



Date	_____
Tracking Number	_____

## COMMERCIAL SHORT TERM RENTAL OWNER'S PERMIT (CSTR)

### INSTRUCTIONS

For detailed information, required reading, sample documents, and fillable forms relating to Short Term Rentals, please visit [nola.gov/str](http://nola.gov/str). This application and all required attachments may be handwritten and submitted in person at the OneStop Shop on the 7th floor of City Hall. Applications can also be filled out and filed electronically with all required attachments at [onestopapp.nola.gov](http://onestopapp.nola.gov). Instructions, FAQ, and troubleshooting tips for the [onestopapp.nola.gov](http://onestopapp.nola.gov) webpage are available at <https://nola.gov/onestop/help-with-the-one-stop-app/>. For technical issues with the [onestopapp.nola.gov](http://onestopapp.nola.gov) webpage, please contact [onestopapp@nola.gov](mailto:onestopapp@nola.gov). Contact the Short Term Rental Administration by email at [str@nola.gov](mailto:str@nola.gov) or by phone at **504-658-7144**.

### OWNER INFORMATION

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Unit/Apt/Suite Number (if applicable): \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### STR UNIT INFORMATION

Mailing Address: \_\_\_\_\_

Unit/Apt/Suite Number (if applicable): \_\_\_\_\_ Zip Code: \_\_\_\_\_

Number of Guest Bedrooms in STR Unit: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

### OPERATOR INFORMATION

Do you have a licensed operator for this STR?

Yes \_\_\_\_\_ In Process \_\_\_\_\_

License # \_\_\_\_\_ Reference # \_\_\_\_\_

No \_\_\_\_\_

(Permit will not be issued without Licensed Operator)

### Required Attachments:

- A list of Platforms that will be used to solicit booking transactions for the STR, and correlating print-outs or URL links
- An evacuation plan indicating:
  - Fire exits and escape routes
  - Location of all smoke detectors, fire extinguishers, and carbon monoxide detectors
- A site plan showing all required parking
- A Noise Abatement Plan
- A Security and Operations Plan
- A Sanitation Plan
- A floor plan depicting all:
  - Entrance and exit doors
  - Windows
  - Guest bedrooms and bathrooms
  - Owner-only bedrooms and bathrooms
  - Kitchens
  - Interior Doors



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### ATTESTATIONS:

I, \_\_\_\_\_, hereby certify that:

Initial Below:

\_\_\_\_\_ The Dwelling Unit has no outstanding property taxes or City liens associated with the lot-of-record, nor does the owner owe any other outstanding taxes to the City, including taxes and fees owed in connection with Short-Term Rentals;

\_\_\_\_\_ The Dwelling Unit complies, and will comply during any Short-Term Rental of the Dwelling Unit, with all standards contained in the City's Minimum Property Maintenance Code and all health safety requirements contained in the Building Code;

\_\_\_\_\_ The Dwelling Unit has working smoke detectors inside and outside every bedroom, carbon monoxide alarms outside every bedroom, and a properly maintained and charged fire extinguisher on all habitable floors;

\_\_\_\_\_ The Dwelling Unit is not subject to any contractual restrictions precluding the Dwelling Unit from being used for Short-Term Rentals, including but not limited to: homeowner association agreements, condominium bylaws, restrictive covenants, or building restrictions;

\_\_\_\_\_ The Owner has read, understands, and agrees to comply with all legal duties imposed by New Orleans City Code Chapter 26 and the Comprehensive Zoning Ordinance;

\_\_\_\_\_ The Owner possesses insurance that meets the requirements of City Code Sec. 26-618(A)(1);

\_\_\_\_\_ The Owner will not discriminate in guest use or rental of a Short-Term Rental, and will comply with all applicable anti-discrimination laws, including but not limited to: Title VII of the Civil Rights Act of 1968, the Fair Housing Act (FHA), and the Americans with Disabilities Act (ADA).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ACKNOWLEDGEMENTS:

I certify that all information contained in this application, and any attachments hereto, is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate, or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes. I understand that any change in the scope or cost of the work or use must be reported to the Department of Safety and Permits and additional permits and/or licenses may be required.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_