



Date	_____
Tracking Number	_____

RESIDENTIAL SHORT TERM RENTAL OWNER'S PERMIT (RSTR)

INSTRUCTIONS

For detailed information, required reading, sample documents, and fillable forms relating to Short Term Rentals, please visit nola.gov/str. This application and all required attachments may be handwritten and submitted in person at the OneStop Shop on the 7th floor of City Hall. Applications can also be filled out and filed electronically with all required attachments at onestopapp.nola.gov. Instructions, FAQ, and troubleshooting tips for the onestopapp.nola.gov webpage are available at <https://nola.gov/onestop/help-with-the-one-stop-app/>. For technical issues with the onestopapp.nola.gov webpage, please contact onestopapp@nola.gov. Contact the Short Term Rental Administration by email at str@nola.gov or by phone at 504-658-7144.

OWNER-APPLICANT INFORMATION

Applicant Name: _____

Address: _____

Unit/Apt/Suite Number (if applicable): _____ Zip Code: _____

Telephone: _____ Email: _____

OPERATOR INFORMATION

Do you have a licensed operator for this STR?

Yes

In Process

License # _____

Reference # _____

Self-Operated

No

(Permit will not be issued without Licensed Operator)

LICENSE TYPE

Partial (\$250.00)

Small (\$500.00)

Large (\$500.00)

PROPERTY INFORMATION

Single Family/Dwelling Unit

Two-Family/Dwelling Units

3-4 Family/Dwelling Units

5+ Family/Dwelling Units

Number of Principal Structures on the Property: _____

Number of Total Dwelling Units on the Property: _____

Unit Number of STR: _____

Number of Guest Bedrooms in STR Unit: _____ Number of Guests: _____

Required Attachments:

- A list of Platforms that will be used to solicit booking transactions for the STR, and correlating print-outs or URL links
- An evacuation plan indicating:
 - Fire exits and escape routes
 - Location of all smoke detectors, fire extinguishers, and carbon monoxide detectors
- A site plan showing all required parking
- A floor plan depicting all:
 - Entrance and exit doors
 - Windows
 - Guest bedrooms and bathrooms
 - Owner-only bedrooms and bathrooms
 - Kitchens
 - Interior Doors



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ATTESTATIONS:

I, _____, hereby certify that:

Initial Below:

_____ The Dwelling Unit has no outstanding property taxes or City liens associated with the lot-of-record, nor does the owner owe any other outstanding taxes to the City, including taxes and fees owed in connection with Short-Term Rentals;

_____ The Dwelling Unit complies, and will comply during any Short-Term Rental of the Dwelling Unit, with all standards contained in the City's Minimum Property Maintenance Code and all health safety requirements contained in the Building Code;

_____ The Dwelling Unit has working smoke detectors inside and outside every bedroom, carbon monoxide alarms outside every bedroom, and a properly maintained and charged fire extinguisher on all habitable floors;

_____ The Dwelling Unit is not subject to any contractual restrictions precluding the Dwelling Unit from being used for Short-Term Rentals, including but not limited to: homeowner association agreements, condominium bylaws, restrictive covenants, or building restrictions;

_____ The Owner has read, understands, and agrees to comply with all legal duties imposed by New Orleans City Code Chapter 26 and the Comprehensive Zoning Ordinance;

_____ The Owner possesses insurance that meets the requirements of City Code Sec. 26-618(A)(1);

_____ The Dwelling Unit used as a Short-Term Rental is located on the same lot of record as the Owner's primary residence, and the Owner possesses a valid Homestead Exemption at this property;

_____ The Owner will not discriminate in guest use or rental of a Short-Term Rental, and will comply with all applicable anti-discrimination laws, including but not limited to: Title VII of the Civil Rights Act of 1968, the Fair Housing Act (FHA), and the Americans with Disabilities Act (ADA).

Applicant Signature: _____ Date: _____

ACKNOWLEDGEMENTS:

I certify that all information contained in this application, and any attachments hereto, is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate, or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes. I understand that any change in the scope or cost of the work or use must be reported to the Department of Safety and Permits and additional permits and/or licenses may be required.

Applicant Signature: _____ Date: _____