

SHORT-TERM RENTAL APPLICATION

NEW RENEWAL UPDATE INFO

(Ordinance No. 2022-109, Section 1391.011 "Certificate of Short-Term Rental Occupancy")

PROPERTY OWNER INFORMATION

Full Name:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

SHORT-TERM PROPERTY LOCATION INFORMATION

Short-Term Property Address:

Parcel No:

Type of Property for Short-Term Rental: Single-Family Home Condominium Townhome

HOA Name (if applicable):

HOA Phone:

SHORT-TERM RENTAL PROPERTY MANAGEMENT (if applicable)

Short-Term Property Management Co:

Short-Term Property Management Rep/Agent:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

24-HOUR POINT OF LOCAL CONTACT (required)

Full Name:

Residential Address:

City:

State:

Zip:

Phone:

Email:

HOSTING PLATFORMS

List all Affiliated Online Hosting Platforms:

PROOF OF INSURANCE (must attach copy)

Policy No:

Policy Eff Date:

Policy Exp:

*The City of Beachwood must be listed as an additionally named insured on the policy

FEES FOR CERTIFICATE OF SHORT-TERM RENTAL OCCUPANCY

• Application for Certificate of Short-Term Rental Occupancy; Rental; Reinstatement; Resubmission	\$1,000.00
• Untimely Application for Certificate of Short-Term Rental Occupancy	\$1,100.00
• Failure to Timely Notify of Cancellation or Appear at Scheduled Inspection	\$250.00

(Accepted forms of payment: cash, check made payable to "City of Beachwood," credit &/or debit card with 3% nonrefundable convenience fee)

SUBMITTAL REQUIREMENTS TO THE BEACHWOOD BUILDING DEPARTMENT

- ✓ Short-Term Rental Occupancy Application
- ✓ Application Fee
- ✓ Proof of Insurance
- ✓ Schedule 1-Interior and 4-Exterior Inspections
- ✓ Obtain Certificate of Short-Term Rental Occupancy (valid for one (1) year)

The Building Commissioner may deny an application for a Certificate of Short-Term Rental Occupancy or revoke a Certificate of Short-Term Rental Occupancy if any false statement is made by the applicant in connection with the issuance of such Certificate, for substantial noncompliance of a structure or its use with the requirements of the Fire, Health, Zoning, or Building Codes, or if the owner, agent or person in charge of a structure fails to comply with any applicable provision of the Fire, Health, Zoning, or Building Codes or if the Owner, Manager, or Agent has consecutively failed, neglected, or refused to comply with a notice to correct a nuisance or attend the inspections of the property.

I hereby certify that the information provided on this form is true and correct.

Print Name _____

Date: _____

Signature _____

The Building Commissioner shall issue a Certificate of Short-Term Rental Occupancy for a structure or premises if it is found to be in substantial compliance with the provisions of the Fire, Zoning, Building Codes and all other laws, ordinances, rules and regulations applicable thereto. An inspection shall be performed at the above address and be approved, before the Certificate of Short-Term Rental Occupancy is issued. The Owner, Manager, or Agent shall be present at appointment-based quarterly (trimestral) inspections including one (1) interior inspection and four (4) exterior inspections of the property and short-term rental unit. Failure of attendance from the Owner, Manager, or Agent will result in a fee as established by City Council. Repeated failure of attendance may result in the termination of the current Certificate of Short-Term Rental Occupancy or denial of recertification of the property.

FOR OFFICE USE ONLY - DEPARTMENT APPROVAL

INSPECTION TYPE	DATE	INSPECTOR	STATUS	
Interior Inspection			<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
1 st Exterior Inspection			<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
2 nd Exterior Inspection			<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
3 rd Exterior Inspection			<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
4 th Exterior Inspection			<input type="checkbox"/> Approved	<input type="checkbox"/> Denied