



Received Date	_____
Receipt Number	_____
Permit No	_____
Expiration Date	_____

CITY OF WATAUGA
PERMIT APPLICATION FOR SINGLE FAMILY RENTAL PROPERTY/SHORT TERM RENTAL
 INCOMPLETE OR NON-LEGIBLE APPLICATIONS WILL BE RETURNED

- ☐ Initial Application – SFR
- ☐ Initial Application – STR
- ☐ Renewal Application with Updates
- ☐ Renewal Application – Proof of payment of HOT

REGISTRATION FEES - \$150/\$50

Early Move-In Fees \$150/\$250

**** Items listed below are required for all STR's:**

- ☐ Proof of Liability Insurance – per occurrence basis of min. \$1 million.
- ☐ Proof of Sales Tax Registration
- ☐ Floor Plan to scale (1" = 20') of dwelling – dimensioned room layout, ingress, egress and emergency exits
- ☐ Site Plan/Survey – Max. vehicle parking capacity

Address of Rental Property

_____ # OF BEDROOMS _____ /# OF OCCUPANTS _____

OWNER INFORMATION

(A) Owner/Individual		(B) Owner/Company, Corporation Partnership	
Name		Legal Name	
Address		Trade Name	
City		Address	
State	Zip	City	
Date of Birth		State	Zip
Driver's License #		Registered Agent	
DL# Issuing State		Managing Partner	DOB
Home Phone		Driver's License #	
Work Phone		Mailing Address to Accept Service of Process:	
Mobile Phone		Home Phone	
Fax Number		Work Phone	
E-Mail Address		Mobile Phone	
		Fax Number	
		E-Mail Address	

MANAGEMENT COMPANY (if applicable)

Management Company: _____

Agent's Name (Natural Person): _____

Business Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

Work Phone: _____ E-Mail Address: _____

Fax Number: _____

OCCUPANTS

Tenant's Name: _____

PRIMARY TENANT CONTACT INFORMATION

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Fax Number: _____

E-Mail Address: _____

I hereby certify that all information has been reviewed and is complete and correct.

I hereby agree to abide by the City of Watauga Single-Family Rental/Short-term Rental Property Ordinances as a condition of being issued a permit. I understand that this permit is not transferable by the owner to another person, owner, unit or location.

I hereby certify that the single family rental property that is the basis of this application is equipped, as of the date of this application, with smoke detector devices that are in a proper working order with a minimum of one per floor and in each sleeping area, working type A fire extinguishers, and carbon monoxide detectors as required by building and fire codes adopted by the city. The premises shall otherwise comply with applicable city requirements, including but not limited to all building and fire codes. A short term rental unit shall also be provided with an active alarm system.

I hereby certify that any permit granted will not be in conflict with any property-specific restrictions against short-term rentals that may exist under law, agreement, lease, covenant or deed restriction.

OWNER OR AGENT SIGNATURE

TITLE

DATE