

## Short Term Rental Information



**A short term rental permit is required of all rentals of 30 days or less. You must register your short term rental with the City of Port Aransas and provide the following information:**

- (1) The name, address, email and telephone number of the Operator of the subject short term rental unit;
- (2) The name, address, email and twenty-four-hour contact telephone number of a designated local contact person;
- (3) The local contact person is the Operator or person designated by the operator who shall be available twenty-four (24) hours per day, seven (7) days per week for the purpose of:
  - i. Responding in person within one (1) hour to complaints regarding the condition, operation, or conduct of occupants of the short term rental unit; and
  - ii. Taking immediate remedial action to resolve any such complaints;
- (4) The name, mailing and physical address of the proposed short term rental unit;
- (5) The number of sleeping rooms and applicable occupancy limit of the proposed short term rental unit. For purposes of this section a sleeping room is any enclosed habitable space within a dwelling unit which complies with the minimum room dimension requirements of the adopted International Residential Code. This shall not be interpreted to include living rooms, family rooms and other similar rooms in which furniture such as fold-down beds or convertible couches are provided on a permanent basis for regular accommodation of residents, temporary or otherwise;
- (6) Maximum occupancy is two (2) persons per sleeping room, plus an additional four (4) per dwelling. For residential properties with more than 3250 square feet of conditioned living space, the maximum occupancy shall be two (2) persons per sleeping room plus an additional six (6).
- (7) Signature of property owner must be on application acknowledging they have read the Short Term Rental Ordinance.

(8) A tenant information sheet must be in a visible, prominent interior location at or near the primary entrance and contain the following information:

- (1) The name of property's designated contact person including a 24/7 phone number;
- (2) Occupancy limit as established at the time of registration and permitting;
- (3) Location of off-street parking, other available parking and location of any adjacent no-parking fire lanes;
- (4) Notice that failure to conform to the occupancy and parking requirements is a violation of City Code and may subject occupants to citation;
- (5) Noise and lighting restrictions (see Chapter 10 Article IV; Noise and Chapter 25 Division III; Lighting);
- (6) Trash collection information to include proper timing and placement of receptacles; and
- (7) Location of all required Fire Extinguishers.
- (8) Other information as required by administrator.

All floors with an enclosed space of any kind must have a minimum of one (1) Class 2A:10B:C type fire extinguisher (standard 5lb. fire extinguisher) mounted so as to be conspicuous and convenient for the occupants.

A placard outside the dwelling, at or near the primary entrance is required displaying the registration number, allowed occupancy, name of designated contact along with their 24/7 contact phone number in legible type no less than 1 1/2" in height.

A sign no smaller than 8" X 18" outside the dwelling, at or near the primary entrance or in a "street facing" window is required displaying at minimum. the registration number, maximum occupancy, name of designated contact with and their 24/7 contact phone number in legible type no less than ~ 1 1/2" in height. For multi-family properties of more than 4 attached units connected horizontally and/or vertically a smaller sign no less than 3" by 5" similarly placed may be used.

**A dwelling unit with:**

**1-2 legal sleeping rooms: shall have a minimum of 1 (one) toter**

**3-5 legal sleeping rooms: shall have a minimum of 2 (two)**

**toters**

**6 legal sleeping rooms and over: shall have a minimum of 3 (three) toters**

**Toters shall automatically be delivered to each STR (as close as possible to the March 1<sup>st</sup> date) based on the number of legal sleeping rooms indicated on each STR's registration. Billing for required additional toters will automatically be adjusted on each STR's trash service account. Each STR owner or registered agent is required to cancel said additional toter service at the September date, otherwise the additional toter(s) shall remain at the STR dwelling and additional solid waste fees shall remain in effect.**

**During the off-season (September 9<sup>th</sup> to February 28<sup>th</sup>), toter service may be reduced to a single toter at each STR dwelling TBD by the STR owner or registered agent.**

Mandatory evacuation: All vacation rental units will be immediately evacuated upon notice of a non-resident evacuation order issued by the city, county or state.

Any other standards deemed necessary by the administrator to achieve the objectives of this section.

All registrations expire on December 31<sup>st</sup> of each year registration is not pro-rated.

We now have instituted our online Short Term Rental system. Please contact our office for any questions.