

Short-Term Rental Frequently Asked Questions:

1. What is a Short-Term Rental?

A short-term rental (STR), is a room or housing unit that is rented to a person or group for a fee for a duration of time, not to exceed thirty (30) consecutive days. Hotels, motels, and bed and breakfast facilities are not considered STRs. An Approved Special Use Permit is required prior to advertising and renting your property if it qualifies as an STR. The purpose of the code is to establish regulations for the use of residential dwellings as short-term rentals to safeguard the public health, safety and general welfare, to protect the integrity of the City's neighborhoods, to establish a system to track the short-term rental inventory in the City, to ensure compliance with local performance standards, to provide a means of contact for the responsible party of a short-term rental, and to allow private property owners the right to fully and efficiently utilize their property without undue regulation or interference.

2. When will the Short-Term Rental Ordinance take effect?

The Ordinance became effective on August 16, 2022.

3. Who needs to apply for a short-term rental permit?

Any property owner or person acting as a representative on the owner's behalf who wishes to rent a residential or commercial property for a period of thirty (30) consecutive days or less is required to apply for a short-term rental special use permit. It is unlawful to operate a short-term rental prior to obtaining a special use permit. Listing property for short-term rental prior to receiving an approved special use permit from the City of Laurel Inspection Department shall result in a one (1) year suspension of permit eligibility.

4. What zones are short term rentals allowed?

Short term rental establishments shall only be allowed in residential (R-1, R-2, R-3, and R-4) and commercial (C-1, C-2, C-3, and C-4) zoning districts and are subject to all applicable building codes, zoning restrictions, overlay districts and any other regulations and shall comply with such codes and regulations. Homeowner Associations (HOA) may have covenants that prohibit short-term rentals, even if permitted by city zoning, in which case, the HOA shall govern. With the exception of R-1, multiple units are allowed in a structure in the approved residential and commercial zones.

- In R-1 areas, only one (1) short-term rental unit per single-family structure shall be permitted.
- In R-1 areas, short-term rental units shall be limited to two (2) units per lot, when there is an existing structure or outbuilding separate from the primary, single-family structure, [i.e., one (1) per structure]. This restriction is placed in order to control and maintain the density, traffic flow and integrity of residential neighborhoods. A special exception regarding this particular requirement, in so far as it pertains to the existing structure or outbuilding separate from the primary single-family structure, may be requested and addressed by the Planning Commission with final approval by the City Council.

5. Will adjacent property owners be notified?

Yes, the Inspection Department will promptly provide notification by mail to any adjacent property owners that the proposed property is being considered for use as a short-term rental. Said notification shall provide the date, time and place of the public hearing during which the Planning Commission will consider the application for the proposed property and at which time and place adjacent property owners may appear and be heard.

6. What is considered an adjacent property owner?

A Property which adjoins the Subject property in any way to the north, south, east, and west. In the case that a street, right-of-way, or alley adjoins the property in question, the adjacent property is one which, by extending the property lines across the street, right-of-way or alley would adjoin the property in any way.

7. Can I apply for a short-term rental permit now?

Yes, you can apply for a new permit at any time by filling out an application via:

1. In person: 401 N 5th Ave between the hours of 8am and 5 pm in the Inspection Department
2. Email: Inspection@laurems.com
3. Fax: 601-426-0043
4. Mail: City of Laurel, Attn Inspection Dept, PO Box 647, Laurel, MS 39441

To obtain a STR application please visit www.laurelms.com or stop by the Inspection Dept. The City's goal is for all STRs to have a valid permit if operating in the City of Laurel.

5. Can Accessory Buildings be rented as short-term rentals?

No, an accessory building cannot be used as a short-term rental unit.

6. Can properties with more than one unit be used as a short-term rental?

Yes, except for R-1 zoning districts. Each separate unit or listing shall require an individual permit, regardless if multiple listings are located at the same address or location or owned by the same owner. Documentation and/or proof of permit issuance shall be included in the listing on all short-term rental postings.

- In R-1 areas, only one (1) short-term rental unit per single-family structure shall be permitted.
- In R-1 areas, short-term rental units shall be limited to two (2) units per lot, when there is an existing structure or outbuilding separate from the primary, single-family structure, [i.e., one (1) per structure]. This restriction is placed in order to control and maintain the density, traffic flow and integrity of residential neighborhoods. A special exception regarding this particular requirement, in so far as it pertains to the existing structure or outbuilding separate from the primary single-family structure, may be requested and addressed by the Planning Commission with final approval by the City Council.

7. Do homeowners associations have the authority to prohibit short-term rentals?

Yes, Homeowner Associations (HOA) may have covenants that prohibit short-term rentals, even if permitted by city zoning, in which case, the HOA shall govern.

8. How much is the STR application permit fee?

The Short-term rental nonrefundable permit fee of \$350.00 is due at the time of filing application.

9. What information is required in order to process an application for a STR Special Use Permit?

- The owner's legal name, contact number, physical mailing addresses, and email address;
- Property manager's name, contact number, physical mailing address, and email; for a responsible

party with day-to-day authority and/or control over the short-term rental;

- The name and address of the short-term rental, number of units, number of sleeping rooms, number of parking spaces, and maximum occupancy;
- The signatures of responsible party;
- All required documents
 1. Copy of privilege license
 2. Copy of registration of state tax
 3. Rental agreement
 4. Proposed parking plans
 5. Rules of the rental property
 6. Plan for trash management related to curbside pickup
 7. Written statement affirming compliance with all applicable zoning requirements, building codes, deed restrictions and/or covenants, including any HOA bylaws.
 8. Written statement acknowledging that a violation of the ordinances of the City of Laurel, as it relates to short-term rentals, may result in a one (1) year suspension or revocation of an existing permit.

10. When do I need to renew my STR permit?

Permits need to be renewed annually. The renewal application must be submitted a month before the expiration date to the City of Laurel Inspection Department. Failure to submit a renewal application to the City at least thirty (30) days prior to the expiration of the STR Permit shall render the STR Permit and permission to operate an STR null and void. The permit renewal process shall consist of staff review of City records, complaints and any other issues pertaining to the property under consideration. Filed complaints that are in violation of any zoning codes, building codes, property maintenance and other applicable laws or regulations will be considered as part of the renewal process. A violation of applicable local, state and federal laws or regulations may be cause for the denial of a permit renewal.

11. Is Short Term Rental license transferable?

No, the Short-Term Rental permit is non-transferable. STR permit shall not be transferred or assigned to another individual, person, entity, or address, nor shall the permit authorize any person, other than the person named therein, to operate a STRP on the property. Upon sale or at time of transfer of the property, any permit issued pursuant to the terms set forth herein, shall automatically expire. Any new owner(s) or transferee(s) shall be required to apply for a new permit, in accordance with this ordinance.

12. Why was my application rejected or revoked?

Conditions for denial or revocation of a permit to operate a short-term rental unit shall include, but not be limited to, the following:

- Failure by the applicant to conform to the criteria set forth herein for the current or previous year.
- Guests and/or users of the property were issued citations for violating the noise ordinance or disturbing the peace during the previous or current year.

- Any other reasonable or rational factors as determined by the Planning Commission.
- The Inspection Department is authorized to revoke or deny permits. The permitted owner shall be provided with a written notice of the reason(s) the permit is subject to revocation. The applicant shall be allowed thirty (30) days from the date written notice is issued to correct the defective conditions. If the condition is not corrected within thirty (30) days to the satisfaction of the Inspection Department, the permit shall be revoked by a revocation order of the Inspection Department. Upon receipt of the revocation order by the owner or property manager, the unit shall cease operation as a short-term rental.
- The owner may appeal any denial of a permit application or order revoking the permit application or application renewal. The owner's appeal must be in writing and filed with the Inspection Department within ten (10) days of entry of the applicable order. The revocation shall remain in full effect for the duration of the appeal. The appeal should be presented to the Mayor and City Council at the next scheduled meeting, following the filing of the appeal. The owner shall be provided notice of the meeting for the opportunity to be heard. The City may appoint a hearing officer to preside over any such appeal.

13. Is an inspection required for a STR permit?

Yes, the Inspection Department Superintendent or designee will perform an inspection before a STR Special Use Permit is issued. You will be contacted to schedule an inspection upon completion of a STR application.

14. What is a Local Contact Person?

A person who is located within Jones County who will respond to questions or concerns twenty-four (24) hours a day. The name, address and phone number(s) of the local property manager shall be posted prominently inside the short-term lodging rental unit.

15. Are there any STR insurance requirements?

While the City does not require proof of insurance, it shall be the duty of the applicant to ensure that homeowner's fire, hazard, and liability insurance coverage does not exclude short-term rentals from coverage.

16. What is the STR application process?

1. Obtain an application from Inspection Dept.
2. Submit completed application with ALL required information/attachments listed on application per ordinance to Inspection Dept.
3. At the time of filing the application with the Inspection Department: A nonrefundable permit fee of three hundred fifty dollars (\$350.00) per unit shall be paid by applicant.
4. Applicant receives a written notice of the date for Planning Commission Public Hearing to consider application.
5. Adjacent property owners notified of STR use intent and scheduled Planning Commission Public Hearing date.
6. Inspection of STR property performed by Inspection Department.

7. STR property Inspection report submitted to Planning Commission.
8. Planning Commission Public Hearing and Vote to approve or deny STR application.
9. STR Special Use Permit will be issued by Inspection Dept.

17. Can I rent a portion of my home for Short Term Rental?

Yes, a portion of your home may be used for STR.

18. What if I don't get a STR permit?

You must apply immediately. It is unlawful to conduct or operate a short-term rental prior to obtaining a special use permit. Failure to register is equivalent to operating without a permit and will result in enforcement action, including citations, and a mandatory waiting period of one year before applying for a permit and beginning operation as a short-term rental. Listing a property for short-term rental prior to receiving an approved permit from the City of Laurel Inspection Department shall result in a one (1) year suspension of permit eligibility.

19. Can I use my STR for marketing or similar services?

Approval of short-term rental permit does not legalize any nonpermitted use or structure. Short-term rental units are not to be used to distribute retail products or personal services to invitees for marketing or similar purposes. The outdoor display of goods and merchandise for sale is prohibited.

20. Can affordable housing be used as STR?

Any structure or unit that is deed restricted for affordable housing shall not be eligible for a short-term rental permit.

21. How can I file a complaint about a STR?

All permitted short-term rental properties are required to post the local contact person's name, address and phone number outside the unit. The local contact person is required to respond to calls within 24 hours. If a local contact person is not responsive, or if there is no visible permit, please contact the Inspection Department at 601-428-6438 regarding any complaints and violations that cannot otherwise be resolved through contact with the local property manager and/or property owner. If the issue is related to the public safety and/or noise violations, the Police Department shall be contacted 601-425-4711.



City of Laurel

401 N 5th Ave
Laurel MS 39440
Office: 601-428-6438
FAX: 601-426-0043

Application #: _____ Date Received: _____

Received by: _____ Fee Paid: _____

Approved by: _____ Date: _____

Short-Term Rental Permit Application

Return the original completed application and attachments to the Inspection Department with the **non-refundable permit fee of \$350.00** payable to the City of Laurel. (Permit is good for 1 Year)

Property Details

Short Term Rental Location:

STR Property Name: _____

STR Street Address: _____

City: _____ State: _____ Zip Code: _____ Primary Phone: _____

of Units: _____ # of Sleeping Rooms: _____ # of Parking Spaces: _____ Max. Occupancy: _____

Owner Contact Information:

Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Day _____ Night: _____ Cell: _____

Email Address: _____

Property Manager Contact Information: (if different from owner)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Day _____ Night: _____ Cell: _____

Email Address: _____

For Office Use Only

New Application: _____ Renewal Application: _____ Permit #: _____

Privilege License #: _____

Tax Parcel #: _____

Preliminary Inspection Date: _____

Date of Public Hearing: _____

Approved by Planning Commission: Yes _____ No _____ Other _____

Notes: _____

- | Zoning | Overlay |
|---------------|------------------------|
| ___ R-1 | ___ Downtown |
| ___ R-2 | ___ Sawmill |
| ___ R-3 | ___ Leontyne |
| ___ R-4 | ___ Tri-Park |
| ___ C-1 | ___ Central Bus. Dist. |
| ___ C-2 | |
| ___ C-3 | Historic |
| ___ C-4 | ___ Yes |
| | ___ No |

Failure to submit a renewal application to the City at least thirty (30) days prior to the expiration of the STR Permit shall render the STR Permit and permission to operate an STR null and void.

The applicant must attach the REQUIRED following documentation:

1. [Copy of privilege license](#)
2. Copy of registration of state tax
3. Rental agreement
4. Proposed parking plans
5. Rules of the rental property
6. Plan for trash management related to curbside pickup
7. Proof of payments of all applicable taxes, fees and other charges, including taxes approved by Senate Bill 2155 (2022).
8. Written statement affirming compliance with all applicable zoning requirements, building codes, deed restrictions and/or covenants, including any HOA bylaws.
9. Written statement acknowledging that a violation of the ordinances of the City of Laurel, as it relates to short-term rentals, may result in a one (1) year suspension or revocation of an existing permit.

I Acknowledge

1. \$350.00 application fee is nonrefundable.
2. Short term rental is not to exceed thirty (30) consecutive nights.
3. Listing a property for short-term rental prior to receiving an approved permit from the City of Laurel Inspection Department shall result in a one (1) year suspension of permit eligibility.
4. While the City does not require proof of insurance, it shall be the duty of the applicant to ensure that the homeowner's fire, hazard, and liability insurance coverage does not exclude short-term rentals from coverage.
5. Short-term rental permits are not to be used to distribute retail products or personal services to invitees for marketing or similar purposes.
6. Outdoor display for goods and services are prohibited.
7. Short-term rental permits are not transferable.
8. Any structure or unit that is deed restricted for affordable housing shall not be eligible for a short-term rental permit.
9. Each separate unit shall require an individual permit.
10. Each short-term rental shall expire one (1) year from the date of issuance.
11. Short-term rental establishments shall meet and comply with any and all applicable building and property maintenance codes, as adopted by the City of Laurel.
12. Short-term rental shall be operated in a way that will prevent disturbances to neighboring properties not typical of a residential neighborhood, including, but not limited to: loud music and noises, excessive traffic, junk/debris accumulation in the yards, garbage removal, trespassing, or excess vehicles, or recreational vehicles parked on the property or along adjacent roadways.
13. The Inspection Department is authorized to revoke or deny permits.
14. Any other reasonable or rational factors as determined by the Planning Commission may be cause for denial or revocation of Special Use Permit.
15. All exterior and interior areas of property shall have ongoing maintenance to ensure the property is maintained sanitary and in good condition.
16. Receiving a copy or aware of the short-term rental requirements.

Affirmation by Property Owner(s)

I declare that I am the lawful owner of this property and affirm under penalty of perjury that the contents of this application are true and correct to the best of my knowledge.

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____