



REGISTRATION REGULATIONS

- Pursuant to Section 1361.02 of the codified ordinances of the Village of Chagrin Falls, annual registration of a short-term rental property within the Village of Chagrin Falls is required.
- “Short-Term-Rental” (STR) means any room or dwelling that is rented wholly or partly for a fee for thirty (30) or fewer consecutive days by one or more persons-other than the owner from whom the owner receives monetary compensation, whether such compensation is paid directly by the short-term rental guest or is collected and remitted to the permanent occupant or owner by a hosting platform. “Short-Term-Rental” does not include a room in any hotel or motel, as defined elsewhere in the Codified Ordinances of the Village of Chagrin Falls.
- In the event the initial registration is made on or after December 1, the registration shall be valid for December of that year and the following calendar year.
- The occupant or owner must notify the Chief Administrative Officer of any change in the information contained in the registration application within ten (10) days of the change.
- Any change in ownership of the dwelling shall void the short-term rental registration and shall require submission and approval of a new short-term rental registration application.
- Transfer of registration is prohibited.
- The current short-term rental registration form must be prominently posted inside the dwelling and on any hosting platform(s) or in any other advertisement regarding the dwelling. The Village of Chagrin Falls issued registration certificate shall be removed upon expiration.

RENEWAL REQUIREMENTS

- Registration renewal shall be required if the dwelling will continue to be utilized for short-term rental operations.
- The deadline for renewal of a short-term rental registration shall be the first Monday of November of the year in which the short-term rental permit is set to expire.
- Failure to renew shall result in the expiration of the short-term rental registration on December 31.

SAFETY REQUIREMENTS & INSPECTION

Safety requirements must be met, and inspection completed prior to issuance of annual registration certificate, including:

1. Property device requirements per current UL 217 standard:
 - a. Photoelectric smoke alarms: (1) per level & (1) per sleeping room.
 - b. Carbon monoxide detector (1).
 - c. Five-pound fire extinguisher (1) with annual certification tag by licensed fire protection company.
2. Maximum number of occupants accommodated at the short term rental, not to exceed two (2) per bedroom, plus three (3) additional occupants.
3. APPROVED Inspection Report must be obtained. Schedule an inspection with the Fire Department; fireprevention@chagrinfallsoh.gov or (440) 247-1671.

PENALTY FOR NON-COMPLIANCE

Failure to comply will result in a penalty of a misdemeanor of the third degree. Each day that such violation is committed or continues shall constitute a separate offense.

REGISTRATION REQUIREMENTS

- ☐ **ANNUAL SHORT TERM RENTAL REGISTRATION APPLICATION**
- ☐ **ANNUAL FEE \$100**
Payable to “Village of Chagrin Falls”
- ☐ **ANNUAL FIRE SAFETY INSPECTION - ISSUED BY FIRE MARSHAL**
MUST BE scheduled or approved when submitting application. Registration issued once approval granted.
- ☐ **POSTED REGISTRATION CERTIFICATE**
Prominently posted inside the dwelling and on listing with any hosting platform(s) or in any other advertisement regarding the dwelling. Proof must be readily available.



APPLICANT INFORMATION

APPLICANT NAME _____ APPLICANT ADDRESS _____
PHONE NUMBER _____ EMAIL ADDRESS _____

SHORT TERM RENTAL PROPERTY & OWNER INFORMATION

ADDRESS OF PROPERTY _____ LEGAL OWNER NAME(S) _____
EMAIL ADDRESS _____ PHONE NUMBER _____

MAILING ADDRESS OF LEGAL OWNER _____

MAXIMUM NUMBER OF OCCUPANTS THAT WILL BE ACCOMODATED AT STR _____

LOCATION OF SHORT-TERM RENTAL ON PROPOERTY (PLEASE SELECT AN OPTION BELOW):

- | | |
|---|---|
| ☐ ENTIRE HOME | ☐ ACCESSORY STRUCTURE (subject to denial) |
| ☐ ROOM WITHIN HOUSE (including attached garages) | ☐ ROOM ABOVE DETACHED GARAGE (subject to denial) |

OTHER – Please describe: _____

CONTACT INFORMATION OF LOCAL AGENT – AVAILABLE 24/7 – REQUIRED

LOCAL AGENT NAME _____ LOCAL AGENT ADDRESS _____
EMAIL ADDRESS _____ PHONE NUMBER _____

OTHER SHORT TERM RENTALS

ALL PROPERTIES BEING USED AS A SHORT-TERM RENTAL MUST HAVE THEIR OWN APPROVED REGISTRATION SUBMISSION.
ADDITIONAL PROPERTIES WITHIN THE VILLAGE OF CHAGRIN FALLS THAT THE APPLICANT OR PROPERTY OWNER HAS ANY INTEREST IN,
INCLUDING BUT NOT LIMITED TO, OWNERSHIP, LICENSURE OR MANAGEMENT:

1. OWNER NAME & PROPERTY ADDRESS: _____
DOES THIS PROPERTY HOLD A CURRENT REGISTRATION? _____
2. OWNER NAME & PROPERTY ADDRESS: _____
DOES THIS PROPERTY HOLD A CURRENT REGISTRATION? _____
3. OWNER NAME & PROPERTY ADDRESS: _____
DOES THIS PROPERTY HOLD A CURRENT REGISTRATION? _____

****LIST ANY ADDITIONALLY PROPERTIES ON A SEPARATE PAPER TO BE SUBMITTED WITH THIS REGISTRATION FORM**

FIRE SAFTEY INSPECTION DETAILS | MUST BE SCHEDULED OR APPROVED

DATE AND TIME OF SCHEDULED OR APPROVED FIRE INSPECTION: _____

APPLICANT SIGNATURE & ACKNOWLEDGEMENT

I, _____, have read and understand the conditions, rules and regulations for short term rentals within the Village of Chagrin Falls as stated in the codified ordinances, chapter 1361. I hereby swear that all information submitted in this application is accurate. I understand that I must post a copy of the issued STR certificate within the dwelling and on all advertisements and/or hosting platforms.

SIGNATURE _____ DATE _____