination in case of emergency or power outage.
- Address clearly displayed on the outside of the building. This must be visible from the street. In locations not visible from the street, a pilaster or signage must be placed at the street – not to exceed 1 square foot.
- All Main and Distribution panel boxes must have all circuits labeled properly.
- Smoke detectors must be installed in all sleeping areas and corridors leading to sleeping areas. SMOKE DETECTORS MUST BE INTERLOCKED EITHER BY HARD-WIRED OR WI-FI SYSTEM. *If a residence has gas service, all locations must also include Carbon Monoxide Detectors (outside bedrooms).* If there is an attached garage, a carbon monoxide detector must be installed in that location separately.
- Adequate garbage receptacles and storage locations.
- Stove must have a no-tip device installed.
- Adequate emergency egress from all rooms within the residence. Sleeping areas must have two (2) means of egress. *If there it is a two-story structure, or has windows over 78”, it is required to have an emergency escape ladder.)*
- No exposed wiring.
- All outlets within 6 feet of any water source must be on a GFCI circuit or have that type of outlet installed.
- Adequate off-street parking for guests. No designated parking will be allowed on grassy surfaces or on streets.
- Extension cords shall not be substituted for permanent wiring in any case. Multi-plug electrical adaptors are prohibited unless they are overcurrent protected (surge protected).

OWNER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**Bobby Cox**  
Matthew Hinton  
Steve Tillis  
Karen Stennis

**Mayor**  
Alderman at Large  
Alderman Ward 1  
Alderman Ward 2

**Kevin Wade**  
Shannon Pfeiffer  
Rob Blackman  
Julie Messenger

**Alderman Ward 3**  
Alderman Ward 4  
Alderman Ward 5  
Alderman Ward 6

[www.oceansprings-ms.gov](http://www.oceansprings-ms.gov)    

### Short-Term Rentals (STR's) FAQ's

1. There are two different types of permits for short-term rental, **Residential Short-Term Rental** permit and **Commercial Short-Term Rental** permit.
2. There is a City map that you can look up what short term rental zone you are located in  
<https://atlas.geoportalmaps.com/os>
3. There are three zones for the city-wide zone, Short-Term Rental Density zone and the Downtown Overlay District zone.
4. There is a cap on all residential short-term rental permits of **115** (City-Wide & Density Zone). There is no cap on commercial short-term rentals or Residential Downtown Overlay District.
5. The permits are renewed annually. **PLEASE NOTE: Your permit must be in the process of renewal BEFORE its expiration date.**
6. You can be placed on a waiting list, but Staff cannot predict when a spot will come up.
7. The permit **MUST** be displayed in the unit to be compliant with the current ordinance.
8. If this is a new permit: The permit must be taken to the Tax Counter to request a privilege license.
9. If the permit is a renewal or a new permit, you will be required to secure or renew your privilege or business license. The privilege license should be displayed on site. The Tax Department can be contacted at 228-875-4236.
10. Sales Tax, 1 of 2 scenarios:
  - a. One of the common platforms to rent is AIRBNB and VRBO.
  - b. Other renting methods will require registration with the State Department of Revenue to receive a Tax License.
  - c. The applications for both the commercial and residential permit are located in the Tax Department of City Hall
11. Please do not call for an inspection if you are not ready for an inspection. If you fail, your inspection you will be charged a re-inspection fee. After 3 failed inspections, we will require you to start the process over as a NEW Short-Term Rental
12. Please turn in your application and fee of \$501.00 per permit, with the following attachments. All inspections are scheduled for M-Th Only. **\*\*All fees are Non-Refundable\*\***
13. Residential new short term rental permits require Planning Commission and Board of Alderman approval, renewals do not require a public hearing.
14. Your property will be posted with a sign from the Planning Commission and notices will be sent out to the adjacent neighbors. **DO NOT** remove the sign, or you will be charged. You will be billed for public mailers and the invoice **MUST** be paid prior your Planning Commission Meeting.
15. Someone will need to be at the Planning Commission and Board of Alderman to answer any questions. The application is not approved until the Board of Alderman has voted on it.
16. Permits are not mailed, Once issued, it **MUST** be picked up within **10** business days from the Planning Dept