



City of East Peoria
401 W Washington Street
East Peoria, IL 61611
Phone: 309-698-4715

SHORT-TERM RENTAL LICENSE APPLICATION

1. ☐ New License Application ☐ Renewal Application
2. Please select the option that best describes your business:

___ Corporation ___ LLC ___ Partnership ___ Sole Proprietorship ___ Individual ___ Other
3. Business/Owner Name: _____ Sales Tax (IBT) #: _____

Assumed Names or Doing Business As (DBA) Names: _____

Business Address: _____ Business Phone: _____

Website Address: _____ FEIN #: _____
4. If other than an individual ownership, please complete the following:

Name of Officer: _____ Home Phone: _____

Home Address: _____ City/State/ZIP: _____

Email Address: _____ Alias Names: _____
5. Address of the Proposed Short-term Rental:

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Legal Description of Short-term Rental: _____

6. Attach a drawing of the site showing (1) the location of all existing structures in relation to the property lines; and (2) the location of all existing and proposed parking areas and driveways in relation to the property lines and structures.
7. Attach an existing floor plan of all structures on the property.

8. Attach a certificate of liability insurance showing proof of a minimum liability insurance coverage of five hundred thousand dollars (\$500,000.00) for each individual and one million dollars (\$1,000,000.00) for each occurrence.
9. Attach a certificate of registration from the Illinois Department of Revenue for payment of any applicable state hotel and retail sales tax.
10. Attach proof of registration with the City's Finance Department for payment of all applicable municipal fees or taxes, including the hotel/motel tax.
11. Attach a copy of house rules for the short-term rental property. Rules must contain guest requirements that at a minimum including prohibiting outside activity during the hours of 10pm - 8am.

Applicant must comply with all provisions of the City of East Peoria City Code including those pertaining to Short-Term Rental Licenses. Please follow this [link](#) to the Section of the City of East Peoria City Code pertaining to Short-Term Rental Licenses.

I, the undersigned, hereby declare that I have carefully read the Section of the City Code relating to this business; that I understand it thoroughly and will carry out every provision thereof. I further state that the statements and answers contained in this application are true to the best of my knowledge and belief, knowing that any false statement will be sufficient cause for denial or revocation of said license and/or prosecution.

(Signature of applicant)

Date: _____

(Name of application – print)

(Title)

For City Office Use Only:

Fee \$ 50.00 Date Received _____ Accepted by _____

ENDORSEMENT OF THE CHIEF OF POLICE

Recommend Issuing: Yes No Date: _____

Comments: _____

Signature

ENDORSEMENT OF THE DIRECTOR OF BUILDINGS AND INSPECTIONS

Recommend Issuing: Yes No Date: _____

Comments: _____

Signature

ENDORSEMENT OF THE FIRE CHIEF

Recommend Issuing: Yes No Date:_____

Comments: _____

Signature

ENDORSEMENT OF THE COUNTY HEALTH DEPARTMENT

Recommend Issuing: Yes No Date:_____

Comments: _____

Signature

ENDORSEMENT OF THE DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

Recommend Issuing: Yes No Date:_____

Comments: _____

Signature
