



## City of D'iberville Short Term Rental Application

Planning Department 10383 Automall Parkway-P.O. Box 6519 D'iberville, MS 39540

**Application Date:** \_\_\_\_\_

**Submittal Requirements:** (The following items must be submitted as part of your application process)

- Completed Application
- Copy of Proposed Rental Agreement
- Provide a copy of your house rules which must be present during the inspection. This shall include your specific rules/regulation for guests, Emergency contact numbers for Property manager, fire, police, etc. these are recommended to be posted onsite or placed in a binder or manual.
- Affirmation of the short-term rental ordinance No. 175-Attached.
- Fee of \$150.00 to be submitted with your application. This is an annual fee.
- Provide a list of any affiliated agencies (i.e., Airbnb, VBRO, Homeway, etc.)
- A copy of your Privilege Tax License, this shall no be transferable to any subsequent owner, any changes in ownership shall require a new application process.
- Property must be reviewed and inspected prior to application being processed.

### Required Information:

- Address of Rental Property: \_\_\_\_\_
- Parcel Identification Number: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_
- Proposed Maximum number of Guests: \_\_\_\_\_
- Name of Property Owner: \_\_\_\_\_
- Address of Property Owner: \_\_\_\_\_
- Contact Phone Number: \_\_\_\_\_
- Name of Property Manager (If Applicable): \_\_\_\_\_
- Property Managers Contact Phone Number: \_\_\_\_\_
- Signature: \_\_\_\_\_

Copy of Short-Term rental ordinance No. 175: \_\_\_\_\_ (initials)

Copy of Enhanced Safety Criteria-City of D'iberville Short Term Rental: \_\_\_\_\_ (initial)



**Affirmation of Codes/Regulations:**

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

1. I am the owner of the property that is subject to this application and that I have read and understand the requirements as outlined in this application.
2. I have or 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.
3. The property included in this application is in compliance with all applicable building codes, zoning requirements.

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

Owners Signature: \_\_\_\_\_

If you have any question regarding any of the above listed items, please do not hesitate to reach out to the City of D'iberville Planning Department 1(228)273-3328.

**Office Use Only:**

Date of Inspection: \_\_\_\_\_ Max. Occupancy Determination: \_\_\_\_\_

Permit Renewal Date: \_\_\_\_\_ Planning Dept. Approval: \_\_\_\_\_

Building Dept. Approval: \_\_\_\_\_ Fire Dept. Approval: \_\_\_\_\_



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## Enhanced Life Safety Criteria-City of D'iberville Short Term Rental

The following code related items shall be brought into compliance as part of the change in occupancy requirements in conjunction as part of the short-term rental process.

**Additional, location-specific Building Code requirements may apply.**

Before any occupancy inspection is scheduled, please make sure the following items have been addressed for compliance. Someone must be present at the time of inspection.

- 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.
- Type 2A 10BC fire extinguisher-placed in a location visible to the occupants and mounted to the wall. Note-maximum travel distance to a fire extinguisher if 75 feet-additional extinguishers may be required on each floor.
- All electrical main and distribution panels must have all circuits labeled properly.
- Smoke detectors must be installed in all sleeping areas and all corridors leading to the sleeping areas. If the building has gas service, all locations must also include Carbon Monoxide Detectors (outside bedrooms). All these devices must be wired in sequence. Garages if they are attached to the main structure, must also include a Carbon Monoxide Detector.
- Adequate garbage receptacles and storage location.
- Stove must have anti-tip device installed.
- All sleeping rooms must have a secondary means of egress, operable window or second door leading to the exterior. In 2 story structures, an emergency egress ladder must be provided.
- During the inspection, no exposed wiring will be allowed. All wiring must be enclosed within conduit.
- All electrical outlets located within 6' of any water source must be of GFCI type or the circuit must be GFCI protected.
- Any building changing their occupancy to R-1 as part of the permitting process for short term rental use, must be evaluated for code compliance in accordance to the 2018 International Fire Code, 2018 International Existing Building Code and the 2018 International Building Code. Every structure will be reviewed for the Occupancy type(s), Construction type(s), Means of egress and Life safety requirements based on the above listed codes.

If you have any question regarding any of the above listed items, please do not hesitate to reach out to the City of D'iberville Building Department 1(228)273-3391.

