

## **How do I apply for a permit to rent my house on Air B & B?**

**Regular Rental Permits** are for properties that are not owner occupied and are rented to tenants that have at least 30-day leases. The exception to this is any owner-occupied property that also has more than 1 roomer.

**Bed & Breakfast Permits** are needed for any type of Air B & B use. There are different requirements for this type of permit.

- The property must be owner occupied.
- It must be a single family, detached structure.
- Guests are allowed to stay no more than 14 days.
- A minimum of two (2) off street parking spaces must be provided in addition to the parking spaces required for the dwelling occupants.

This is not a complete list. Contact Sue Dunlap at 319-356-5130 with any questions or for more information.

## CITY OF IOWA CITY APPLICATION FOR BED & BREAKFAST PERMIT

**NOTE:** *This permit is required for short term, Air B & B type use. The property must be an owner occupied, single family detached structure. The fee for a Bed & Breakfast Permit is \$100 (\$140 the 1<sup>st</sup> time) and the permits are valid for 2 years.*

Date of Application \_\_\_\_\_

Property Address \_\_\_\_\_

### **Owner Information:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone number (s)** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

\*Please provide the following document with your application:

- **Floor Plan** of structure that shows:
  - Labeled rooms
  - Location and dimensions of all rooms
  - Basement ceiling height and dimensions of any basement bedroom windows
- **Site Plan** of the property showing:
  - The footprint of the house, garage and any accessory structures
  - The available off-street parking spaces as well as the driveway dimensions

\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

### **To be completed by N.D.S.**

\_\_\_\_\_ Floor Plan provided

\_\_\_\_\_ Site Plan Provided