


# Getting a License

The City will begin licensing authorized types of Short Term Rentals on April 1, 2017. Applications will be accepted March 1, 2017.

## How to Apply

After March 1, 2017, applications for Short Term Rental licenses may be filed in-person at the City's One Stop for Permits & Licenses on the 7th Floor of City Hall or online at [onestopapp.nola.gov](http://onestopapp.nola.gov) .

## Application Requirements

Applicants will need to verify or document compliance with minimum requirements. We may request additional documentation during review or after issuance.

**Misrepresentation or false statements in required documents or application materials may result in immediate license revocation.**

1. Confirm that you meet the requirements below and understand the limitations of the license:
  - The property has:
    - current, valid liability insurance of \$500,000 or more.
    - working smoke detectors in every bedroom, outside of sleeping areas, and on all floors.
    - a properly working, charged fire extinguisher.
  - Emergency contact info and a floor plan showing fire exits & escape routes, shall be posted in a prominent location within the unit.
  - The property is in compliance with the City's Minimum Property Maintenance, Building, Electrical, Mechanical, and Plumbing Codes.
  - The property complies with all Use Standards of the Comprehensive Zoning Ordinance for the specific license type.
  - You have made best efforts to notify immediately neighbors of an application for a STR license.
  - Certification that the property has no outstanding taxes or liens.

## Application Requirements (cont.)

2. We may request the following, either during the application period or any time during the period of license validity:
  - A floor and/or site plan indicating the location of the required smoke detectors, fire extinguisher, and emergency contact/fire exit posting attested to during the application process.
  - A completed application for a Change of Use Building Permit when required by the Department of Safety and Permits.
  - Contact information for both the property owner/applicant and the local contact, including a physical mailing address, cell phone number and email address.
  - A copy of the Conditional Use Ordinance and the approved, recorded plans (if applicable).
  - A list of the rental platforms to be utilized.
  - The name and current physical address of a natural person in Orleans Parish upon whom service of process may be made.

**NOTE:** *For your convenience, some rental platforms will be offering 'pass-through' registration, where the platform will collect your application information and provide it to the City. If you choose to register that way, we will contact you for any additional information needed and to let you know when the fees can be paid.*



**This brochure is for informational purposes only. Copies of ordinances related to Short Term Rentals are available from the Clerk of Council's Office at 1300 Perdido St, Room 1E09, New Orleans, LA 70112, 504.658.1058.**

# City of New Orleans Short Term Rentals



## General Guidelines

The Comprehensive Zoning Ordinance provides detailed use standards for operation of Short Term Rentals, which include, but are not limited to, the following and will take effect on April 1, 2017:

- The license provided by Safety & Permits must be prominently displayed on the front facade of the structure in a location clearly visible from the street.
- Short Term Rentals are not permitted outdoors, in an accessory structure (e.g. shed, garage, etc.), or in a RV.
- Only one party of guests is permitted.
- Use of the Short Term Rental for any commercial or social events is prohibited.
- The Short Term Rental shall outwardly appear as a residential dwelling.
- Short Term Rentals cannot interfere with the residential character of the neighborhood. It cannot generate noise, vibration, glare, odors, or other effects that unreasonably interfere with any person's enjoyment of his or her residence.
- The Comprehensive Zoning Ordinance allows specific Short Term Rental types in specific zoning districts. Please visit [property.nola.gov](http://property.nola.gov)

**There are three types of Short Term Rentals which are allowable. To find out about each, and which best suits your location, refer to the inner panels of this brochure.**

## Accessory Short Term Rentals

### Who can be licensed?

Only owner occupants who will occupy the dwelling and be present during any Short Term Rental during bookings. Owners must have a valid Homestead Exemption in their name on the property. Renters cannot obtain this type of license.

### What can be rented out?

Half of a double or spare bedrooms in a dwelling.

### How many bedrooms can be rented/guests can stay?

Up to three (3) bedrooms, and occupancy is limited to six (6) guests. (There must be at least one bedroom in the dwelling for the owner-occupant.)

### What is the duration of this license?

One (1) year from issuance. However, no single booking may exceed thirty (30) days.

### Where can this be licensed?

Accessory Short Term Rentals are allowed anywhere in New Orleans except for the French Quarter.

### Can I post signs?

No signs are allowed for an Accessory Short Term Rental.

### How much does the license cost?

\$200.00/yr



## Penalties

Per Section 26-618 of the City Code, penalties for failure to obtain a license or violation of Short Term Rental standards can include:

- revocation of the Short Term Rental license,
- daily fines for every day a violation continues,
- liens against the property, and
- disconnection of electrical service to the subject property.

## Temporary Short Term Rentals

### Who can be licensed?

The owner or a long term renter/lessee regardless of whether or not they will remain onsite during the booking period. Temporary Short Term Rentals must have an in-town property manager available at all times. *Property owner signature additionally required for long term renter/lessee applicants.*

### What can be rented out?

An entire dwelling unit may be rented out. This can be an entire single family home, one side of a double, an apartment, or condominium.

### How many bedrooms can be rented/guests can stay?

Up to (5) bedrooms may be rented to guests. Occupancy is limited to two (2) guests per bedroom or a total of ten (10) guests, whichever is less.

### What is the duration of this license?

Temporary Short Term Rental licenses allow a maximum of 90-rental nights per license year. Temporary Short Term Rental licenses may be issued for separate periods or for a continuous 90-day duration. If an applicant chooses to seek permits for separate periods, a new license application must be filed and approved.

### Where can this be licensed?

Temporary Short Term Rentals are allowed anywhere in New Orleans except for the French Quarter.

### Can I post signs?

No signs are allowed for a Temporary Short Term Rental.

### How much does the license cost?

- With Homestead Exemption: \$50.00 per application period.
- Without Homestead Exemption: \$150.00 per application period.



## Commercial Short Term Rentals

### Who can be licensed?

Property owners or operators in a non-residential zoning districts. Refer to the table on [Where Short Term Rentals are Allowed](#)

### What can be rented out?

A part of a dwelling or an entire dwelling, occupancy is limited to five (5) bedrooms and ten (10) guests.

### How many bedrooms can be rented/guests can stay?

Up to (5) bedrooms may be rented to guests and occupancy is limited to ten (10) guests.

### What is the duration of this license?

One (1) year from issuance. However, no single booking may exceed thirty (30) days.

### Where can this be licensed?

Must be in a non-residential zoning district. Refer to the table on Where Short Term Rentals are Allowed. Commercial Short Term Rentals are allowed in the VCE portion of the French Quarter.

### Can I post signs?

No signs are allowed for a Commercial Short Term Rental.

### How much does the license cost?

\$500.00/yr



**Bed and Breakfasts** are licensed differently than Short Term Rentals. They are required to obtain a year-round occupational license issued by the Bureau of Revenue. They operate very similarly to Accessory Short Term Rentals, but may offer more bedrooms for rent.

There are two types of Bed and Breakfasts:

- Accessory - An owner-occupied building which provides no more than four (4) guest rooms.
- Principal - An owner- or operator-occupied residential structure that provides no more than nine (9) guest rooms