

City of Jackson

Short-Term Rental Permit Application



The application for a short-term rental must be filled out and completed with the following requirements: (Attached to this application you will find the ordinance 2023-024 and the Hotel Motel Tax Form)

- All Short- term rental applicants shall submit on an annual basis.
- Valid Photo ID (Driver's License)
- The location of the property must be zones one of the (3) R-15, R-20, or R-30.
- Each permit holder is responsible for paying any associated Hotel/ Motel taxes payable to the City of Jackson and they must follow local, county, and state laws.
- Any violations of local laws, permits, and regulations are the responsibility of the property owner. Should the applicant/property owner hold two or more citations for a violation of the code of the city proceeding calendar year, this will result in the revocation of the permit.
- Failure to comply with the requirements of this permit may result in the permit being revoked.

Residential Short-Term Rental Permit Fee	First Dwelling \$50.00	Second Dwelling \$250.00	Paid Date: Receipt number:
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Short-Term Rental Address:	City of Jackson Zoning	# of Parking Spots
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Owner Name:	Last	First	M.I.
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Owner Name:	Last	First	M.I.
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Owner Mailing Address:

Owner Email:	Owner Phone:
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Business Name:

Social Security Number or Tax ID Number of Owner(s)	Primary Resident Y/N
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Local Rental Agent Contact: Last			First	M.I.
Local Rental Agent Contact Email:		Local Rental Agent Phone:		
STR URL listing(s)				

CERTIFICATION:

I certify under penalty of perjury that the information provided herein is true and correct. As the owner for the short-term rental property referenced above, I have read all regulations pertaining to the operation and occupancy of a short-term rental. I agree to adhere to all requirements as prescribed in City of Jackson Ordinance 2023-024, Short- Term Rentals.

Short-Term Rental Owner Signature

Date

Short-Term Rental Owner Signature

Date

City of Jackson – 134 S. Oak St. Jackson, GA 30233 (770)775-7535



City of Jackson Short-Term Rental Permit Application Affidavit

State of Georgia

County of _____

This application was acknowledged before me on this _____ day of

_____, 20__ by _____
Name of signer

Notary Public

Commission Expires

NOTARY SEAL

Approved **Y/N**

Permit #

Application Reviewed By:

City of Jackson Representative Signature

Date

RETURN COMPLETED APPLICATION FORM AND ATTACHMENTS TO:

City of Jackson 134 S. Oak St. Jackson, GA
30233

QUESTIONS?

Please contact Marjorie Stansell, City Clerk, at 770-775-7535 or email: Marjorie.stansell@cityofjacksonga.com

City of Jackson – 134 S. Oak St. Jackson, GA 30233 (770)775-7535

**STATE OF GEORGIA
BUTTS COUNTY
CITY OF JACKSON**

ORDINANCE NO. 2023-024

AN ORDINANCE TO AMEND THE CITY OF JACKSON CODE OF ORDINANCES CHAPTER 18: BUSINESSES; ARTICLE I; IN GENERAL; SECTION 18-31: DEFINITIONS; TO ADD RESIDENTIAL SHORT-TERM RENTALS; SECTION 18-32; REGULATORY FEE; TO ADD AS ITEM 32 UNDER SECTION (C) RESIDENTIAL SHORT TERM RENTALS; TO ADD TO THE CITY OF JACKSON ADMINISTRATIVE FEE SCHEDULE RESIDENTIAL SHORT TERM RENTALS PERMIT FEE; TO DEFINE PERMIT REQUIREMENTS; TO IDENTIFY RESPONSIBLE PARTY; PROVIDE FOR RELATED MATTERS; TO REPEAL INCONSISTENT PROVISIONS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS: the City of Jackson (hereinafter referred to as the “City”) can exercise all authority granted by the Charter and the laws of the State of Georgia; and

WHEREAS: the City desires to exercise its authority and amend the City’s Code of Ordinances to amend Chapter 18 Businesses in the city’s code of ordinances; and

WHEREAS: the Mayor and City Council find that it is in the best interest of the city’s administration to adopt these changes; and

THE MAYOR AND CITY COUNCIL OF JACKSON HEREBY ORDAIN THAT THE CODE OF THE CITY OF JACKSON, GEORGIA, SHALL BE AMENDED AS FOLLOWS:

CHAPTER 18: Businesses: ARTICLE I: In General: SECTION 18-31: Definitions.

Add Items:

Add the following Definition:

Residential Short-Term Rentals - Single Family Detached homes zoned R-15, R-20, or R-30 on a single parcel that provides room rentals, or house rentals on a short-term basis for travelers or visitors (15 days or less) also referred to as Airbnb, Vrbo, Booking.com, etc. Multifamily homes, townhomes, or manufactured homes or manufactured home communities, group homes, mobile

homes, or apartment homes, or assisted living homes, or any other residential dwellings outside the R-15, R-20, or R-30 Zoning are not permitted to serve as a Residential Short-Term Rental. These permits are only issued to homeowners, not to businesses, LLCs, corporations, or the like who own multiple homes inside the City of Jackson.

CHAPTER 18: Businesses: ARTICLE I: In General: SECTION 18-32: Regulatory fee

Add as Item 32 under Section (C)

32.) RESIDENTIAL SHORT-TERM RENTALS – all RESIDENTIAL SHORT-TERM RENTALS applicants shall submit on an annual basis. Any resident that operates and receives a permit to operate a Residential home with rooms to rent must renew their permit as of January 1 of every year. A separate permit shall be required for each dwelling unit operating as a Short-Term Rental. No person shall operate more than two (2) short-term rental properties within the City at one time. In the event, an applicant owns two (2) dwelling units that operate as a short-term rental, the applicant must pay a \$50.00 permit fee for the rental which has been established at the primary residence at the time of the annual renewal. Applicants operating a second short-term rental in a dwelling that has not been established as a primary residence must pay a \$250.00 permit fee. A residential short-term rental must come into compliance with any new regulations that have been approved by Mayor and Council.

Permitted RESIDENTIAL SHORT-TERM RENTALS cannot be grandfathered beyond the new calendar year in such a way that allows them to maintain operations under old regulations if new regulations have been approved by the Mayor and Council.

The information required by the permit in the permit will be as followed:

1. Name, address, and contact information for property owner.
2. Address of the RESIDENTIAL SHORT-TERM RENTAL.

(Location of the property must be zones one of the (3) R-15, R-20, or R-30).

3. Valid Photo ID (Driver's License, Passport)

Each permit holder is responsible for paying any associated Hotel/ Motel taxes payable to the City of Jackson and they must follow all local, county, and state laws. Noncompliance with any local, county, or state laws or regulations may result in penalties.

Any violations of local laws, permits, and regulations are the responsibility of the property owner. Should the applicant/ property owner hold two or more citations for a violation of the code of the city in the preceding calendar year, this will result in the revocation of the permit.

Failure to comply with the requirements of this permit may result in the permit being revoked.

Add to the City of Jackson Administrative Fee Schedule:

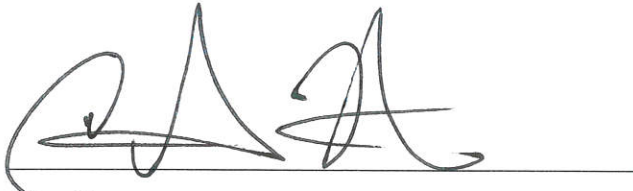
RESIDENTIAL SHORT-TERM RENTAL PERMIT for the First dwelling- **Fee \$50.00**

RESIDENTIAL SHORT- TERM RENTAL PERMIT for the second dwelling- **Fee \$250.00**

The City shall not issue more than 50 permits annually. Once the City has issued the 50 permits, no additional permits shall be issued for that year. Applicants to renew will be prioritized over new applicants.

All Ordinances in conflict with this ordinance shall be repealed.

SO BE IT ORDAINED on this 18th day of July 2023.

A handwritten signature in black ink, appearing to read 'CD', is written over a horizontal line.

CARLOS DUFFEY, MAYOR

ATTEST:

A handwritten signature in blue ink, appearing to read 'Marjorie Stansell', is written over a horizontal line.

MARJORIE STANSELL, CITY CLERK

(seal)



CITY OF JACKSON, GEORGIA

REPORT OF HOTEL-MOTEL OCCUPANCY TAX

Report for month ending _____

Certificate No. _____

(Name of Business) (Address)

(Phone Number) (City, State, & Zip Code)

(Location of Hotel if different from above)

1. Gross Rental from Guest Rooms\$ _____
2. Minus Exempt Rent\$ _____
3. Total Taxable Rent\$ _____
4. Tax @ 3% of Rent Shown on Line 3\$ _____
5. Loss Collection Fee:
 - a. 3% of first \$3,000 shown on Line 4\$ _____
 - b. .5% over \$3,000 tax shown on Line 4 ...\$ _____
6. Amount Due:
Line 4 Minus Lines 5a & 5b\$ _____

**This report must be filed and remittance made by the 20th of month for collections for previous month. If payment is postmarked after the 20th of the month the tax is delinquent and the 3% collection fee is disallowed. Make checks payable to the City of Jackson and send with this report to the City Clerk's Office, P.O. Box 838, Jackson, GA 30233.

I declare under penalties prescribed that the information contained in this document is true and correct to the best of my knowledge.

(Signature)

(Title)

(Date)