



## DEPARTMENT OF COMMUNITY DEVELOPMENT

### *Division of Code Compliance*

240 Columbus Avenue  
Sandusky, Ohio 44870  
Phone: 419.627.5913  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

## TRANSIENT RENTAL PERMIT APPLICATION

“Transient occupancy” means to use, occupy or possess, or the use, occupancy, or possession of a dwelling or other living accommodation as defined by Sandusky City Code 1107.01(h) for a period of 30 consecutive calendar days or less.

“Transient rental” means the renting, letting, subletting, leasing or subleasing of a dwelling for a period of 30 consecutive calendar days or less.

The owner of a transient rental is required to obtain an annual Transient Rental Permit for each dwelling prior to renting any dwelling unit as a transient rental. A Transient Rental Permit is nontransferable. A transfer of ownership of a transient rental shall require the new owner to obtain a new Transient Rental Permit for the transient rental.

Transient Rental Permits are valid for no more than one (1) year, and all Transient Rental Permits expire December 31<sup>ST</sup> of each year regardless of when issued.

Date of Submittal: \_\_\_\_\_ Certificate of Nonconformity: \_\_\_\_\_

### SUBMITTAL REQUIREMENTS

- 1. Upon submission of this application, an appointment shall be scheduled for an interior and exterior inspection of each dwelling with the Division of Code Enforcement. Any violations discovered as a result of the inspection shall be reported to the owner and operator. All violations shall be corrected and an inspection report shall be received from a Code Enforcement Officer certifying that the dwelling is not subject to outstanding City Code or State law violations before a Transient Rental Permit shall be issued.
- 2. A floor plan of the dwelling showing number of bedrooms, points of ingress/egress, basement rooms, points of exits, and locations of smoke alarms, as well as a parking plan.
- 3. Proof of property insurance.
- 4. Proof of payment of all applicable taxes, including real estate taxes, due as of the date of submission of the application.
- 5. Annual Transient Rental Permit Fee of \$500.00 per dwelling.
- 6. Transient Rental Affidavit of Understanding

Proof of nonconformity will be required for any dwelling located in a residentially zoned area. If proof of nonconformity is required, the applicant will need to provide both income tax returns and previous rental contracts for verification. The Planning and Zoning Department may require additional documentation.

All the above documentation is required for a complete application. If any of the above is missing, Community Development & Planning shall not issue a Transient Rental Permit. If you have any questions, please ask a staff member and we will work with you to provide the required information.

### IMPORTANT CONTACT NUMBERS

Transient Occupancy Registration  
Code Compliance Inspector Housing  
Code Compliance Inspector Zoning  
City of Sandusky Tax Information

Kelly Kromer 419.627.5913  
Dante Shipp 419.627.5817  
Angela Kotsopoulos 419.627.5804  
Finance Department 419.627.5894

## PROCESS FOR TRANSIENT RENTAL PERMIT APPROVAL

Complete and submit the Transient Rental Permit Application and submit it to the Division of Code Enforcement along with:

- a. A floor plan of the dwelling showing number of bedrooms, points of ingress/egress, basement rooms, points of exits, and locations of smoke alarms, as well as a parking plan. Please see samples of floor plans included in this packet.
- b. Proof of property insurance.
- c. Proof of payment of all applicable taxes, including real estate taxes, due as of the date of submission of the application.

### 1. Approval from Division of Planning

The Division of Planning will review zoning clearance for each property, floor plan and parking requirements, proof of insurance, and proof that taxes are currently paid. If any more information is required in addition to that which was submitted with the application, or if a Certificate of Nonconformity is required, a City Planner will contact you to provide additional information.

### 2. Inspection by Division of Code Enforcement

Upon approval of the Division of Planning, an interior and exterior inspection will be scheduled by a Code Enforcement Officer through the Division of Code Enforcement. After the inspection, you will either receive a Notice and Order for Repair (violations exist) or a Certification of Compliance (no violations exist).

- a. If a Notice and Order to Repair is issued, all violations must be corrected before the Transient Rental Permit will be issued. When repairs are completed, call the Division of Code Enforcement at (419) 627-5913 to schedule a re-inspection.
- b. If a Certificate of Compliance is issued, no further action is required.

### 3. Issuance of Transient Rental Permit

Once all of the requirements above are completed and payment is obtained, a Transient Rental Occupancy Permit will be issued for each dwelling. The permit shall be valid from the date issued and will expire on December 31<sup>st</sup> of the year issued.

### 4. Display of Permit and Certificates

The Transient Rental Permit and the Transient Occupancy Registration Certificates (if required) must be visibly displayed outside the main entry of the property.

### 5. Renewal of Permit

A renewal application and payment of the Transient Rental Registration Fees must be submitted by December 31<sup>st</sup> of each calendar year. Renewal packets are available in the Division of Code Enforcement. It is highly recommended that you start the renewal process in November of each year if you intend to rent the dwelling during the winter months to ensure there is no lapse in the permit.

**Section 1: Owner(s) Information - Required**

**SECTION 1: Owner refers to person or persons with legal title**

**Type of owner:** Individual  Sole Proprietorship  Partnership  Corporation  Trust  Other

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security # (optional): \_\_\_\_\_ Email: \_\_\_\_\_

Tax ID # of corporation or partnership: \_\_\_\_\_

***If owner is a partnership, corporation or trust, list the Registered Agent responsible for service of process:***

Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section 2: Complete only if owner uses the services of an operator.**

Name of operator or contact person: \_\_\_\_\_ (available 24 hours a day, 7 days a week)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Agency (if applicable): \_\_\_\_\_

Tax ID # of corporation or partnership: \_\_\_\_\_

***If agency is a partnership, corporation or trust, list the Registered Agent responsible for service of process:***

Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Transient Rental Address:** \_\_\_\_\_

Single Family Dwelling

Multi Family Dwelling  Number of Units \_\_\_\_

Zoning:

Roadside Business

General Business

Downtown Business

Residential Roadside Business

Commercial Recreation

Certificate of Nonconformity Required

Commercial Service

**Transient Rental Permit Fee: \$500.00 per dwelling unit**

Make checks payable to "City of Sandusky" & submit this application and all required information to:

Transient Rental Permit, c/o Division of Code Compliance, 240 Columbus Ave., Sandusky, OH 44870

**NOTE: YOUR REGISTRATION APPLICATION AND PAYMENT MUST BE RECEIVED BY January 1<sup>st</sup>.**

## TRANSIENT RENTAL HEALTH AND SAFETY REGULATIONS

1. The maximum number of persons who may occupy the dwelling overnight during a transient occupancy shall be limited to two (2) persons per bedroom, plus three (3) additional persons per dwelling in a dwelling located in a residentially zoned area. The overnight occupancy limit of dwellings located in areas other than residentially zoned areas shall be determined on a case by case basis by the Code Enforcement Division at the time a permit application is submitted.
2. Only one open rental agreement per dwelling is permitted at a time for the purposes of transient occupancy.
3. The owner of a dwelling being utilized for transient occupancy must maintain a copy of all rental agreements for the dwelling being used for transient occupancy for a period of twenty-four (24) months, and provides said agreements to City for inspection upon request.
4. The dwelling being utilized for transient occupancy must have an off-street parking plan approved by the Planning and Zoning Department.
5. No transient rental dwelling shall allow overnight on-street parking, unless approved prior to the issuance of a permit by the Planning and Zoning Department.
6. A property being utilized as a transient rental shall visibly display a transient occupancy permit outside the main entry of the property.
7. The registered owner or local contact for the transient rental shall be within a one-hour arrival of the transient rental unit while the transient rental is being occupied.
8. No person shall sell food to a transient guest while the guest uses the property unless such person has obtained food safety permits.
9. No person shall sell or provide alcoholic beverages to any transient guest while the guest uses the dwelling unless such person obtains an appropriate license from the State of Ohio.
10. No person shall be allowed to transient rent a dwelling that is in violation of the City of Sandusky's health code, building code, or zoning regulations.
11. No person shall display a transient occupancy permit or allow transient occupancy of a dwelling that has had its permit suspended, revoked, or denied.
12. No person shall allow a dwelling to be listed or advertised as a transient rental prior to obtaining a valid transient occupancy permit.
13. No person shall allow a dwelling to be listed or advertised as a transient rental if the transient occupancy permit has been suspended, revoked, or denied.

**TRANSIENT RENTAL AFFIDAVIT OF UNDERSTANDING**

1. It is the owners’ responsibility to know, understand and comply with all City Ordinances regardless of whether or not they contract with an operator or a rental agency.
2. It is illegal to rent or advertise a property for transient occupancy without a current Transient Rental Permit issued by the City of Sandusky and that doing so shall result in criminal and/or civil penalties.
3. Any change in local contact persons must be report to the City at least 14 days prior to the date the change takes effect.
4. All Transient Rental Permits are the property of the City and must be returned to the City when a permit is surrendered or revoked.
5. Transient Rental Permits are **NOT** transferable to a new owner upon sale of a property which held a Transient Rental Permit. The new owner must apply for a new Transient Rental Permit and receive a "transient occupancy registration certificate" within 30 days of the date of the transfer of title to the property.

**Each owner is to initial their understanding of each item below. This form is required to be turned in with the application for a transient rental permit.**

\_\_\_ I have read and agree to all of the above requirements. I have also read and agree to comply with all of the provisions contained in Ordinance 17-088 which pertains to and governs Transient Rentals.

\_\_\_ I hereby acknowledge that all claims, requests, objections and arguments not timely raised in this vacation rental permit application are and shall be deemed waived.

\_\_\_ I further agree that any and all use of the property for transient occupancy purposes shall cease upon the expiration or revocation of the transient rental permit pursuant to Section 1341.32(g)(4) of the Codified Ordinances of the City of Sandusky.

\_\_\_ I hereby certify that the subject property is not party to Homeowners Association Bylaws or CC&Rs that prohibit the use of the property as a transient rental.

\_\_\_ I hereby certify that all the statements made and supporting documentation provided in this application are true, accurate and authentic to the best of my knowledge, information and belief, and further, I understand that knowing and willful misstatements or misrepresentations will result in a denial of the application.

\_\_\_\_\_ DATE \_\_\_\_\_  
Property Owner(s) Signature

\_\_\_\_\_ DATE \_\_\_\_\_  
Authorized Agent Signature (if applicable)

**ALL PROPERTY OWNERS HOLDING A TITLE INTEREST, WHETHER AS JOINT TENANTS, TENANTS IN COMMON, OR OTHER FORM OF JOINT PROPERTY OWNERSHIP, MUST SIGN THE APPLICATION FORM. IF THERE IS MORE THAN ONE, LIST NAME, ADDRESS, PHONE NUMBER AND SIGNATURE ON A SEPARATE SHEET.**