



# Short-term Rental Dwelling Unit Registration Form

2010 Howell, North Kansas City, MO 64116

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Registration Number (office use): \_\_\_\_\_

## PROPERTY INFORMATION

### Property Address

	New	Renewal	Modification
Common Name of Property (if applicable)	Application Type		
	Yes	No	If yes, please refer to section (B)(2) for accepted forms of proof of ownership
Rental Unit Type (bedroom, accessory dwelling unit, entire property)	Is unit owner-occupied?		
Number of Bedrooms in Rental Unit	Total Number Units in Building		

## PROPERTY OWNER INFORMATION

**Please note:** - the primary owner must live within thirty (30) miles of North Kansas City city limits.

- all individual owners must be listed, including agents for commercial ownership. Use additional paper if necessary.

<b>Primary Owner / Main Contact</b>	Date of Birth		
Address	City	State	Zip
Cell Phone Number	E-mail		

<b>Secondary Owner</b>	Date of Birth		
Address	City	State	Zip
Cell Phone Number	E-mail		

## COMMERCIAL OWNER INFORMATION (IF APPLICABLE)

<b>Name of Commercial Ownership (LLC, Trust, Corporation, etc.)</b>			
Primary Contact	Primary Contact Cell Phone Number		
Business Telephone	E-mail		
Registered Address	City	State	Zip

## APPLICANT ATTESTATION AND SIGNATURE

By signing this application, I hereby affirm that the statements in this application are true and correct and agree to comply with all provisions of the North Kansas City Code of Ordinance Chapter 17.12.040(B) - Specific Use Standards, Lodging - Short Term Rental and all other applicable City Ordinances and laws.

Signature

Printed Name

Date

## FOR COMMUNITY DEVELOPMENT OFFICE USE ONLY

**Permittable**

**Not Permittable**

**Request for Exception Required**

Yes No

Yes No

Zoning District

City Economic Incentives?

Active NKC Business License #

Active SOS

New

Renewal

Modification

Application Type

Inspection Date(s)

Date of Approval

Expiration Date

## LODGING - SHORT-TERM RENTAL (NKC CODE OF ORDINANCES CHAPTER 17.12.040[B])

- B. Lodging—Short-Term Rental. Short-Term Rental establishments may be permitted to the extent the following conditions are met:
1. Approved spaces for short-term rentals may include:
    - a. Individual bedrooms in the principal building on the property, sharing common entrance, kitchen facilities, and living areas with the primary residents.
    - b. Approved accessory dwelling on the property.
    - c. The entirety of the property.
  2. Short-term rental is permitted in R-1A, R-1B, R-2, R-3, R-4, R-5, CIO, and C-1, except that in R-1A and R-1B short-term rental is allowed only as follows:
 

Owner-occupied dwelling unit as defined in Section 17.36.030. The owner shall provide proof of ownership and at least two (2) of the following documents demonstrating that such dwelling unit is their primary residence:

    - a. Proof of valid motor vehicle registration;
    - b. Federal or state tax returns or other financial documentation;
    - c. Proof of voter registration;
    - d. A utility bill, and/or
    - e. Any other legal documentation deemed sufficient by the director of community development that is pertinent to establishing primary residence.
  3. Only one short-term rental contract is permitted at a time per one approved short-term rental application. No more than one dwelling unit rental registration (including short-term and other rental unit registration) may be permitted per dwelling unit, regardless of building types.
  4. The proposed registrant, owner, and other local emergency contact information shall be posted within each dwelling unit offered, provided and/or operated as a short-term rental.
  5. For a short-term rental within a multi-unit building, a map is posted depicting all evacuation routes by doors in the event of an emergency. The map shall be posted on or immediately adjacent to every required egress door from each unit depicting all evacuation routes in the event of an emergency.
  6. Interconnected smoke and carbon monoxide detectors shall be installed and maintained in locations as specified in the Building Code.
  7. Fire extinguishers and a working, battery-powered flashlight or other emergency lighting device shall be located in each dwelling unit that is workable during an electrical power outage.
  8. No more than two persons per each bedroom being rented plus one additional person per dwelling unit, not to exceed eight guests per dwelling unit, shall occupy the dwelling unit at any given time.

9. No food shall be prepared for or served to guests of any short-term rental by the proposed registrant or owner of the dwelling unit or their agents.
10. No exterior evidence that the property is being used as a short-term rental is allowed, including signage.
11. The short-term rental unit may not be rented or offered for use as reception space, party space, meeting space, or for other similar events open to non-resident guests.
12. Registration is required with the City including the following information and documentation, upon forms provided by the director of community development department.
  - a. The common name of the property, if any, and exact street address of each dwelling unit to be registered, including unit number and total number dwelling units in each dwelling structure;
  - b. The legal names of all owners of the property;
  - c. The complete mailing address and physical address of all owners; d. Telephone numbers of each owner, including mobile phone numbers;
  - e. Date of birth of all owners.
  - f. If the property is owned by a corporation, limited liability company, partnership, limited partnership, trust or real estate investment trust, the name, address, and phone number of the any of the following shall be provided:
    - (1). For a corporation, a corporate officer, and the chief operating officer;
    - (2). For a partnership, the managing partner;
    - (3). For a limited liability company, the managing or administrative member;
    - (4). For a limited partnership, a general partner;
    - (5). For a trust, a trustee; or
    - (6). For a real estate investment trust, a general partner, or an officer.
  - g. The full name, address, telephone number, and email address of the owner to handle the affairs of the property. The owner shall reside within thirty (30) miles of the City limits.
13. Regardless of ownership, each dwelling unit shall have separate applications. There will be an initial registration fee of \$200.00 upon receiving of an application. All registrations issued shall expire on December 31 of each year and shall be subject to renewal annually. Application for renewal of registration in any year will be accepted beginning January 1 and may be made without penalty through January 31. There is a yearly registration fee of \$200.00. A late renewal fee will be charged at \$50 per month.
14. The dwelling unit shall comply with all applicable federal, state, and local laws, including but not limited to collection and certification of payment of taxes and procurement of any required licenses and permits, and all property maintenance, building, fire, electrical, mechanical, and plumbing codes.
15. Every owner or owner's agent who manages a short-term rental dwelling unit shall upon the registration of said dwelling unit, be required to obtain from the City of North Kansas City, Community Development Department and Fire Department an inspection of the premises and an inspection report stating that no code violation was observed. No dwelling shall be reoccupied until the required inspection and report have been obtained from the Community Development Department.
16. Staff shall have administrative approval authority for short-term rental application, provided all requirements of Section 17.12.040, Subsection B are adhered to. For instances where a variance or exception is requested, applicants will need to obtain a conditional use permit subject to the City's discretionary review process in Section 17.08.030.
17. Upon approval of the registration, the property owner must apply and successfully obtain a city business license as required in Chapter 5.04 of the North Kansas City Municipal Code prior to establishing the use.
18. The city issued short-term rental certificate for such dwelling unit shall be displayed in a conspicuous place in the interior of the rental unit.
19. Lodging-short-term rental operation is prohibited in a dwelling unit that receives any City incentives, or located within a structure or upon a parcel that receives any City incentives. Such incentives may include any economic incentive granted by the City or any economic development agency created by the City, in the nature of capture and redirection, abatement, or exemption of taxes or the issuance of bonds or grants by the City or other City-backed financing.
20. Change in either ownership or registration information shall require a new registration within thirty (30) days of such change.
21. The City shall issue a violation notice to any person or entity who fails to comply with Section 17.12.040. Any person or entity fail to take actions to correct the violation within thirty (30) days is guilty of an ordinance violation and shall be fined not less than \$200.00, but not more than \$500.00. Each day may be considered as a separate offense.
22. The City retains its right to deny, suspend or revoke the license when the short-term dwelling unit fails to meet or uphold any of Section 17.12.040, or any other provisions of the North Kansas City Municipal Code. Such dwelling units may not be eligible for registration within two (2) years upon the issuance of denial, suspension, or revocation of the license.
23. All short-term rentals in the City of North Kansas City are to be charged the Hotel/Motel Transient Guest Tax paid by transient guests of hotels, motels, bed and breakfast inns, and other short-term rental spaces of similar use, per Chapter 3.30 of the North Kansas City Municipal Code.
24. As determined by the director of community development department, additional requirements may be added where necessary to protect adjacent properties or the character of the neighborhood.