



# Short-Term Home Rental Renewal License Application

☐ License Application Fee: \$300  
(fee includes initial inspection)

Date Paid: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Property Owner to complete sections A-G.

## A. Applicant's Information (business name and representative, if applicable)

1. Site Address of Short-Term Home Rental: \_\_\_\_\_
2. Applicant Name(s): \_\_\_\_\_
3. Applicant Address (if not primary residence): \_\_\_\_\_  
\_\_\_\_\_
4. Applicant phone number(s): \_\_\_\_\_
5. Applicant email(s): \_\_\_\_\_
6. Will the home be Owner/Operator Occupied? Yes or No
7. Will the Owner or Operator/Manager be present during the stay? Yes or No
8. If not, address while away: \_\_\_\_\_
9. If not, the average drive time between addresses: \_\_\_\_\_
10. Did you Homestead the property with Washington County? Yes or No
11. MN Sales Tax ID number OR SSN to be used for MN Department of revenue reporting (SSN kept confidential):  
MN Sales Tax ID # \_\_\_\_\_ Legal Name for State Tax ID \_\_\_\_\_  
or SSN XXXXXXXXXX SSN Legal Name \_\_\_\_\_

## B. Property Owner information (if different than Applicant)

1. Property Owner name(s): \_\_\_\_\_
2. Property Owner address (if STHR location is not primary residence):  
\_\_\_\_\_  
\_\_\_\_\_
3. Property Owner phone number(s): \_\_\_\_\_
4. Property Owner email(s): \_\_\_\_\_
5. If applicable, both must be checked:  
☐ Property Owner will not be licensee.  
☐ And Property Owner authorizes Applicant to operate a Short-Term Home Rental on property.

C. Operator/Manager information (if different than Applicant)

1. Operator/Manager name(s): \_\_\_\_\_
2. Operator/Manager address (if STHR location is not primary residence):  
\_\_\_\_\_  
\_\_\_\_\_
3. Operator/Manager phone number(s): \_\_\_\_\_
4. Operator/Manager email(s): \_\_\_\_\_

D. Facility Information (To be completed by Applicant)

1. Number of legal bedrooms (including unrented space)? \_\_\_\_\_
2. Number of bedrooms/sleeping spaces to be offered to guests? \_\_\_\_\_
3. Maximum number of guests to be allowed by owner/operator: \_\_\_\_\_
4. Is the property single-family?    Yes      No      If no, how many units are there? \_\_\_\_\_
5. Number of off-street parking spaces on the property: \_\_\_\_\_ # for guests: \_\_\_\_\_
6. Are each of the off-street parking spaces either in a garage or on bituminous or concrete surfaces?    Yes    or    No
7. Building Square footage:
  - a. Total Building square footage \_\_\_\_\_ All floors including basement and occupied attics.  
Anything over 4,500 must be sprinkled.    If applicable - sprinkled:    Yes    or    No
    - i. Basement \_\_\_\_\_
    - ii. 1<sup>st</sup> floor \_\_\_\_\_
    - iii. li. 2<sup>nd</sup> floor \_\_\_\_\_
    - iv. Additional stories \_\_\_\_\_
    - v. Garage, if attached \_\_\_\_\_
8. Per City Code, I agree to keep a Vehicle Registration log of all guests' vehicles which includes, guest names, vehicle license plate number, make/ model, and will provide to the city within 48 hours if requested?  
Yes                      No
9. Will guest boats and/or other trailers/RVs be allowed?      Yes      No
10. I understand that if my property falls under the R1 Building Code requirements, I will be required to submit Certified Building plans showing my compliance the Short-Term Home Rental Building Codes.      Yes      No
11. Have any exterior site alterations been done, or planned, to accommodate the Short-Term Home Rental (other than extra parking spaces for guests)?      Yes      No  
If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Listing Information:

1. On which websites will the Short-Term Home Rental be listed?

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2. Will the Short-Term Home Rental be listed or advertised anywhere else? If so, please give specifics.

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F. Required attachments: (To be completed by Applicant)

- ☐ 1. If any changes occurred, submit; Property site plan, drawn to scale, showing parking and driveways, all structures and outdoor recreational areas that guests will be allowed to use, including, but not limited to, deck/patio, grill, recreational fire, or sauna.
- ☐ 2. If any changes occurred, submit; Floor plans, drawn to scale, of the home identifying which rooms will be used as transient guest bedrooms.
- ☐ 3. Proof of suitable and sufficient insurance on the property.
- ☐ 4. A copy of the Guest Disclosure, or "Welcome Letter" required by City Code.
- ☐ 5. Minnesota Sales Tax Account Number (7 digits) include legal name of MN Tax ID  
OR Social Security Number are included.
- ☐ 6. \$300 payment for license application and initial inspection to the City of Stillwater (check or card).
- ☐ 7. Proof of Homestead for R3 Building Code category, if applicable.
- ☐ \*\*\*If your property falls under the R1 Building Code category for Short-Term Home Rentals, Certified Building Plans showing your compliance with the Short-Term Home Rental Building codes are **required**. For more information on the Building code categories see the STHR webpage.

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G. Signatures (digital / scanned signatures are accepted):

Site Address of Short-Term Home Rental: \_\_\_\_\_

Property owner name(s): \_\_\_\_\_

By signing this application form, I certify that to the best of my knowledge the property meets, and will be operated according to, the standards found in City Code.

Property owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant name(s): \_\_\_\_\_

By signing this application form, I certify that to the best of my knowledge the property meets, and will be operated according to, the standards found in City Code.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner information and Signature are required. Application and applicable fees are required *per* Rental Dwelling Unit.

All fields must be completed, appropriate boxes checked, and required attached documents included for application to be accepted as complete. Initial and any required re-inspections must pass for application to be accepted as complete. Re-inspections must be scheduled timely based on required corrections for application to be accepted as complete.

Incomplete applications will be rejected.

For questions about the application or to submit electronic application (physicals copies are not required), please contact [PlanningDept@stillwatermn.gov](mailto:PlanningDept@stillwatermn.gov)

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