WHAT IS HOMESTAY?

An owner-occupied dwelling unit where bedrooms are provided for compensation for fewer than thirty consecutive days with a maximum of four adult overnight guests. Vacation rentals, which involve the rental of a non-owner occupied dwelling, are not allowed.

WHAT’S REQUIRED?

- Owner Occupancy
  Verification the homestay is occurring at the property owner’s primary residence

- Number of Guests
  Overnight guests limited to no more than four adults

- Responsible Party
  A responsible party must be designated if the property owner is not available during a homestay rental

- Homestay permit
  Applications available at the Community Development Department office located at 919 Palm Street

HOW TO GET A PERMIT?

1. Pick up an application packet at the Community Development Department office located at 919 Palm Street

2. Submit your completed application packet to the Community Development Department office and remember to bring:
   - A copy of your tax bill indicating the homeowner’s exemption at the subject property or other documentation
   - Site plan
   - Application fee payment, fee varies
   - Business license payment, fee varies

3. Allow 3-4 weeks for processing

4. Receive approval letter for Homestay rental (business license will follow separately)

5. Start hosting!
   - Transient Occupancy Tax (TOT) reporting will be required by the City Finance Department

* Remember to include your business license number on any online advertisements or listings.