



Community Development Department

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

<https://www.claytoncountyga.gov/government/community-development>

Short-Term Rental Unit License Checklist

Background:

- This ordinance was drafted to address short-term rental operations throughout unincorporated Clayton County
- Ordinance 2019-22 Approved by Board of Commissioners: February 5, 2019
- Creates New Section: **ARTICLE XII – SHORT TERM RENTAL UNITS, Sec. 22-900. – Short Term Rental Unit**

Requirements:

A. What is Considered a Short-Term Rental Unit:

1. Non-subsidized (Not Section 8 or other Federally funded grants)
2. Owner-occupied property & structure, meaning, it cannot be a rented or leased
3. Shall be located inside or adjacent to its owner-occupied located on the same property
 - Houses (Single-Family Attached or Detached)
 - Condominiums/Townhomes (*Must be owned, not rented or leased*)

B. License Requirements & Timeframes:

- Unit can be rented to the same tenant for a period of less than thirty (30) days
- Owner, platform or managing operator shall obtain a Business License (BL) and shall include the BL number in any advertisement of the rental unit
- License is valid for one (1) year from the date of issuance
- Property cannot be advertised prior to a license being issued

C. Reviews:

- Zoning Approval
- Fire Marshal Approval
- Tax Commissioner Approval (*Verify address on driver's license and deed/Tax record*)
- Business License Review

D. Inspections:

- Fire Marshal Inspection
- Building Inspection



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Short Term Rental Unit Application Supplemental Form

1. Please check the type of Short Term Rental Unit You Plan To Operate (Lodging Accommodation):

House

Condominium

Townhome

2. Is this Short Term Rental Unit subsidized by any federal, state and/or local funding source?

Yes / No

3. a. Are you the current property owner? Yes / No

b. Do you reside at this location? Yes / No

If not, what is the address of your primary residence?

4. Will you be advertising your Short Term Rental Unit business? Yes / No

If yes, what are the web links: _____

5. What is the minimum amount to be charged per night to stay in the Short-Term Rental Unit: _____

6. List the name(s) and phone number(s) of the persons responsible for the Short-Term Rental Unit:

Notes:

1. Short Term Rental Units cannot be subsidized by any federal, state and/or local funding.
2. Must obtain County Business License.
3. The Short Term Rental Unit must be owner occupied and cannot be conducted within a rental property.
4. Unit can be rented to the same tenant for a period of less than thirty (30) days
5. All parking for Short Term Rental Units shall be accommodated on the same lot.
6. Location must be inspected by the Building Official and Fire Marshal.
7. Must post County Noise Ordinance, *Chapter 62 - Offenses and Miscellaneous Provisions* in a visible location within the Short Term Rental Unit.
8. The business license number shall be included in any advertisement of the Short Term Rental Unit.
9. Failure to comply with any requirements of the Short Term Rental Unit Ordinance may result in revocation of business license. See *Chapter 22, Businesses, Article XII Short Term Rental Units* of the County Code.

I _____ (Print Name), acknowledge, understand and will adhere the above requirements.

Should my application and supporting documents be disapproved and I do not make the required revisions, I will not be issued a refund of my business license application fees. I hereby certify that the information in this application is true and no false or fraudulent information is made herein to procure the granting of this Occupational Tax Certificate.

Signature: _____ Date: _____ Title: _____