



JACKSONVILLE

COMMUNITY DEVELOPMENT & INSPECTIONS

200 West Douglas • Jacksonville, Illinois 62650-2094
(217) 479-4621 • www.jacksonvilleil.com

SHORT TERM RENTAL PERMIT APPLICATION

___ Annual Inspection Fee (\$15.00) Current Permit Number _____
Start Date _____ Maximum number of transient capacity, per night _____

Please check the applicable box: Owner Occupied Non-owner Occupied

Property Owner:

Name _____ Phone # _____
Location Address _____
City, State, Zip Code _____
Email Address _____

Property Owner Mailing Address (if different):

Mailing Address _____
City, State, Zip Code _____

Responsible Party (if different from property owner):

Name _____
Contact _____ Phone # _____
Address _____

(Responsible party address must be within 30 minutes of the location address above)

City, State, Zip Code _____
Email Address _____

How many units will be rented at this property address, as short term rental units _____

List the platforms the rentals will be listed with (Airbnb, VRBO, etc)

Signature _____ Date _____

Inspector Signature _____ Date _____

Checklist

Business Registration License posted inside the front entrance, stating the owner's name, a 24-hour telephone number to reach the owner/manager, and the maximum occupancy of the dwelling unit as allowed by ordinance.

Inspection by Code Enforcement officials.

Hotel/Motel tax document

Certificate of Occupancy

Rules and Regulations of Short-Term Rental Properties

1. All short-term rental property permit holders and their transient guests shall abide all sections of the City of Jacksonville Codes of Ordinances.
2. The owner shall provide proof of ownership of each and every property listed as short-term rental, and no short-term rental property, shall exceed 7 dwelling units.
3. The owner of each short-term rental unit must provide proof of homeowner's insurance or host protection insurance in the amount of at least five hundred thousand dollars to the City as part of its application.
4. The owner shall provide one off street parking spot for each sleeping room in the dwelling unit. Guests shall not park vehicles on the city streets overnight unless otherwise permitted to do so, as in the B-2 Zoning Classification.
5. The permit holder shall meet all applicable requirements of the state and local building, fire safety codes, and shall locate a 5-pound fire extinguisher (rated for A, B and C fires) in each unit. Approved smoke alarms, meeting Underwriters Laboratory (UL) 217 standards, shall be as follows:

(1) In all sleeping areas.

(2) In every room in the path of the means egress from the sleeping area to the door leading from the sleeping unit.

6. The permit holder shall meet all applicable requirements of the state and fire safety codes, including, but not limited to, having approved carbon monoxide detectors meeting applicable state law standards installed on every habitable floor.

7. Each Short-Term rental unit shall comply with all zoning ordinance requirements, including the signage ordinance of the City of Jacksonville, subject to each bed and breakfast short-term rental shall be permitted a sign not to exceed 6 square feet, which must be attached to the structure or be located within 10 feet of the front of the structure and within the footprint of the side of the structure.

8. The principal renter of a short-term rental property unit shall be at least eighteen (18) years of age.

9. The owner or manager shall maintain a guest register in which the name of every guest and the guest's arrival and departure dates shall be recorded in written form. The owner shall make the guest register freely accessible to any employee of the City's Police Department upon request.

10. Any Short-Term rental serving any type of food will need to obtain required public health department permits and follow all public health department guidelines.

11. The permit holder shall not receive any compensation or remuneration to permit occupancy of a short-term rental unit for a period of less than twenty-four (24) hours, or at least 1 overnight stay.

12. The property owner may rent a detached accessory dwelling unit that complies with applicable building codes for residential structures as short-term rental property provided the detached accessory dwelling unit contains not more than four (4) sleeping rooms.

13. The name and telephone number of each Responsible Party shall be conspicuously posted with the short-term rental property unit. A Responsible Party shall answer calls twenty-four (24) hours a day for the duration of each short-term rental period to address problems and complaints associated with the short-term rental property. The responsible party needs to be able to physically respond to complaints within 30 minutes.

14. A Short-Term Rental Permit shall expire on January 1, of every year. Short Term Rental Permits may be renewed upon the payment of a fifty (\$15.00) dollar fee to cover the applicant renewal screening by the City of Jacksonville Inspection Department. All renewal requests shall be received at least thirty (30) days prior to the expiration date for their existing permit.

15. A Short-Term Rental Property Permit shall not be transferred or assigned to another individual, person, entity, or address.

_____(initial)

I agree to use best efforts to assure that use of the short-term rental property will not interfere with the rights or rules of neighboring property owners to the quiet enjoyment of their properties.

_____(initial)

I certify that I have received a copy of The City of Jacksonville's Short-Term Rental Ordinance and understand the requirements.

_____(initial)

I certify that there have been no particular instances in which conditions or conduct on the property resulted in the issuance of any citation by a local or state law enforcement or regulatory agency within the last 12 months.

_____(initial)

I certify that I have not had a similar permit denied, suspended or revoked for any cause by any city or state agency within 365 days preceding the filing of this application.

_____(initial)

I certify that I do not have any unpaid assessed court fines or court costs related to violations of the Short-Term Rental Property Ordinance.

_____(initial)

I am current on all property taxes owed on the short-term rental property and all other property I own in The City of Jacksonville.

I certify that the statements made on this application are true to the best of my knowledge and belief. Misrepresentation of any facts in this application is subject to denial or revocation of the Short-Term Rental Property Permit. (This application must be signed by the property owner listed above)

Signature of Property Owner

Date