



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

COMMERCIALLY ZONED SHORT TERM RENTAL ANNUAL PERMIT APPLICATION

Application Date: _____ **A \$25.00 reinspection fee will be charged for a missed inspection.**

REQUIRED ATTACHMENTS:

FEES: \$501 ~ **Application Fee Effective 10/1/2024** – \$25 must be paid at the time application is submitted, Remaining \$476 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 – Attached.*
 - You have 30 days to finish renovations or you will be put on the wait list.
 - Permits are renewed annually and are not transferable to new ownership.

REQUIRED: RENTAL PROPERTY INFORMATION:

- **Address of Rental Property:** _____
- **Parcel Identification Number:** _____ **Zone:** _____ **Number of bedrooms:** _____
- **Proposed maximum # guests:** _____ **Number of existing off-street parking spaces:** _____
- **Garbage Management (describe):** _____
- **Copy of Ordinance 2014-03 Received: (initials)** _____

PROPERTY OWNER – Name: _____

Address: _____

Phone No. _____

Email: _____

OWNER SIGNATURE: _____

LOCAL PROPERTY MANAGER – *[Must RESIDE within the three coastal counties: Jackson, Harrison, or Hancock]*

Name: _____

Address: _____

Phone No. _____

Email: _____

Is the Property Manager –OR– the Owner the best contact for scheduling Inspections? _____ **CHOOSE ONE...**

Commercial Short Term Rentals are subject to the following requirements. For more details, contact the Building Department or reference Ordinance 2014-03 [attached].

- Local property manager to be available to be contacted at any time, if necessary.
- Maximum occupancy and number of vehicles to be determined upon inspection by Building Official.
- Licensee shall keep a register of all guests.
- Property owners/licensees are responsible for notifying guests of local and state laws regarding noise, garbage. Rules are to be visibly posted in the unit.
- Permits must be renewed annually and are not transferrable.

.....

Affirmation of Codes/Regulations

I, (OWNER print name) _____, hereby certify that:

1. I am the owner of the property that is the subject of this application and 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. The property included in this application is, to the best of my knowledge, in compliance with all applicable building codes, zoning requirements, and deed restrictions and/or covenants.

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:** _____



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 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	Mayor	Kevin Wade	Alderman Ward 3
Matthew Hinton	Alderman at Large	Shannon Pfeiffer	Alderman Ward 4
Steve Tillis	Alderman Ward 1	Rob Blackman	Alderman Ward 5
Karen Stennis	Alderman Ward 2	Julie Messenger	Alderman Ward 6

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 Review 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