



Community Development Department

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

Short-Term Vacation Rentals Unit Permit Checklist

Background:

- Creates New Section: *APPENDIX A – ARTICLE 6. Development Standards, Sec. 6.45. – Short Term Vacation Rental Standards*

Requirements:

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

1. Unit of group of units in a
 - Condominium/coop owned single-family,
 - Two-family house
 - Three-family house
 - Four-family house
 - Dwelling unit
2. Rental that are NOT a timeshare

B. Permit Requirements & Timeframes:

- Permit must be issued by Zoning Administrator
- Unit can be rented more than three (3) times in a calendar year of periods less than thirty (30) days, or one (1) calendar month, whichever is less
- Unit that is advertised or held out to the public as a place regularly rented to Transient Occupants

C. Reviews:

- Zoning Approval – Permit & Registration Required
- Fire Marshal Approval
- Tax Commissioner Approval (*Verify address on driver's license and deed/Tax record*)

D. Inspections:

- Fire Marshal Inspection
- Building Inspection



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Short Term Vacation Rental Unit Application Supplemental Form

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

House Duplex Condominium Townhome

Other _____

2. Is your Short Term Rental Vacation rental considered a timeshare unit/home? Yes / No

3. a. Do you have a 24-hour Property Manager, who will available to answer maintenance questions about the property and address conduct/acts of occupants of your Vacation home, 24 hours/day, 7 days/week or the duration the property is rented? Yes / No

b. Are you serving as your own Property Manager? Yes / No

c. List the name(s) and phone number(s) of the Property Manager(s) responsible for the Short-Term Vacation Rental Unit:

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

5. What is the address of your primary residence?

6. Will you be advertising your Short Term Vacation Rental? Yes / No

If yes, where (locations, web links): _____

7. How many guestrooms/sleeping rooms are there within the vacation rental? _____



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Notes:

1. Short Term Vacation Rental cannot be a timeshare.
2. Unit can be rented more than three (3) times in a calendar year of periods less than thirty (30) days, or one (1) calendar month, whichever is less.
3. Unit that is advertised or held out to the public as a place regularly rented to Transient Occupants.
4. Vacation rentals cannot be permitted in non-habitable structures, temporary structures (recreational vehicles, tents, canopies, or similar structures).
5. Must obtain County Business License.
6. All parking for Short Term Rental Units shall be accommodated on the same lot.
7. Location must be inspected by the Fire Marshal.
8. Must post County Noise Ordinance, *Chapter 62 - Offenses and Miscellaneous Provisions* in a visible location within the Short Term Vacation Rental Unit.
9. The business license number shall be included in any advertisement of the Short Term Rental Unit.
10. 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: _____