

A RESOLUTION OF THE CITY OF GRAYSON

AMENDMENTS TO THE CODE OF THE CITY OF GRAYSON, GEORGIA

WHEREAS, it is the desire of the Mayor and Council to ensure the availability of quality transient lodging and proper maintenance of short-term rentals within the City of Grayson; and

WHEREAS, the Citizens, Businesses, Property Owners, and Visitors to the City would benefit from quality transient lodging and properly maintained buildings and their premises; and

WHEREAS, the City Council finds that the following text amendments to the Code of Grayson, Georgia promote the health, safety, and welfare of short-term rental inhabitants by ensuring the structures meet minimum life safety code standards,

NOW, THEREFORE, BE IT RESOLVED by the City of Grayson this, the _____ day of _____ 20____, and effective upon adoption of this resolution that the following amendments to the Code of Grayson, Georgia be enacted. The following list of amendments are further described in the attached Exhibit "A":

1. Add Chapter 19 - BUSINESSES;
2. Add Chapter 19 - BUSINESSES, Article I. In General, and reserve Sec. 19-1 – 19-25;
3. Add Chapter 19 - BUSINESSES, Article II. Short-Term Rentals Sec. 19-26 – 19-31.

BE IT FURTHER RESOLVED that all regulations or parts of the same in conflict with this Resolution are hereby rescinded to the extent of said conflict

SEVERABILITY CLAUSE.

If any sentence, clause, or phrase of this Ordinance is for any reason found to be unconstitutional, invalid, or void, such findings shall not affect the remaining portions of the Ordinance and such invalid portions shall be deemed severed herefrom.

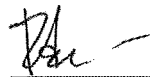
CITY OF GRAYSON

By: 

Allison Wilkerson, Mayor

Date Signed: 8/19/24

ATTEST:



City Administrator

Date Signed: 8/19/2024

ARTICLE I. IN GENERAL

Sec. 19-1 – 19-25. Reserved.

ARTICLE II. SHORT-TERM RENTALS

Sec. 19-26. Purpose.

- (a) The purpose of this article is to ensure the continued availability of quality transient lodging within the city, proper maintenance of short-term rentals and to protect the health, safety and welfare of short-term rental inhabitants by ensuring the structures meet minimum life safety code standards.
- (b) Unless otherwise stated in this article, the requirements of this article apply to those who occupy, visit, patronize, frequent, operate, keep, conduct, or own a short-term rental within the city, regardless of the date of the short-term rental structure's construction.
- (c) This article is essential to the public's interest, safety, health and welfare and this article shall be liberally construed to effectuate its purposes.

Sec. 19-27. Definitions.

"Code compliance verification form" means a document executed by a short-term rental owner certifying that the short-term rental unit complies with applicable zoning, building, health and life safety code provisions. No person shall allow occupancy or possession of any short-term rental unit if the premises or owner thereof is in violation of any applicable zoning, building, health or life safety code provisions.

"Local contact person" means an owner or local property manager authorized by the owner of a short-term rental to take remedial action and respond to any notice of violation of this section, who resides in the City of Grayson or no more than 50 miles from the short-term rental.

"Noise regulations" means those regulations contained in the Code of Ordinances of the City of Grayson, Georgia, Chapter 26, Article VII.

"Owner" means a person(s) or entity that holds legal and/or equitable title to private property.

"Short-term rental" means one or more dwelling units, including either a single-family home, duplex or single multifamily residential unit rented not more than 30 consecutive nights.

Sec. 19-28. Applicability.

- (a) All requirements, regulations and standards imposed by this section apply in addition to any other applicable requirements, regulations and standards imposed elsewhere in this Code.
- (b) The restrictions and obligations contained in this section shall apply to short-term rentals at all times during which such units are marketed and used as short-term rentals.
- (c) The allowance of short-term rentals pursuant to this section shall not prevent enforcement of additional restrictions that may be contained in restrictive covenants or other private contractual agreements or arrangements.

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- (d) It shall be unlawful for any owner of any property within the City of Grayson, Georgia, to rent or operate a short-term rental of residential property contrary to the procedures and regulations established in this section, other provisions of the Code of Ordinances of the City of Grayson, Georgia, or any applicable state law.

Sec. 19-29. Short-term rental business license requirements.

Pursuant to Chapter 38, Article II (Occupation Taxes) of the Code of Ordinances of the City of Grayson, Georgia, a separate business license shall be required for each short-term rental unit (except where an owner owns multiple short-term rentals in a residential community or multiple residential communities and applies for a business license for a single business license for such short-term rental units). However, at the discretion of the city administrator, the processing of such license required under this section may be combined with the processing of any other related permit or license process administered by the city. The city administrator is authorized to prescribe forms and procedures for the processing of licenses under this section.

- (1) *Application for short-term rental business license.* An application for a short-term rental business license shall be filed with city hall prior to the use of the property as a short-term rental. Applications shall be on the forms provided by the city. Only the owner of the short-term rental may submit an application for short-term rental business license. Additionally, all applications for a short-term rental business license must contain, at a minimum, the following information:
- a. The name, address telephone number, and email address of the owner of the short-term rental for which the registration is being issued;
 - b. The name, address, telephone number, and email address of the local contact person for the owner of the short-term rental;
 - c. The number of bedrooms and approximate square footage in the short-term rental, and the maximum number of overnight occupants;
 - d. An executed code compliance verification form acknowledging that all designated bedrooms meet all local building and safety code requirements;
 - e. A diagram and/or photograph of the premises showing and indicating the number and location of designated on-site paved parking spaces and the maximum number of vehicles allowed for overnight occupants. Landscaped areas of any kind shall not be counted as parking spaces;
 - f. Evidence of a valid occupancy tax registration certificate issued by the city for the short-term rental. Application for such registration may be filed concurrently with the application for registration under this chapter;
 - g. Evidence of a valid sales tax certification number issued by the Georgia Department of Revenue for collection and remittance of sales tax;
 - h. Acknowledgment that the owner and local contact person have read all regulations pertaining to the operation of a short-term rental;
 - i. Certification of the accuracy of the information submitted, and agreement to comply with all conditions of the registration;
 - j. Acknowledgement that the owner or local contact person has or will post, at the short-term rental, the notice required in Section 19-30; and
 - k. *Application fee.* An application for a short-term rental business license shall be accompanied by an initial fee in accordance with Section 38-34 (Tax levied) of the Code of Ordinance of the City of Grayson, Georgia.

Sec. 19-30. License conditions.

All business licenses issued pursuant to this chapter are subject to the following standard conditions:

- (1) The owner shall, by written agreement with the occupants, limit overnight occupancy of the short-term rental to the specific number of occupants designated in the business license application, with the number of overnight occupants not to exceed two persons per bedroom meeting building code and life-safety code requirements, plus two additional persons per residence. A bedroom is a room that is designed to be, or meets the building code requirements to be, used as a sleeping room and for no other primary purpose. Every bedroom shall have an emergency escape or rescue exit and a minimum ceiling height as follows:
 - a. Each bedroom shall have at least one operable window or door for emergency escape or rescue that opens directly to the exterior of the unit. The emergency door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. Escape or rescue windows shall have a minimum net clear openable area of 5.7 square feet. The minimum net clear openable height dimension shall be 24 inches. The minimum net clear openable width dimension shall be 20 inches. When windows are provided as a means of escape or rescue, they shall have a finished sill height not more than 44 inches above the floor;
 - b. Bedrooms shall have a ceiling height of not less than eight feet, except as provided in this section. If any room has a sloping ceiling, the prescribed ceiling height for the room is required in only one-half of the area thereof.
- (2) The owner shall, by written agreement with the occupants, limit the number of vehicles of overnight occupants to the number designated in the business license application; with the number of vehicles of overnight occupants not to exceed the number of designated on-site parking spaces of the short-term rental property.
- (3) The owner shall use best efforts to ensure that the occupants and/or guests of the short-term rental do not violate noise regulations by notifying the occupants of the rules regarding short-term rentals and responding when notified that occupants are violating laws regarding their occupancy. It is not intended that the owner or local contact person, act as a peace officer or place himself or herself in harm's way.
- (4) The owner shall, by written agreement, limit the daytime visitors at any time in a vacation home rental to no more than six persons in addition to the maximum overnight occupancy designated in the business license application.
- (5) The owner of the short-term rental shall post a copy of the business license and a copy of the conditions set forth in this section in a conspicuous place within the short-term rental.
- (6) No business license issued under this section shall be transferred or assigned or used by any person other than the owner to whom it is issued, or at any location other than the one for which it is issued.
- (7) All business licenses issued under this section shall be valid for no more than one year, beginning on the date of issuance and expiring on December 31st of that year.
- (8) Sign and notification requirements. Each short-term rental shall have a clearly visible and legible notice conspicuously posted within the unit on or adjacent to the front door, containing the following information:
 - a. The name of the local contact person or owner of the unit, and a telephone number at which that party may be reached on a 24-hour basis;
 - b. The maximum number of overnight occupants permitted to stay in the unit;

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- c. The maximum number of vehicles allowed to be parked on the property, including a sketch of the location of the on-site parking spaces;
 - d. The maximum number of daytime visitors allowed in addition to the overnight occupants;
 - e. The trash pickup day and notification that trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container, and that the curbside container shall not be placed sooner than 24 hours prior to the pickup day, and must be removed no later than 24 hours after pickup (if owner provides daily trash removal then this notice is not necessary);
 - f. Notification that an occupant may be cited and fined for creating a disturbance or for violating this section or other provisions of the Code of Ordinances;
 - g. Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of this section; and
 - h. A statement advising the occupant that any failure to conform to the noise regulations is a violation of this section.
- (9) *Parking.* Short-term rentals shall comply with all applicable ordinances regarding parking. Owner shall provide sufficient parking for guests such that all parking is accomplished on paved parking spaces within the property site. No parking to accommodate renters or invitees of short-term rentals is permitted on the city right-of-way or along any roadways at any time.
- (10) *Local contact person.*
- a. Each owner of a short-term rental shall designate a local contact person who has access and authority to assume management of the unit and take remedial measures. An owner of a short-term rental who resides in the city limits of Grayson or within 50 miles of the short-term rental may designate himself or herself as the local contact person. The local contact person shall be required to respond to the location of the short-term rental within one hour after being notified by the police or code enforcement of the existence of a violation of this chapter or any other provision of this Code, or any disturbance requiring immediate remedy or abatement.
 - b. The owner must immediately notify the city administrator in writing upon a change of local contact person or the local contact person's telephone number. This notification will be on forms prescribed by the city administrator. The new, revised business license will not extend the expiration date of the business license, and will be issued for a fee of \$25.00, and must be posted within ten days of any change of local contact person information.
- (11) *Other requirements.* All short-term rentals shall comply with the following:
- a. An interconnected and hard-wired smoke detection and notification system is required and must be operable and in good working order at all times.
 - b. Owner must install and maintain security cameras that provide video coverage and recording of the driveway and all entry points for the short-term rental property.
 - c. Any advertising of the short-term rental unit shall conform to information included in the short-term rental business license and requirements of this section, and shall include notification of the maximum occupancy, maximum number of vehicles allowed, and provisions regulating noise.
 - d. Compliance with these standards shall be in addition to compliance with all other provisions of this Code relating to nuisance, peace and safety.
 - e. In addition to any requirements of this section, any structure being operated as a short-term rental, with a capacity for more than ten overnight guests at a time shall be required to meet all local, state and federal access and life safety codes, rules and regulations that are otherwise applicable to hotels as defined in such codes, rules and regulations. In the event there is a conflict

between the requirements of this section and such other codes rules or regulations, the requirement that is more protective of the public health, safety and welfare shall prevail.

Sec. 19-31. Violation and penalties.

- (a) The requirements of this article shall become effective upon adoption. Violations shall be managed on each individual short-term rental, and any resulting penalties shall only be assessed against such short-term rental. The following conduct shall constitute a violation for which the penalties specified in this section may be imposed, or the business license suspended or revoked:
 - (1) The owner has violated any of the provisions of this chapter; or
 - (2) The owner has failed to collect and remit to the occupancy tax as required by Chapter 38, Article II of City Code.
- (b) The penalties for violations of this article shall be as follows:
 - (1) For the first violation within any 12-month period, the penalty shall be a warning Notice of Violation;
 - (2) For a second violation within any 12-month period, the penalty shall be a fine not to exceed \$500.00;
 - (3) For a third violation within any 12-month period, the penalty shall be a fine not to exceed \$1,000.00 and/or suspension of the business license (or suspension of the violating short-term rental from the applicable business license) for a period not to exceed six months; if the period of suspension runs beyond December 31st, the owner shall not be eligible to apply for renewal of the business license (or reinstatement of the violating short-term rental under the business license) until expiration of the full suspension period; and
 - (4) For a fourth violation within any 12-month period, the business license may be revoked (or removal of the violating short-term rental from the applicable business license) in accordance with the provisions below. An owner shall not be eligible to reapply for a business license (or reinstatement of the violating short-term rental under the business license) for a period of 12 months from the date of revocation.
- (c) A short-term rental that is determined to be operating without the necessary business license required under this section shall subject the owner to a penalty of \$1,000.00. Each day the unit is marketed or rented for overnight accommodation shall constitute a separate violation.
- (d) *Procedure for imposition of penalties/suspension/revocation.* Penalties, including a Notice of Violation, shall be imposed, and business licenses shall be revoked (or suspension or removal of a short-term rental from the applicable business license), only in the manner provided in this subsection.
 - (1) Initial violations shall result in a Notice of Violation being directed to the owner and the person designated in the business license application as the local contact person if other than the owner. The local contact person shall be responsible for contacting the occupant to correct the problem within 60 minutes. This local contact person is required to visit the property to confirm compliance with this chapter, unless compliance can reasonably be confirmed without visiting the property.
 - (2) If non-compliance with provisions of this section reoccur, the city administrator or their designee shall conduct an investigation whenever there is reason to believe that an owner has failed to comply with the provisions of this section. The investigation may include an inspection of the premises, review of law enforcement/security reports, online searches, citations, or neighbor documentation consisting of photos, sound recordings and video all of which may constitute evidence of a violation. Should the investigation support a finding that a violation occurred, the city administrator or designee shall issue written Notice of the Violation and intention to impose a penalty and/or suspend or revoke the business license (or suspend or remove a short-term rental from the applicable business license). The written notice may be served either by first class mail, by commercial overnight delivery, by personal service on the owner, or by any other reasonable means of delivery, including email, and shall specify the facts which, in the opinion of the city administrator, constitute grounds for imposition of the

penalties and/or suspension or revocation, and specify that the penalties will be imposed and/or that the business license will be suspended or revoked (or suspension or removal of a short-term rental from the applicable business license) 15 calendar days from the date of the notice unless the owner files with the city administrator a request for an appeal hearing before the mayor and city council. In considering such appeal, the mayor and city council shall determine whether the city administrator has erred in his/her interpretation and/or enforcement of this section.

- (3) Except as otherwise provided in this section, violation of this section will be enforced in accordance with the Code of the City of Grayson, Georgia and the Zoning Ordinance of the City of Grayson, Georgia.
- (e) *Business license and fees not exclusive.* The business license and fees required by this section shall be in addition to any license, permit or fee required under any other provision of this Code, or other local or state law. The issuance of any business license pursuant to this section shall not relieve the owner of the obligation to comply with all other provisions of this Code pertaining to the use and occupancy of the short-term rental or the property on which it is located.
- (f) *Penalty.* In addition to the penalties described above, any person violating the provisions of this section by operating a short-term rental without a valid business license may be prosecuted according to the general penalties described in this section.
- (g) *Enforcement.* The city administrator or their designee is hereby authorized and directed to establish such procedures as may from time to time be required to carry out the purpose and intent of this section. City of Grayson Code Enforcement Officers, as well as the Gwinnett County Police Department shall also have authority to enforce this section.
- (h) *Violations by occupants of short-term rentals.* Any violation of the provisions of this section shall be enforced pursuant to this section and any other applicable Code sections. Enforcement actions may be brought against occupants of a short-term rental for violations of this section and any other provision of this Code notwithstanding that this section may also make the owner of the short-term rental responsible for the conduct constituting the violation.

Secs. 19-32—19-57. Reserved.



SHORT-TERM RENTAL LICENSE APPLICATION CHECKLIST

Code of Ordinances Chapter 19, Article II

- ☐ Obtain copy and read Grayson Code of Ordinances Chapter 19 – Businesses, Article II. Short-Term Rentals.
- ☐ Completed and notarized Short-Term Rental License Application.
- ☐ Completed and signed Occupational Tax License Application.
- ☐ Completed and notarized U.S. Citizen / Qualified Alien Affidavit.
- ☐ Completed and notarized E-Verify Affidavit.
- ☐ Completed and signed Georgia Sales & Use Tax Affidavit with valid Georgia Sales and Use Tax ID Number assigned by the Georgia Department of Revenue (<https://dor.georgia.gov/taxes/sales-use-tax>)
- ☐ Completed and notarized Registered Agent Consent Form.
- ☐ Completed and signed Security Alarm Permit Application (for monitored alarm systems only).
- ☐ Attach a diagram of the premises showing and indicating the number and location of designated on-site paved parking spaces and the maximum number of vehicles allowed for overnight occupants. Landscaped areas of any kind shall not be counted as parking spaces. Show the location of the entry points into the dwelling unit and location of the security cameras that provide video coverage and recording of the driveway and all entry points.
- ☐ Payment of the applicable occupation tax license fee.



Grayson
GEORGIA

APPLICATION DATE: _____

FEES PAID: _____

PERMIT #: _____

ISSUED BY: _____

SHORT-TERM RENTAL LICENSE APPLICATION

PROPERTY OWNER OF RECORD IS:	
<input type="checkbox"/> Individual <input type="checkbox"/> Joint/Partnership <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Corporation (Inc.)	
NAME (Ind. / Joint / Partnership) _____ COMPANY NAME OR CORPORATE NAME _____ MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ PHONE: _____ EMAIL: _____	PROPERTY INFORMATION: PROPERTY ADDRESS _____ SUBDIVISION NAME _____ CITY: _____ STATE: _____ ZIP: _____ HOA COMMUNITY?: <input type="checkbox"/> YES* <input type="checkbox"/> NO *HOA bylaws and/or restrictive covenants may have additional restrictions on short-term rental uses.
24-HOUR LOCAL CONTACT PERSON INFORMATION	
CONTACT NAME: _____ CELL PHONE: _____ EMAIL: _____ ADDRESS (STREET/CITY): _____ MILES FROM UNIT: _____	
DWELLING INFORMATION	
<input type="checkbox"/> Single-family Unit <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-family Unit Number of Bedrooms (as defined below): _____ Bedroom Sizes: Bedroom 1 _____ SF, Bedroom 2 _____ SF, Bedroom 3 _____ SF, Bedroom 4 _____ SF Maximum number of overnight occupants (2 per bedroom plus 2 additional per unit): _____ Maximum number of onsite paved parking space for overnight occupants: _____	

DEFINITIONS

Bedroom - is a room that is designed to be, or meets the building code requirements to be, used as a sleeping room and for no other primary purpose. Every bedroom shall have an emergency escape or rescue exit and a minimum ceiling height as follows: (a) each bedroom shall have at least one operable window or door for emergency escape or rescue that opens directly to the exterior of the unit. The emergency door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. Escape or rescue windows shall have a minimum net clear openable area of 5.7 square feet. The minimum net clear openable height dimension shall be 24 inches. The minimum net clear openable width dimension shall be 20 inches. When windows are provided as a means of escape or rescue, they shall have a finished sill height not more than 44 inches above the floor; (b) Bedrooms shall have a ceiling height of not less than eight feet, except as provided in this section. If any room has a sloping ceiling, the prescribed ceiling height for the room is required in only one-half of the area thereof.

Code compliance verification form - means a document executed by a short-term rental owner certifying that the short-term rental unit complies with applicable zoning, building, health and life safety code provisions. No person shall allow occupancy or possession of any short-term rental unit if the premises or owner thereof is in violation of any applicable zoning, building, health or life safety code provisions.

Local contact person - means an owner or local property manager authorized by the owner of a short-term rental to take remedial action and respond to any notice of violation of this section, who resides in the City of Grayson or no more than 50 miles from the short-term rental.

Noise regulations - means those regulations contained in the Code of Ordinances of the City of Grayson, Georgia, Chapter 26, Article VII.

Owner - means a person(s) or entity that holds legal and/or equitable title to private property.

Short-term rental - means one or more dwelling units, including either a single-family home, duplex or single multifamily residential unit rented not more than 30 consecutive nights.

Short Term Rental License Application

Date: August 19, 2024

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SHORT-TERM RENTAL LICENSE CONDITIONS & REQUIREMENTS

I/WE THE UNDERSIGNED OWNER(S) OF REAL PROPERTY LOCATED IN THE CITY OF GRAYSON, GEORGIA, DO HEREBY STATE OUR INTENT TO RENT THE PREMISES TO INDIVIDUALS OR GROUPS FOR THE PURPOSE OF SHORT-TERM RENTAL NOT TO EXCEED THIRTY (30) CALENDAR NIGHTS AND UNDERSTAND THAT THE SHORT-TERM RENTAL LICENSE IS SUBJECT TO THE FOLLOWING CONDITIONS:

Standard Conditions

1. Applicant hereby acknowledges that a copy of the Short-Term Rental Ordinance (“the Ordinance”) has been provided to me and that I have read the ordinance in its entirety and agree to the terms set forth in the Ordinance.
2. No person shall allow occupancy or possession of the short-term rental unit if the premises or owner thereof is in violation of any applicable zoning, building, health or life safety code provisions.
3. It shall be unlawful for any owner of any property within the City of Grayson, Georgia, to rent or operate a short-term rental or residential property contrary to the procedures and regulations established by the Ordinance, other provisions of the Code of Ordinances of the City of Grayson, Georgia, or any applicable state law.
4. An executed Code Compliance Verification Form acknowledging that all designated bedrooms meet all local building and safety code requirements is made part of this application.
5. Applicant hereby acknowledged his/her duty to collect a state sales/use tax and remit same in accordance with the rules and regulations of the Georgia Department of Revenue.
6. The owner shall, by written agreement with the occupants, limit the number of vehicles of overnight occupants to the number designated in the business license application; with the number of vehicles of overnight occupants not to exceed the number designated on-site parking spaces of the short-term rental property.
7. The owner shall, by written agreement with the occupants, limit daytime visitors at any time on the short-term rental property to no more than six (6) persons in addition to the maximum overnight occupancy designated in the business license application.
8. The owner shall use best efforts to ensure that the occupants and/or guests of the short-term rental do not violate Noise Regulations by notifying the occupants of the rules regarding short-term rentals and responding when notified that occupants are violating laws regarding their occupancy.
9. The owner of the short-term rental unit shall post a copy of the business license and a copy of the conditions set forth in the Ordinance in a conspicuous place within the short-term rental unit.
10. No business license issued under this section shall be transferred or assigned or used by any person other than the owner to whom it is issued, or at any location other than the one for which it is issued.
11. All business licenses issued under this section shall be valid for no more than one year, beginning on the date of issuance and expiring on December 31st of that year.

Sign and Notification Requirements

Each short-term rental shall have a clearly visible and legible notice conspicuously posted within the unit on or adjacent to the front door, containing the following information:

1. The name of the local contact person or owner of the unit, and a telephone number at which the party may be reached on a 24-hour basis;

2. The maximum number of overnight occupants permitted to stay in the unit;
3. The maximum number of vehicles allowed to be parked on the property including a sketch of the location of the on-site parking spaces;
4. The maximum number of daytime visitors allowed in addition to the overnight occupants;
5. The trash pickup day and notification that trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container, and that the curbside container shall not be placed sooner than 24 hours prior to the pickup day, and must be removed no later than 24 hours after pick up (if owner provides daily trash removal then this notice is not necessary);
6. Notifications that an occupant may be cited and fined for creating a disturbance or for violating this section or other provisions of the Code of Ordinances;
7. Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of this section; and
8. A statement advising the occupant that any failure to conform to the Noise Regulations is a violation of the Ordinance.

Parking Requirements

Short-term rentals shall comply with all applicable ordinances regarding parking. Owner shall provide sufficient parking for guests such that all parking is accomplished on paved parking spaces within the property site. No parking to accommodate renters or invitees of short-term rentals is permitted on the City right-of-way or along any roadways at any time.

Local Contact Person

1. Each owner of a short-term rental shall designate a local contact person who has access and authority to assume management of the unit and take remedial measures. An owner of a short-term rental who resides in the City Limits of Grayson or within 50 miles of the short-term rental may designate himself or herself as the local contact person. The local contact person shall be required to respond to the location of the short-term rental within one hour after being notified by the Police or Code Enforcement of the existence of a violation of this chapter or any other provision of this Code, or any disturbance requiring immediate remedy or abatement.
2. The owner must immediately notify the City of Grayson in writing upon a change of local contact person or the local contact person's telephone number. This notification will be on forms prescribed by the City. The new, revised business license will not extend the expiration date of the business license, and will be issued for a fee of \$25.00, and must be posted within ten (10) days of any change of local contact person information.

Other Requirements

All short-term rentals shall comply with each of the following:

1. An interconnected and hard-wired smoke detection and notification system is required and must be operable and in good working order at all times.
2. Owner must install and maintain security cameras that provide video coverage and recording of the driveway and all entry points for short-term rental property.
3. Any advertising of the short-term rental unit shall conform to information included in the short-term rental business license and requirements of this section, and shall include notification of the maximum occupancy, maximum number of vehicles allowed, and provisions regulating noise.

4. Compliance with these standards shall be in addition to compliance with all other provisions of this Code relating to nuisance, peace, and safety.
5. In addition to any requirements of this section, any structure being operated as a short-term rental, with a capacity for more than ten (10) overnight guests at a time shall be required to meet all local, state and federal access and life safety codes, rules, and regulations that are otherwise applicable to hotels as defined in such codes, rules, and regulations. In the event there is a conflict between the requirements of this section and such other codes, rules, or regulations, the requirement that is more protective of the public health, safety, and welfare shall prevail.

Code Compliance Verification

1. Applicant hereby certifies that the short-term rental unit complies with applicable zoning, building, health, and life safety code provisions. No person shall allow occupancy or possession of any short-term rental unit if the premises or owner thereof is in violation of any applicable zoning, building, health, or life safety code provisions.
2. All short-term rental bedrooms must meet the definition for 'Bedroom' and each contain the minimum requirements for ceiling height and emergency escape.

PROPERTY OWNER OATH & CERTIFICATION

I, _____, solemnly swear, subject to the penalties for false swearing as provided under Georgia Law, all information required in this application and supporting documents for a Short-Term Rental License is true and correct to the best of my knowledge and I fully understand that any false information may cause the denial or revocation of said license. And, I have read and understand the requirements set forth in the Short-Term Rental License Conditions & Requirements. I hereby acknowledge that all designated bedrooms meet all local building and safety code requirements. I further state that I have received a copy of the Short-Term Rental Ordinance, having reviewed it and understanding the terms and conditions stated within the Ordinance and am authorized to make application for said license.

Print Full Name

Date

Signature of Owner

Title

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Signature (seal affixed)

24-HOUR LOCAL CONTACT PERSON OATH & CERTIFICATION

I, _____, solemnly swear, subject to the penalties for false swearing as provided under Georgia Law, that the information in the 24-hour contact section of the application is correct and that I give permission to the property owner to designate me as the 24-Hour Local Contact Person who has access and authority to assume management of the unit and take remedial measures as may be required and respond to the short-term rental location within one (1) hour after being notified by the Police or Code Enforcement of the existence of an Ordinance violation or any disturbance requiring immediate remedy or abatement. And, I have read and understand the requirements set forth in the Short-Term Rental License Conditions & Requirements. I hereby acknowledge that all designated bedrooms meet all local building and safety code requirements.

Print Full Name

Date

Signature of Owner

Title

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Signature (seal affixed)

**Please allow five (5) business days for application review and processing.
You will be contacted upon application approval.**

CITY USE ONLY

TAX PARCEL: _____ ZONING DISTRICT: _____ PROPERTY SF: _____ BUILDING SF: _____

NO. OF BEDROOMS: _____ NO. OF BATHROOMS: _____ NO. OF ONSITE PAVED PARKING SPACES: _____

PROPERTY OWNERSHIP VERIFIED: ☐ YES ☐ NO

24-HOUR CONTACT LOCATED _____ MILES FROM RENTAL LOCATION

DIAGRAM AND/OR PHOTOGRAPHS OF THE PREMISES SHOWING AND INDICATING THE NUMBER AND LOCATION OF ON-SITE PAVED PARKING SPACES AND THE MAXIMUM NUMBER OF VEHICLES ALLOWED FOR OVERNIGHT OCCUPANTS SUBMITTED: ☐ YES ☐ NO

GEORGIA DEPARTMENT OF REVENUE TAX CERTIFICATION NUMBER: _____

ANY STRUCTURE OPERATED AS A SHORT-TERM RENTAL, WITH A CAPACITY FOR MORE THAN TEN (10) OVERNIGHT GUESTS AT A TIME SHALL BE REQUIRED TO MEET LOCAL STATE AND FEDERAL ACCESS AND LIFE SAFETY CODES, RULES, AND REGULATIONS THAT ARE OTHERWISE APPLICABLE TO HOTELS AS DEFINED IN SUCH CODES, RULES, AND REGULATIONS: ☐ APPLICABLE ☐ NOT APPLICABLE

COMMENTS / REMARKS: _____

REVIEWED & RECOMMENDED FOR: ☐ APPROVAL ☐ DENIAL BY: _____ DATE: _____

FINAL ACTION & APPROVAL

APPROVED BY: _____ DATE: _____

MAX. NO. OF OVERNIGHT OCCUPANTS: _____ MAX. NO. OF VEHICLES ALLOWED: _____

MAX. NO. OF DAYTIME VISITORS ALLOWED IN ADDITION TO OVERNIGHT OCCUPANTS: **6 PERSONS**

CONDITIONS: _____

SHORT-TERM RENTAL LICENSE VALID:

BEGINNING: _____ AND WILL EXPIRE ON DECEMBER 31, _____

SIGN & NOTIFICATION REQUIREMENTS

Property Owner to Post on Property

Each short-term rental unit shall have a clearly visible and legible notice conspicuously posted within the unit on or adjacent to the front door, containing the following information:

- ❖ The name of the local contact person or owner of the unit, and a telephone number at which that party may be reached on a 24-hour basis

24-Hour Contact Name

Contact Phone No.

- ❖ The maximum number of overnight occupants permitted to stay in the unit

Number of Overnight Occupants: _____ **Persons (Maximum)**

- ❖ The maximum number of vehicles allowed to be parked on the property is _____ **vehicles**. Vehicles must park in the garage and/or on a hard surface parking area. Parking on the grass and in the street is PROHIBITED at all times.

- ❖ The maximum number of daytime visitors allowed in addition to the overnight occupant:
6 Person

- ❖ The trash pickup day and notification that trash shall not be left or stored on the exterior of the property unless it is placed in a curbside container, and that the curbside container shall not be placed sooner than 24 hours prior to the pickup day, and must be removed no later than 24 hours after pickup. (If owner provides daily trash removal, then this notice is not necessary.)

Trash Pickup Day is (circle on): MON TUE WED THU FRI

- ❖ Notification that an occupant may be cited and fined for creating a disturbance or for violating this section or other provisions of the Code of Ordinances.
- ❖ Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of this section; and
- ❖ A statement advising the occupant that failure to conform to the Noise Regulations is a violation of the Short-Term Rental Ordinance.