



**NOT-OWNER OCCUPIED SHORT TERM RENTAL PERMIT APPLICATION CHECKLIST**

<input type="checkbox"/>	Proof of payment of all taxes due	Proof of payment of all taxes due, including <a href="#">property taxes</a> . For permit renewals, all applicable room, occupancy, and sales taxes required by state law or the Metropolitan Code.
<input type="checkbox"/>	Chain of ownership	For ownership in the name of a trust, LLC, etc. Provide Articles of Organization and/ or other registered documents that link ownership to the individual within the organization applying for the permit.
<input type="checkbox"/>	Create floor plan	A floor plan OF THE ENTIRE DWELLING on letter sized (8.5" x 11") paper MUST include all rooms with walls, doors, windows, and smoke detectors identified for <b>each</b> floor of house ( <a href="#">see examples</a> ). For single and two family dwellings, the floor plan must be certified by a state licensed architect, engineer, or home inspector.
<input type="checkbox"/>	Proof of liability insurance	Proof of insurance evidencing homeowner's fire, hazard, and liability insurance. Liability coverage shall have limits of not less than one million dollars per occurrence.
<input type="checkbox"/>	Notarized affidavit	Not-Owner Occupied Affidavit confirming that all information provided with the application is true and accurate ( <a href="#">pdf template</a> ).
<input type="checkbox"/>	Proof of notification to adjacent property owners	Property owners adjacent to the applicant property must be notified in-person or via certified mail ( <a href="#">detailed instructions</a> ).  <a href="#">Template Notification Letter</a>
<input type="checkbox"/>	HoA & Contact Information: Homeowners Association statement – This is a requirement for every application, whether you have an HOA or not.  Contact Information –  Same template for HoA & Contact	A statement that that the applicant has confirmed that operating the proposed STRP would not violate any Home-Owners Association agreement or bylaws, Condominium Agreement, Covenants, Codes and Restrictions or any other agreement governing and limiting the use of the proposed STRP property.  Name, phone number, address and email of the person that will be the responsible party for the short term rental operation. The responsible party must reside within a 25 mile radius of the subject property.  ( <a href="#">pdf template</a> ).
<input type="checkbox"/>	Submit Application Documents	Once application documents are gathered, email a single pdf to: <a href="mailto:stppapplications@nashville.gov">stppapplications@nashville.gov</a>
<input type="checkbox"/>	Initiate Fire Marshal Inspection This applies to Multifamily structures only (3+ dwellings on the <a href="#">property</a> ).	For After the STRP permit application has been generated, applicants must schedule an inspection with the Fire Marshal's office. (email <a href="mailto:FMORRequests@nashville.gov">FMORRequests@nashville.gov</a> ). Please contact them with any questions regarding this inspection.
<input type="checkbox"/>	\$313.00 Permit Fee	Once application has been approved, pay \$313.00 permit fee. Instructions for online payment will be emailed (a 2.3% processing fee will be applied to all credit card payments). Exact cash or check must be paid in person.
<input type="checkbox"/>	Receive Permit	Unless or until you receive a permit, you are not authorized to list your property for rent on a website.
<input type="checkbox"/>	Post permit on listing	The permit number or a picture of your permit must be included in the listing on all short term rental postings.