



SHORT-TERM RENTAL PERMIT RENEWAL

Permit: _____

Renewal Fee: \$125.00

Late Renewal: \$500.00

Name of Establishment: _____

Address of Establishment: _____

Owner: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Management Company/Operator Contact: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Local Contact Name: _____

Local Contact Address: _____

Phone number: _____

(must be available 24/7 while guests are occupying premise and respond within 60 minutes of notice)

To be completed by City of Castle Hills

Date of Inspection: _____ Building Inspector: _____

Inspection Notes: _____

New Permit # issued: _____ (Expires 1 year from issuance or upon sale of STR)



SHORT-TERM RENTAL PERMIT APPLICATION

Name of Establishment: _____

Address: _____

Proposed Occupancy: _____

Food Service Offered: _____

Number of Bedrooms: _____

Number of Restrooms: _____

SQ. Ft. of Home: _____

Garage on site: _____ YES / NO

Property Owner: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Management Company/Operator Contact: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Local Contact Name: _____

Local Contact Address: _____

Phone number: _____

(must be available 24/7 while guests are occupying premises and respond within 60 minutes of notice)

A payment of a non-refundable application fee in accordance with the City fee schedule must be paid at time of application submittal. The application will be reviewed by the City of Castle Hills City Administrator. Please allow up to 14 business days for a response by email. A certificate of Occupancy Permit fee in accordance with the City fee Schedule will need to be paid after application approval. A Building inspection will be scheduled once application is approved and fee has been collected. Once inspection is approved a Certificate of Occupancy (COO) will be issued. No STR should start or advertise as a STR business until after you have received the COO.

Submittal Checklist

- ☐ Recorded Deed
- ☐ Proposed Layout including parking spaces
- ☐ Swimming Pool Barrier
- ☐ Carbon Monoxide Detector (if unit is equipped with natural gas, propane, and or an attached garage)
- ☐ Variance (if applicable)
- ☐ Proposed Emergency Evacuation Route

OATH OF APPLICANT

I declare that I have read Code of Ordinance Chapter 50 Sec. 50- 516 through Sec. 50- 526, the forgoing application and all information therein is true, correct, and complete to the best of my knowledge and the conditions stated herein have been met.

Owner Name: _____ Signature & Date: _____

Management: _____ Signature & Date: _____

Local Contact Name: _____ Signature & Date: _____

To be completed by City of Castle Hills

Date submitted: _____ Date Approved: _____

Notes: _____

Permit # issued: _____ (Expires 1 year from issuance or upon sale of STR)

CODE OF ORDINANCES Chapter 50 – ZONING ARTICLE V. SHORT-TERM RENTAL
ARTICLE V. SHORT-TERM RENTAL Sec. 50-516.

Purpose. The purpose of this article is to establish regulations for the use of privately-owned dwellings as short-term rentals, to minimize negative ancillary impact on surrounding properties, and to ensure the collection and payment of hotel occupancy tax.

Sec. 50-517. Definitions.

As used in this article, the following terms shall have the following meanings:

City. The City of Castle Hills, Texas.

Guest. The overnight occupants renting a short-term rental property for a specified period and the daytime visitors of the overnight occupants.

Local contact person. The owner, operator, or person designated by the owner or the operator, who shall be available 24 hours per day for the purpose of responding to concerns or requests for assistance related to the owner's short-term rental.

Operator. The owner or the owner's authorized representative who is responsible for compliance with this article while advertising and/or operating a short-term rental.

Owner. The person or entity that holds legal title to the short-term rental property.

Short-term rental. A privately owned dwelling, including, but not limited to, a single-family dwelling, multiple family attached dwelling, apartment house, hostel, condominium, duplex, or any portion of such dwelling or the property on which a dwelling is located including (without limitation) a swimming pool, tennis court, sport court, pickleball court, backyard or gazebo, rented by the public for consideration, and used for dwelling, lodging or sleeping purposes for any period less than 30 consecutive days, but shall not include habitable accessory buildings as per section 50-61(a).

The following are exempt from the regulations under this article: hotel, motel, public or private club, hospital and medical clinic, nursing home or convalescent home, foster home, halfway house, transitional housing facility, and any housing operated or used exclusively for religious, charitable or educational purposes

Short-term rental certificate of occupancy. A certificate of occupancy issued by the city authorizing the use of a privately-owned dwelling as a short-term rental.

Short-term rental property. One or more habitable rooms forming a single habitable division within a short-term rental, or an entire undivided short-term rental, which is advertised to be occupied, is occupied, or is intended to be occupied by a single party of guests under a single reservation and/or single rental payment.

Sec. 50-518. Short term rental certificate of occupancy required.

It shall be unlawful for any person or entity to rent, or offer to rent, any short-term rental without a valid short term rental certificate of occupancy issued under this article.

Short term rental certificate of occupancy registration fee and application.

(a) Prior to renting real property as a short-term rental, an applicant shall submit to the City Permit Clerk an application for a short-term rental certificate of occupancy using a format and method promulgated by the city manager or his/her designee and obtain a short-term rental certificate of occupancy approved by the City Manager. The application form shall require, at a minimum, the following information from applicants:

(b)

(1) The name, address, email and telephone number of the owner of the short-term rental.

(2) The name, address, email and 24-hour telephone number of the local contact person.

(3) The address of the short-term rental.

(4) The proposed occupancy limits of the short-term rental.

(5) A diagram showing the proposed layout of the property use and any on-site parking available for the short-term rental which includes a diagram.

(6) The applicant must submit a copy of the recorded deed to the short-term rental property showing the applicant as the Grantee of the short-term rental property.

(7) A general description of any food service to be offered to guests of the short-term rental.

(8) Payment of a non-refundable application fee in accordance with the City Fee Schedule.

(b) An applicant for a short-term rental certificate of occupancy shall pay to the city a non-refundable certificate of occupancy fee in accordance with the City Fee Schedule.

(c) A separate short-term rental certificate of occupancy application and certificate of occupancy fee must be submitted for each individual short-term rental property. Each individual short-term rental property shall be assigned a unique certificate of occupancy number upon certificate of occupancy issuance by the city.

(d) Prior to issuance of a short-term rental certificate of occupancy and prior to issuance of any renewal of a short-term rental certificate of occupancy, the operator shall pay a non-refundable inspection fee in accordance with the City Fee Schedule and shall allow an on-site inspection of the short-term rental property by a city code enforcement officer to ensure compliance with the following:

(1) The requirements set forth in section 50-520(a) of this article; and

(2) The requirements set forth in section 50-520(b) of this article.

(e) A short-term rental certificate of occupancy issued under this article shall be valid for a period of one calendar year from the date of issuance. The short-term rental certificate of occupancy shall expire immediately upon any change in ownership of the short-term rental property.

(f) The owner has a duty to notify the city within 20 calendar days, in writing, of any changes to information submitted as part of a short-term rental certificate of occupancy application under this article.

(g) An application for short-term rental certificate of occupancy may be denied if the owner has had a short-term rental certificate of occupancy suspended or revoked during the previous 365 calendar days.

(h) The total number of short-term rental properties in the A Single-Family District, AA Single-Family District, and in the B Duplex District is limited to no more than one-twelfth of the total number of single-family and duplex properties on a single street. An application for a short-term rental certificate of occupancy will be denied if granting the certificate of occupancy would violate this provision.

(i) No short-term rental property shall be within 1000 feet of any part in any direction of another short-term rental property. Measurement shall be from the property lines of the property which is the subject of the application to the property line of other property. An application for a short-term rental property will be denied if granting the certificate of occupancy would violate this provision.

(j) A maximum of fifteen (15) short-term rental certificates of occupancy issued to owners of short-term rental property who are residents of the city shall be active within the city at any time. If a short-term rental application is received by the city from an owner who is a resident of the city when the city has fifteen (15) such issued and active short-term rental certificates of occupancy, the application will be denied. An owner who is a resident of the city shall provide with the application written proof of city residence in the form of appraisal district documentation of homestead, a current utility bill, or other written proof acceptable to the City Manager.

(k) A maximum of ten (10) short-term rental certificates of occupancy issued to owners of short-term rental property who are not residents of the city shall be active within the city at any time. If a short-term rental application is received by the city from an owner who is not a resident of the city when the city has ten (10) such issued and active short-term rental certificates of occupancy, the application will be denied.

Sec. 50-520. Short-term rental operational requirements.

(a) The operator shall post the following information in a prominent location within the short-term rental property, using a form promulgated by the city:

- (1) The unique short-term rental certificate of occupancy number assigned to the short-term rental property;
- (2) Operator name and telephone number;
- (3) Local contact person name, telephone number, and email address;
- (4) The location of on-site parking spaces available for guests;
- (5) The occupancy limits;
- (6) Instructions to guests concerning disposal of garbage and handling of garbage containers; and
- (7) Notification that the guests are responsible for compliance with all applicable laws, rules and regulations pertaining to the use and occupancy of the short-term rental, and that guests may be fined by the city for violations of this article.

(b) The operator shall operate a short-term rental in compliance with the following:

- (1) Zoning regulations prescribed for the zoning district in which such short-term rental is located, set forth in Chapter 50 of the Code of Ordinances.
- (2) Castle Hills Sign Ordinance, as applicable, set forth in Chapter 34 of the Code of Ordinances.
- (3) Maximum occupancy limits of two adults per bedroom and a total of not more than 10 total persons even if there are more than 5 bedrooms.
- (4) Castle Hills Hotel Occupancy Tax Ordinance, any Castle Hills Hotel Occupancy Tax Ordinance on or after adoption of the ordinance from which this chapter derives.
- (5) Swimming pool barrier requirements prescribed by the Building Inspector pursuant to the International Swimming Pool and Spa Code, 2021.
- (6) Street parking prohibited as set forth in Chapter 44 of the Code of Ordinances.
- (7) Chapter 26, Nuisances of the City of Castle Hills Code of Ordinances.
- (8) Castle Hills Garbage Collection Ordinance, set forth in Chapter 20 of this Code of Ordinances.
- (9) In compliance with Sections 92.254 and 92.255 of the Texas Property Code, there shall be a working smoke alarm at least (i) in each separate bedroom, (ii) in a corridor that serves multiple bedrooms, and (iii) on each level of the dwelling unit
- (10) A minimum of at least one carbon monoxide detector must be on each floor or level of dwelling unit if the dwelling unit is equipped with natural gas, propane, and/or an attached garage.
- (11) Rental of a short-term rental must be for at least one night.
- (12) During any period when a short-term rental is occupied or intended to be occupied by guests, the local contact person shall be available 24 hours per day for the purpose of responding to concerns or requests for assistance related to

the condition, operation, or conduct of guests of the short-term rental. The local contact person shall respond within 60 minutes of being notified of concerns or requests for assistance regarding the operation or conduct of guests of the short-term rental, and shall take immediate remedial action as needed to resolve such concerns or requests for assistance.

(13) No mobile food vendor is permitted to operate at a short-term rental property.

(c) Any advertisement that promotes the availability of a short-term rental, listed in any medium, including but not limited to, newspaper, magazine, brochure, website or mobile application, shall include the current short-term rental certificate of occupancy number assigned by the city.

(d) A short-term rental certificate of occupancy is valid for one year from the date of issuance. An application for renewal must be filed at least 30 days prior to expiration. The holder of a short-term rental certificate of occupancy must submit an application for renewal in the format and method promulgated by the city manager or his/her designee. A certificate of occupancy will not be renewed if two violations of city ordinances have been found by the municipal or another court to have occurred on the property during the last 12 months.

(e) Short-term rental certificates of occupancy are not transferrable. If the certificate of occupancy holder sells the property, the short-term rental certificate of occupancy automatically expires on the date of recording of the conveyance instrument in the office of the County Clerk of Bexar County.

Sec. 50-521. Notification of complaints.

Complaints related to the operation of a short-term rental, including, but not limited to, complaints concerning noise, garbage, parking, and disorderly conduct by guests, shall be reported to the city's code enforcement office during business hours and to the police department after business hours.

Sec. 50-522. Compliance with other law.

The owner, operator, local contact person, and guests shall comply with all applicable laws, rules and regulations pertaining to the operation, use, and occupancy of a short-term rental. The owner shall not be relieved from any civil or criminal liability for a violation of this article, regardless of whether such violation is committed by the owner, operator, local contact person, or guest of the owner's short-term rental. Nothing in this article shall be construed to relieve any person or owner of any other applicable requirements of federal, state, or local law, rules, or regulations. Nothing in this article shall be construed to provide any property owner with the right or privilege to violate any private conditions, covenants, and restrictions applicable to the owner's property that may prohibit the use of such owner's property as a short-term rental as defined in this article.

Sec. 50-523. Variances.

The owner of a proposed short-term rental property or an existing short-term rental property may apply for a variance from the city Board of Adjustment by filing an application for variance under the procedures for such an application. Such application will be set for a hearing before and consideration by the Board of Adjustment.

Sec. 50-524. Compliance and penalty provision.

(a) It shall be unlawful for any person or entity to violate any provision of this article. Proof that a violation of this article occurred at a short-term rental shall create a rebuttable presumption that the owner of said short-term rental is jointly liable for such violation along with the person whose conduct violated this article.

(b) Any violation of this article is a Class C misdemeanor offense and, upon conviction, shall be punished by a fine as set forth in section 1-17 of the Code of Ordinances. Each day a violation is found to have occurred shall be a separate violation.

(c) Prosecution under this article shall not require the pleading or proving of any culpable mental state.

(d) Penalties provided for in this article are in addition to any other criminal or civil remedies that the city may pursue under federal, state, or local law.

Sec. 50-525. Certificate of Occupancy suspension or revocation.

Upon conviction for a violation of this article, the municipal court judge may suspend or revoke any short-term rental certificate of occupancy issued for the short-term rental where the violation occurred. The city manager shall notify the owner of a suspension or revocation under this section in writing, sent by certified mail, return receipt requested, and mailed to the address of the owner as set forth on the most recent short-term rental certificate of occupancy application submitted to the city.

Secs. 50-526—50-538. Reserved