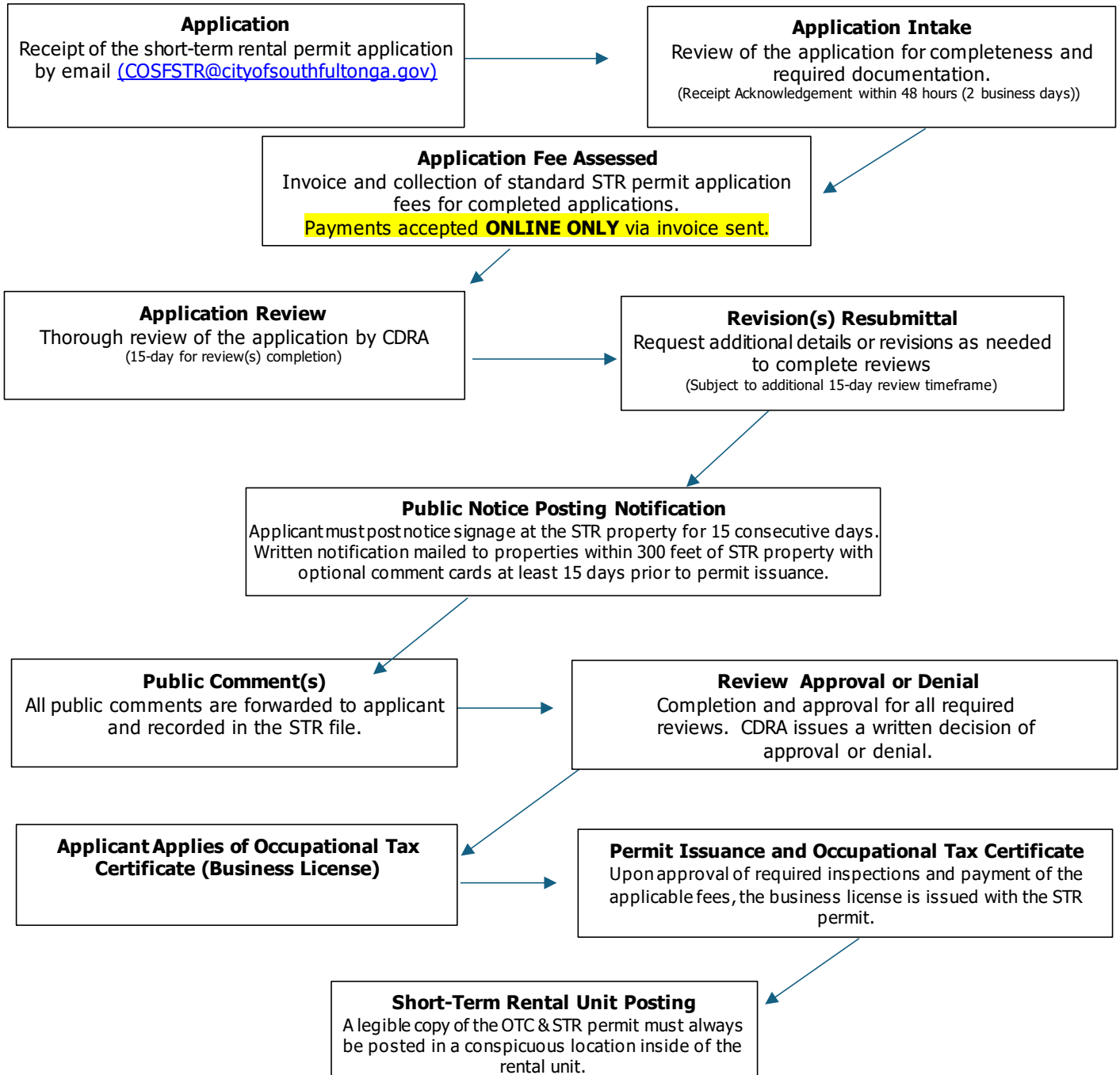


SHORT-TERM RENTAL APPLICATION PROCESS FLOW CHART

This flow chart provides a general outline of the Short-Term Rental permit application process, which is, at minimum, 60 days. Additional tasks or steps may be required based on specific circumstances or at the City's discretion to ensure best practices and compliance with ordinances and safety standards.

Please note: Processing timeline varies per application.



NOTE: The STR permit expires on December 30 each year. Annual renewal of both the OTC and STR permit, along with all applicable fees, is required.

SHORT-TERM RENTAL APPLICATION PACKET

CITY OF SOUTH FULTON

DEPARTMENT ON COMMUNITY DEVELOPMENT & REGULATORY AFFAIRS



COSFSTR.COM
5440 FULTON INDUSTRIAL BOULEVARD,
SOUTH FULTON, GA 30336
[updated December 2025]



CITY OF SOUTH FULTON

SHORT-TERM RENTAL APPLICATION PACKET

Table of Contents

ABOUT SHORT-TERM RENTAL PERMIT APPLICATION..... 2

TITLE 12, CHAPTER 3 – SHORT-TERM RENTALS..... 3

SHORT-TERM RENTAL APPLICATION PROCESS FLOW CHART.....10

SHORT-TERM RENTAL PERMIT APPLICATION.....111

SHORT-TERM RENTAL PERMIT APPLICATION CHECKLIST12

APPLICANT / OWNER ACKNOWLEDGEMENT..... 13

AGENT WRITTEN CERTIFICATION14

SWORN CODE COMPLIANCE VERIFICATION FORM.....15

SWORN CODE COMPLIANCE VERIFICATION FORM16

EXAMPLE RENTAL AGREEMENT.....17

SIGN POSTING AFFIDAVIT.....18



ABOUT SHORT-TERM RENTAL PERMIT APPLICATION

The city has introduced a new permitting process for Short-Term Rentals (STRs). Consequently, a Special Use Permit (SUP) will no longer be required to operate an STR. Property owners can now apply using a simplified, standardized STR permit application. The update supports responsible STR operations while preserving neighborhood character. Additionally, the change streamlines the process, reduces approval times, and provides clear, consistent requirements and steps.

Per the amendment of the City of South Fulton Code, Chapter 3 (Short-Term Rentals) of Title 12 (Licenses, Permits, and Business Regulations) Sections 12-3005, 12-3006, 12-3008, and 12-3009, property owners must complete and submit the following:

1. a short-term rental permit application, including proof of property ownership,
2. a sworn code compliance verification form,
3. a copy of the written agreement between the property owner/rental management and the tenant,
4. proof of liability insurance, and
5. a written certification from the STR agent, along with a non-refundable application fee to Community Development and Regulatory Affairs (CDRA).

Once the STR permit is approved, the applicant must:

1. apply for an Occupational Tax Certificate with the city's Business License Division,
2. conspicuously post a notice of the pending STR application at the subject property for 15 days and provide an affidavit attesting to public notice at the STR property, and
3. mail notice to all property owners within 300 feet of the STR property at least 15 days before the permit is issued.

All public comments received by CDRA will be forwarded to the applicant and recorded within the official application file.

Upon approval and issuance of the STR permit, a legible copy must be posted within the unit. STR permits expire each year on December 30th and must be renewed annually along with the required Occupational Tax Certificate. An annual permit fee will be assessed.

Complete regulations are available in this packet and on the Community Development & Regulatory Affairs website. The Short-Term Rental permit application and the required Occupation Tax Certificate application are available at www.COSFSTR.com or www.cityofsouthfultonga.gov or in person at South Fulton City Hall, 5440 Fulton Industrial Blvd., South Fulton, GA 30336.



TITLE 12. - LICENSES, PERMITS AND BUSINESS REGULATIONS

Chapter 3 – SHORT-TERM RENTALS

Sec. 12-3001 Intent; Purpose

It is the purpose of this chapter to protect the public health, safety and general welfare of individuals and the city at-large; to monitor and provide reasonable means for citizens to mitigate impacts created by occupancy of short-term rental units; and to implement regulations to protect the integrity of the city's neighborhoods.

Sec. 12-3002 Definitions; general provisions.

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Code compliance verification form is a document executed by a short-term rental owner certifying that the short-term rental unit complies with applicable zoning, building, health and life safety code provisions. No person shall allow occupancy or possession of any short-term rental unit if the premises are in violation of any applicable zoning, building, health or life safety code provisions.

Department means the City of South Fulton Community Development and Regulatory Affairs Department.

Nuisance Behavior for purposes of this Chapter means any activity which disturbs the public peace and order in violation of any section of Title 3, Chapter 15 of the South Fulton Code of Ordinances.

Nuisance Party means a social gathering of five (5) or more people on residential property which is being utilized or advertised as a Short-Term Rental that results in any of the following occurring at the site of the gathering, on neighboring property or on an adjacent public street:

1. Unlawful sale, furnishing, possession or consumption of alcoholic beverages;
2. Violation of any of the provisions of Sec. 6-3001 et. seq., relating to noise;
3. Conduct which constitutes assault or battery;
4. Property damage;
5. Unlawful sale of sexual relations
6. Illegal gambling;
7. Littering;
8. Outdoor urination or defecation in a place open to public view;
9. The standing or parking of vehicles in a manner that obstructs the free flow of traffic upon public sidewalks, streets, or public rights of way;
10. Conduct that threatens injury to persons or damage to property;
11. Unlawful use or possession of any illegal controlled substance;
12. Trespassing on adjacent or adjoining property;
13. Indecent exposure;
14. Setting off or discharging fireworks in violation of Title 6 of the Code of the City of South Fulton;
15. Unlawful discharging of a firearm; or
16. Unlawful hosting of minors consuming alcohol

Owner means the individuals, natural or corporate, in possession of lawful title to real property. As used in this Chapter, Owner may also include any authorized agent of the possessor of lawful title to real property. The term "Owner" may be used interchangeably with "Person" and "Permitee".

Responsible Party means the manager or assistant manager, Owner, Permittee, or any other person in charge of the Short-Term Rental Unit(s) permitted under this Chapter. Such term shall include any person who resides, uses, owns, manages or controls property where a Short-Term Rental Permit is required.

Short-term rental occupants mean guests, tourists, lessees, vacationers or any other person who, in exchange for compensation, occupy a dwelling unit for lodging for a period of time not to exceed 30 consecutive days.

Short-term rental means an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period of time not to exceed 30 consecutive days. Such use may or may not include an on-site manager. For the purposes of this definition, a residential dwelling shall include all housing types and shall exclude hotels/motels with the capacity to provide separately enclosed sleeping accommodations for more than 30 separate renters at a time, rooming houses, or boarding houses, as such terms are defined in the City of South Fulton Zoning Resolution.

Short-term rental agent means a natural person designated by the owner of a short-term rental on the short-term rental permit license application. Such person shall be available for and responsive to contact at all times and someone who is customarily present at a location within the city for purposes of transacting business.

Short-term rental permit is a permit issued by the Department of Community Development and Regulatory Affairs to owners or registered agents of short-term rental accommodation who have submitted the required documentation and met the requirements set for in this chapter for operations of a short-term rental unit.

Sec. 12-3003 - Compliance with all laws and regulations.

It shall be a requirement of this Chapter that all short-term rental owners and agents comply with all federal, state, local laws and ordinances and applicable homeowner's association (HOA) or property owner's association (POA) regulations. The short-term rental owner and short-term rental agent are required to provide an affidavit confirming that all laws, ordinances and regulations are being followed at the time of application. Any location with a history of any past violation(s) considered to be nuisance behaviors are ineligible for a permit under this chapter.

Sec. 12-3004 – Short-term rental permit required.

- (a) It shall be unlawful for any Owner or Responsible Party to operate, rent, own maintain, or otherwise permit or allow exchange for compensation all or any portion of a dwelling unit as short-term rental, as defined in section 12-3002, without first obtaining a short-term rental permit pursuant to the regulations contained in this chapter. No license permit issued under this chapter may be transferred or assigned or used by any person other than the one to whom it is issued, or at any location other than the one for which it is issued.
- (b) Nothing in this chapter shall be deemed to alter, affect, supersede, or conflict with the requirements of Chapter 5 of Title II of the City of South Fulton Code of Ordinances requiring the acquisition and annual maintenance of an occupation tax certificate and payment and taxes and fees thereon.

- (c) It shall be unlawful for any Owner, Responsible Party or other person to advertise in any medium, including but not limited to Hosting Platforms, Booking Services, newspapers, magazines, brochures, websites or mobile applications the use of any structure as a Short-Term Rental that is not properly permitted pursuant to the provisions of this Chapter.
- (d) It shall be unlawful for any Owner, Responsible Party or other person to advertise in any medium, including but not limited to Hosting Platforms, Booking Services, newspapers, magazines, brochures, websites or mobile applications the use of any structure as a Short-Term Rental that is not properly permitted pursuant to the provisions of this Chapter without including the current permit number assigned to the Short-Term Rental by the Department.
- (e) It shall be unlawful for any Owner, Responsible Party or other person to violate the terms and conditions of this Chapter.

Sec. 12-3005. - Application for short-term rental permit.

- (a) Applicants for a short-term rental permit shall submit an application for a short-term rental permit to the city. The application shall be furnished under oath on a form specified by the city manager, accompanied by a non-refundable application fee in the amount of \$200.00, as may be amended by the mayor and city council from time to time. Such application must include:
 - (1) The name, address, telephone and email address of the owner(s) of the dwelling unit for which a permit is sought. If such owner is not a natural person, the application shall identify all partners, officers and/or directors of any such entity, including personal contact information;
 - (2) The address of the unit to be used as a short-term rental;
 - (3) The name, address, telephone number and email address of the short-term rental agent, which shall constitute his or her 24-hour contact information;
 - (4) The owner's sworn acknowledgement that he or she has received a copy of this chapter, has reviewed it and understands its requirements;
 - (5) The number and location of parking spaces allotted to the premises;
 - (6) The owner's agreement to use his or her best efforts to assure that use of the premises by short-term rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties; and
 - (7) Any other information that this chapter requires the owner to provide to the city as part of an application for a short-term rental permit. The city manager or designee shall have the authority to obtain additional information from the applicant as necessary to achieve the objectives of this chapter.
- (b) Attached to and concurrent with submission of the application described in this section, the owner shall provide:
 - (1) The owner's sworn code compliance verification form;
 - (2) A written agreement, which shall consist of the form of document to be executed between the owner and occupant(s) and which shall contain the following provisions:

- (a) The occupant(s)' agreement to abide by all of the requirements of this chapter, any other applicable City of South Fulton ordinances, state and federal law and acknowledgement that his or her rights under the agreement may not be transferred or assigned to anyone else;
 - (b) The occupant(s)' acknowledgement that it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in the city's noise ordinance; and
 - (c) The occupant(s)' acknowledgement and agreement that violation of the agreement or this chapter may result in immediate termination of the agreement and eviction from the short-term rental unit by the owner or agent, as well as the potential liability for payments of fines levied by the city.
- (3) Proof of the owner's current ownership of the short-term rental unit;
 - (4) Proof of liability insurance in the amount of at least \$500,000.00; and
 - (5) A written certification from the short-term rental agent that he or she agrees to perform the duties specified in this chapter.
- (c) Permittees shall publish a short-term rental permit number in every print, digital, or internet advertisement and any property listing in which the short-term rental is advertised.
 - (d) Expiration and renewal. Original and renewed permits shall expire on December 30 of the year approved. A request to renew a short-term rental permit shall be filed on renewal forms to be supplied by the city and accompanied by a \$200.00 non-refundable renewal fee.
 - (f) Public Notice & Comment
 - (1) Notice requirement. It shall be the responsibility of each applicant for a short-term rental permit to comply with the public notice requirements of this section.
 - (2) Posting of notice. Posting of notice shall be made by the applicant, who shall obtain a copy of the sign or form from the Community Development & Regulatory Affairs Department. The notice shall be posted at least fifteen (15) days prior to the issuance of a permit, by posting a sign in a conspicuous place on the property subject to the application.
 - (3) Mailing of notice. Mailing of notice shall be made by the applicant, who shall obtain a copy of the notice from the Community Development & Regulatory Affairs Department. The mailing shall contain that information described in Paragraphs (a)(1), (a)(2), and (a)(3) above. At least fifteen (15) days prior to the public hearing, notice shall be sent by first class, postage prepaid U.S. mail, or hand delivered, to all owners of property within three hundred (300) feet of the property subject to the application. The names and addresses of property owners shall be those on the current tax records of Fulton County and will be provided to the applicant upon request.
 - (4) Public comment. Public comments on the proposed short-term rental will be received by the Community Development & Regulatory Affairs Department and will be forwarded to the applicant. Comments will become part of the official application packet.

Sec. 12-3006. - Short-term rental agent.

- (a) The owner of a short-term rental shall designate a short-term rental agent on its application for a short-term rental permit license. A property owner may serve as the short-term rental agent. Alternatively, the owner may designate a natural person as his or her agent who is over age 18.
- (b) The duties of the short-term rental agent are to:
 - (1) Be reasonably available to handle any problems arising from use of the short-term rental unit;
 - (2) Appear on the premises of any short-term rental unit, upon the city's request, within 45 minutes following notification from the city of issues related to the use or occupancy of the premises. This includes, but is not limited to, notification that occupants of the short-term rental unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the City of South Fulton Code of Ordinances or other applicable law pertaining to noise, disorderly conduct, overcrowding, consumption of alcohol or use of illegal drugs. Failure of the agent to timely appear to two or more complaints regarding violations may be grounds for penalties as set forth in this chapter. This is not intended to impose a duty to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation;
 - (3) Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
 - (4) Monitor the short-term rental unit for compliance with this chapter.
- (c) An owner may change his or her designation of a short-term rental agent temporarily or permanently, however, there shall only be one such agent for a property at any given time. To change the designated agent, the owner shall notify the city in writing of the new agent's identity, together with all information regarding such person as required by the applicable provisions of this chapter.

Sec. 12-3007. - Grant or denial of application.

All complete applications shall be reviewed within 45 days of applicant's compliance with public notice and comment requirements found in Sec 12-3005(e). Applications shall be approved or denied by the city manager and/or his designee and shall be granted unless the applicant fails to meet the conditions and requirements of this chapter or otherwise fails to demonstrate the ability to comply with local, state or federal law, including a demonstrated history of Nuisance Behavior at the subject location. Any false statements or information provided in the application are grounds for revocation, suspension and/or imposition of penalties, including denial of future applications.

Sec. 12-3008. - Short-term rental units.

- (a) A legible copy of the short-term rental unit permit shall be posted within the unit and include all of the following information:
 - (1) The name, address, telephone number and email address of the short-term rental agent;
 - (2) The short-term rental permit number;
 - (3) The maximum occupancy of the unit;

- (4) The maximum number of vehicles that may be parked at the unit; and
- (b) Short-term rental units must be properly maintained and regularly inspected by the owner to ensure continued compliance with applicable zoning, building, health and life safety code provisions.

Sec. 12-3009. - Short-term rental regulation procedure.

- (a) To ensure the continued application of the intent and purpose of this chapter, the city manager or designee shall notify the owner of a short-term rental unit of all instances in which Nuisance Behavior of the rental guest or the conduct of his or her short-term rental unit agent results in a citation for a code violation or other legal infraction.
- (b) The city manager or designee shall maintain in each short-term rental location file a record of all code violation charges, founded accusations and convictions occurring at or relating to a short-term rental unit. When a property owner has accumulated three code violations for a particular property within a period of 12 consecutive months, the city shall revoke any issued permit and reject all applications for the subject premises for a period of 12 consecutive months.
- (c) If a short-term rental unit owner has been cited and found to be in violation of any zoning, building, health or life safety code provision, the owner must demonstrate compliance with the applicable code prior to being eligible to receive a short-term rental permit. Each date of rental shall be a separate violation.
- (d) Violations of this chapter are subject to the following fines, which may not be waived or reduced, and which may be combined with any other legal remedy available to the city:
 - (1) First violation: \$500.00.
 - (2) Second violation within the preceding 12 months: \$750.00.
 - (3) Third or subsequent violation within the preceding 12 months: \$1,000.00.
- (e) A person aggrieved by the city's decision to revoke, suspend or deny a short-term rental permit may appeal the decision to the city manager or designated hearing officer. The appeal must be filed with the city manager's office in writing, within 30 calendar days after the adverse action and it shall contain a concise statement of the reasons for the appeal. Timely filing of an appeal shall stay the revocation, suspension or denial pending a decision by the city manager.
- (f) The city manager or appointed hearing officer shall consider the appeal within 30 days after receipt by the city manager of a request unless otherwise agreed in writing by the city and aggrieved party. All interested parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The city manager shall render a determination in writing within five days of the hearing, which will constitute a final ruling on the application. A party aggrieved by the city manager or designated hearing officer's decision may appeal same by Petition for writ of certiorari with the Fulton County Superior Court in accordance with state law.
- (g) Nothing in this section shall limit the city from enforcement of its code, state or federal law by any other legal remedy available to the city. Nothing in this section shall be construed to limit or supplant the power of any city inspector or other duly empowered officer under the city's ordinances, rules and regulations and the authority granted under state law, as amended, to take

necessary action, consistent with the law, to protect the public from property which constitutes a public nuisance or to abate a nuisance by any other lawful means of proceedings.

Sec. 12-3010. - Nuisance parties prohibited.

- (a) Subject to the limitations set forth in subsection (b), it shall be unlawful for any Short-Term Rental Agent, Short-Term Rental Occupant, and/or any person having the right of possession or use of any residential premises used as or advertised as a Short-Term Rental, as defined by this Code, whether individually or jointly with others, to cause, allow or otherwise permit a social gathering on the premises to become a Nuisance Party.
- (b) A Short-Term Rental Agent shall only be responsible for violations of subsection (a) in circumstances where the Short-Term Rental Agent:
 - (1) is on the premises when the violation occurs; or
 - (2) Has been made aware of the violation occurring by law enforcement or other city/county official and failed to take steps to stop or disperse the party; or
 - (3) There are facts and circumstances which exist which indicate that the Short-Term Rental Agent knew or should have known that the unlawful party was occurring and failed to take steps to stop or disperse the party.
- (c) It shall be unlawful for any person not domiciled or residing at the site of a Nuisance Party to fail or refuse to leave the premises immediately after being told to leave by a police officer.
- (d) Subject to the provisions of Sec. 12-3008(e), any Nuisance Party violation shall be grounds for the immediate revocation of a short-term rental permit. For purposes of this section, a failure to appear for a Nuisance Party citation shall constitute a sustained violation.

Sec. 12-3011. - Taxes and reporting.

Short-term/vacation rental unit owners are subject to state sales tax, city taxes, including but not limited to all hotel/motel tax requirements, including reporting, and are liable for payment thereof as established

by state law and the city code. The city may seek to enforce payment of all applicable taxes to the extent provided by law, including injunctive relief.



SHORT-TERM RENTAL PERMIT APPLICATION

SUBMIT APPLICATION(S), REQUIRED DOCUMENTS & APPLICABLE FEES TO:

City of South Fulton, Attn: Development Services
5440 Fulton Industrial Blvd SW, South Fulton, GA 30336

PROPERTY OWNER INFORMATION: (If the owner is not a natural person, list the entity's primary partners, officers, or directors along with contact information.)

Property Owner Name(s): _____

Property Owner Address: _____

Primary Phone: _____ Email: _____

Alternate Phone: _____ Email: _____

SHORT-TERM RENTAL UNIT INFORMATION:

STR Property Address: _____

Number of Bedrooms: _____ Number of Off-Street Parking Spaces: _____

Location of Off-Street Parking Spaces: _____

SHORT-TERM RENTAL UNIT INFORMATION:

(The property owner may serve as the rental agent or designate another individual age 18 or older.)

Rental Agent Name: _____

Agent Address: _____

24-Hour Contact Phone #: _____ Email: _____

I, _____, the undersigned property owner or designated agent, hereby affirm that the information provided above is true and correct to the best of my knowledge and belief. I understand that falsification or misrepresentation may result in denial or revocation of the short-term rental permit. I further acknowledge my obligation to comply with all applicable provisions of the City of South Fulton Code of Ordinances, including Chapter 3 of Title 12 governing short-term rentals. I understand that it is my responsibility to ensure compliance with all requirements, including public notice, permit posting, and annual renewal.

Signature of Property Owner or Agent

Date

NOTARY ACKNOWLEDGEMENT:

State of Georgia, County of _____

Subscribed and sworn (or affirmed) before me on this _____ **day of** _____, **20** _____

Signature of Notary Public: _____

Printed Name of Notary: _____

My Commission Expires: _____

(Place Seal Here)

City of South Fulton Community Development & Regulatory Affairs
5440 Fulton Industrial Blvd, South Fulton, GA 30336 * 470.809.7200 opt. 2
www.cityofsouthfultonga.gov email: COSFSTR@cityofsouthfultonga.gov



SHORT-TERM RENTAL PERMIT APPLICATION CHECKLIST

PROPERTY ADDRESS: _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Please complete this application when requesting and/or renewing a Short-Term Rental (STR) Certificate. A separate STR application must be submitted for each dwelling unit used as a STR. Please ensure all documentation is submitted with your application.

NEW APPLICATION. The following items are required for new applications:

STR Application (Complete and Return All Pages)

- _____ STR Application _____ Agent Written Certification Form _____ Applicant/ Owner Acknowledgment Form
- _____ Sworn Code Compliance Verification Form (Must be Notarized).
- _____ Written Exemplar Agreement between Property Owner/Rental Management & Tenant.
- _____ Proof of Property Ownership (New property owners must submit copy of HUD/Settlement Statement when Warranty Deed is not available at time of submission).
- _____ Proof of Insurance at least \$500,000.
- _____ Proof that Adjacent Neighbors have been notified of a STR Application.
- _____ Parking Plan (Per Sec. 12-3005(a)(5)) and Floor Plan of home.
- _____ If applicable, a copy of the adopted condominium declaration
- _____ Non-refundable initial annual fee of \$200.00.

Once information is processed, applicant will be notified to apply for an Occupational Tax Certificate (OTC). When the OTC is issued, applicant is required to provide a copy of the OTC to Office of Community Development & Regulatory Affairs, at which time, the STR Permit will be issued.

RENEWAL APPLICATION. It is the property owner's responsibility to renew on time. STR Permits automatically expire on December 31st of each year. Please submit the following items 30 days prior to expiration to prevent cancellation of STR status.

Must provide documents/forms as outlined below.

- _____ STR Renewal Application.
- _____ Please Provide: Certificate# _____ OTC Renewal#: _____
- _____ Proof of Insurance at least \$500,000 indicating the property is used as a short-term rental.
- _____ Occupational Tax Certificate (OTC) Renewal [Submit Copy].
- _____ Annual Renewal Fee of \$200.00.
- _____ Applicant/Owner Acknowledgement Form.
- _____ STR Agent Written Certification Form; and Written Exemplar Agreement.
[Required only when property owner has a new rental agent].
- _____ STR Business Location Information Form; **and** Sworn Code Compliance Verification Form. *

*[Required **only** when property improvements were made after previous application was submitted].

City of South Fulton Community Development & Regulatory Affairs
5440 Fulton Industrial Blvd, South Fulton, GA 30336 * 470.809.7200 opt. 2
www.cityofsouthfultonga.gov email: COSESTR@cityofsouthfultonga.gov



APPLICANT / OWNER ACKNOWLEDGEMENT

I, _____,
(Applicant/Owner)

Acknowledge receipt of Title 12. Licenses, Permits and Business Regulations, Chapter 3, entitled "Short-term Rentals, have reviewed it, understanding its requirements, and will comply with the regulations contained within this Section;

Certify that the subject property and short-term rental use is in compliance with all federal, state, local laws and ordinances and applicable homeowner's association (HOA) or property owner's association (POA) regulations;

Agree to use my best efforts to assure that use of the premises by STR occupants will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;

Certify that I have confirmed and answered all the questions contained herein and know the same to be true and correct. Further, I understand that any approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances;

It is the responsibility of every business owner or operator to make certain that the type or nature of business activity being conducted at any location in the City of South Fulton is permitted by and conforms to the Zoning Ordinance and Building Regulations of the City before signing a lease/contract and before operating the business;

I understand that all construction work will require a permit prior to commencing construction, which includes alterations, modifications, renovations, remodeling, signage, etc. Working without a permit will result in a minimum penalty of \$500; and

Authorize the City of South Fulton to verify information provided in the application.

Signature of Applicant / Property Owner

Date

Print Name



AGENT WRITTEN CERTIFICATION

Address of STR Property: _____

Name of STR Property Owner: _____

STR Agent Name: _____

STR Agent Address: _____

STR Agent 24-hour phone: _____ Agent Email: _____

I, _____ representing _____

am charged with the following duties and responsibilities for maintaining good relations between guests residing in the above-named property and the City of South Fulton. As the short-term vacation rental agent, I will:

1. Be reasonably available to handle any problems arising from use of the short-term rental unit;
2. Appear on the premises of any short-term rental unit within forty-five minutes following notification from the City of South Fulton of issues related to the use or occupancy of the premises. This includes, but is not limited to, notification that occupants of the STR unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the City of South Fulton Code of Ordinances or other applicable law pertaining to noise, disorderly conduct, overcrowding, and consumption of alcohol or use of illegal drugs. Failure of the agent to timely appear to two or more complaints regarding violations may be grounds for penalties as set forth in this Chapter. This is not intended to impose a duty to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation;
3. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
4. Monitor the short-term vacation rental unit for compliance with Title 12, Licenses, Permits and Business Regulations, Chapter 2 entitled "Short-Term Rental" of the City Ordinance.

I verify that I am a natural person and am over the age of 18 years old. I also acknowledge receiving a copy of Title 12, Licenses, Permits and Business Regulations, Chapter 2 entitled "Short-Term Rental" of the City Ordinance, have reviewed it, understand its requirements, and will comply with its regulations.

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any Planning, Zoning, and/or Business use approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances.

Signature of STR Rental Agent

Date

If the STR rental agent changes temporarily or permanently, the property owner must notify the Department of Community Development & Regulatory Affairs in writing of the new agent's identity. Only one STR agent may be in place at any given time.

SWORN CODE COMPLIANCE VERIFICATION FORM

The City of South Fulton has developed this form for the use of a residence rented as a short-term rental which is considered a lodging establishment. The following minimum safety guidelines are recommendations only and should not be construed to be all-encompassing.

Primary Exit:

1. At least one exit door with direct access to the outside, or to a protected corridor in the case of a condominium or apartment building, should be provided per dwelling unit.
2. The exit door should be side-hinged and not less than 3 feet wide x 6 feet 8 inches tall.
3. A landing should be provided on each side of an exterior exit door. The landing width should not be less than the door served and should be a minimum of 36 inches measured in the direction of travel.
4. The exit door should open from the inside without the use of a key, tool, or special knowledge.
5. Handrails should be provided on at least one side of each continuous run of stairs.
6. Stairs and decks should be properly constructed and maintained.

Emergency Escape and Rescue Openings:

Basements and every sleeping room should have at least one operable window or door leading directly to a public street, public alley, yard, or court. Commercial buildings with three or more condominiums or apartments protected by an operational sprinkler system are exempt from having emergency escape openings.

Windows used as emergency sleeping room exits should have the following:

- Windowsill height should not be higher than 44 inches above the floor.
- Minimum clear window opening of 5.7 square feet or 5 square feet if at ground level.
- Minimum clear window opening height, 24 inches.
- Minimum clear window opening width, 20 inches.
- Windows should be operational from the inside of a sleeping room without the use of keys, tools, or special knowledge.
- Bars, grills, and similar devices are not recommended over rescue openings. If present, they must open from the inside without the use of keys, tools, or special knowledge.
- Windows under decks should fully open and have a minimum 36-inch-high direct path to a public street, public alley, yard or court.



SWORN CODE COMPLIANCE VERIFICATION FORM

Smoke Alarms:

1. One listed 10-year battery smoke alarm is recommended inside and outside of each sleeping room and on each additional story of the dwelling, including the basement.
2. ANSI/UL 2034-listed or CSA 6.19 carbon monoxide alarms should be installed in the general vicinity of each sleeping area.

Fire Extinguishers:

1. A minimum of one portable, 5-pound type ABC fire extinguisher per floor should be provided and maintained.
2. It is recommended that one fire extinguisher be placed in the kitchen area.

In addition to the recommendations above, it is highly recommended that mechanical, electrical, and plumbing professionals inspect the building systems to ensure they are in good working order.

The owner acknowledges that the residence was not designed, constructed or inspected as a commercial lodging establishment. All of the foregoing information is hereby given, and all of the foregoing statements are hereby made on oath, willfully, knowingly, and absolutely, and the same is and are hereby sworn to be true under penalty for false swearing, as provided by law.

Property Owner's Signature

Date

I, _____ having been administered a lawful oath or affirmation, hereby certify under penalty of false swearing (O.C.G.A. § 16-10-71) that the above information is true and correct.

NOTARY ACKNOWLEDGEMENT:

State of Georgia

County of _____

Subscribed and sworn (or affirmed) before me on this _____ **day of** _____, **20** _____

Signature of Notary Public: _____

Printed Name of Notary: _____

My Commission Expires: _____

(Place Seal Here)



EXAMPLE RENTAL AGREEMENT

As part of the application, property owners must submit a copy of an exemplary agreement which is executed between the property owner and occupant(s).

Welcome to City of South Fulton! We are committed to providing you with the very best experience. In addition, we work closely with our neighbors to ensure the quality of life that residents and visitors both expect. Enclosed is information regarding neighborhood policies and local laws and regulations. Please keep in mind that violations of any of these rules can lead to fines or even eviction without refund. We know that you'll do your part to be a great neighbor in the City of South Fulton!

Please be mindful of the City of South Fulton's Noise Ordinance. As you are staying in a residential area, we would like to remind you to observe neighborhood quiet times between the hours of 9pm - 8am. Please remember that sound carries very well throughout South Fulton, most especially in courtyards, porches, patios, and verandas.

Guests must not exceed the listed occupancy of each property.

Guests must not exceed the maximum parking allotted to each property. Guests must park only in designated parking places. Please be mindful of street sweeping zones and parking meters throughout the city.

The City of South Fulton does have leash laws and leashes are required for any pet taken off property. Pet waste must be cleaned up immediately.

Open containers and public intoxication are unlawful and may result in heavy fines and/or incarceration. City of South Fulton has very strict litter laws. Please be sure that all litter, trash, and cigarette butts are placed in waste receptacles. Help keep South Fulton beautiful!

Household trash and recycling must be placed in collection carts specific to the property. Trash bags and recycling may not be left outside of the collection carts, left on porches, or left in lanes.

Laundry and towels must not be hung to dry on any exterior portion of the property, including porch rails, fences, gates, or banisters.

Helpful Hints for your stay in the City of South Fulton: 9-1-1 is the phone number for emergency services in the city.

Please remember to only cross streets in designated crosswalks. And, as in most cities, jaywalking is punishable by a fine. Obey all pedestrian signals and signage.

If you happen to be locked out of your property, please contact your rental agent. Neighbors and surrounding businesses do not have spare keys to the property.

Short-Term Rental Occupant

Date



SIGN POSTING AFFIDAVIT

STR Application Number: _____

Address of STR Property: _____

I, _____, hereby affirm that I have posted the required public notice sign on the above-referenced property in accordance with City of South Fulton Code Section 12-3008. The sign was placed in a visible location from the public right-of-way and remained posted for no less than 15 consecutive days prior to permit issuance.

Date of Posting: _____

Date of Removal: _____

Signature of STR Owner or STR Agent: _____

Printed Name: _____

Date: _____

NOTARY ACKNOWLEDGEMENT:

State of Georgia

County of _____

Subscribed and sworn (or affirmed) before me on this _____ **day of** _____, **20** _____

Signature of Notary Public: _____

Printed Name of Notary: _____

My Commission Expires: _____

(Place Seal Here)