



# City of Covington

## SHORT TERM VACATION RENTAL PERMIT SUBMITTAL PROCEDURES

### Purpose

This document explains the process and submittal requirements required for obtaining a Short -Term Vacation Rental Permit.

### Process

- Customers may find the application online at [www.cityofcovington.org](http://www.cityofcovington.org). Under the Department tab, click on Planning and Development then Planning and Development Forms & Applications, select Short-Term Vacation Rental. You may also pick up applications from City Hall between the hours of 8-5.
- Along with a Short-Term Vacation Rental Application, customers must include:
  - Occupancy Permit – First visit the Planning & Development Department to obtain a Short-Term Vacation Rental Application.
  - Federal Tax ID – IRS Number – Please visit [www.irs.gov](http://www.irs.gov) (There is NO FEE required). Sole Proprietor's must use their SSN.
  - Sales Tax – For Short Term Rentals are required to collect sales tax. Georgia Department of Revenue, Sales and Use Tax please visit [www.gtc.dor.ga.gov](http://www.gtc.dor.ga.gov) (NO FEE required).
  - Valid verifiable US photo identification – Property Owner(s)
  - A **completed** Short Term Vacation Rental Application
  - Short Term Rental Ordinance – A copy of the ordinance as it pertains to short term vacation rentals. If you have any questions or concerns, please contact the Planning & Development Department at 770.385.2179
- If you have not registered your business as a legal entity, you will need to do so before submitting an application for Occupational Tax Certificate. You will also need to submit additional licensing, if required by state law along with appropriate tax information. We require that you provide a copy of your Federal Identification number (EIN) as well as your GA sales and Use tax number if applicable. Copies of your legal documents that have been registered with the GA Secretary of State are also required. All State licenses must accompany the application if your profession requires
- Completed applications with all necessary requirements should be turned in at City Hall to the Planning and Development office. Once approved, you will be contacted by a member of our staff.
- There is a non-refundable application fee in the amount of \$150.00, with a non-refundable annual renewal fee of \$100.00. We accept all forms of payment, excluding credit cards for original submission. Please make checks payable to "City of Covington".

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# *City of Covington*

## **SHORT TERM VACATION RENTAL PERMIT**

### **SUBMITTAL PROCEDURES**

- Applications are taken in the order they are received. The application process can take up to 48 hours for review as a courtesy period. (Subject to staff availability)
- Short Term Rental Certificates must be renewed on an annual basis. You will receive your renewal notice during mid-October. Penalties will be applied if payment is received January 31<sup>st</sup> of the following year, as pursuant to O.C.G.A 48-2-40.
- Any changes regarding your business, please contact us at 770-385-2020. If you should close your business or relocate out of the city limits, please let us know so we can process your license accordingly.

#### **Supporting Document Checklist**

- Short Term Rental Affidavit and/or Authorization of Property Owner
- Business License
- Short Term Rental Ordinance