

Application Fees: Short-term rental permit

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|--|---------------------------|
| a. Type A: Unit having up to 3 bedrooms, and maximum occupancy of 8 people (or less) | \$200 |
| b. Type B: Unit exceeds Type A sizes, and has maximum occupancy of 12 people (or less) | \$400 |
| c. Type C: Unit having a maximum occupancy of 13 or more people | \$800, plus recording fee |
| d. After-the-fact (ATF) Permit | Double the normal fee |

Please make checks payable to "Beltrami County Treasurer".

Instructions

1. If applicant is someone other than the landowner, either an Authorized Agent form must be submitted that shows the owner has given the applicant permission to submit the application, or the landowner must sign the application.
2. Include the application fee. Payment may be made in the form of cash, check, or credit card (cc). Make checks payable to "Beltrami County Treasurer." Credit card payments can be made when submitting an application in person at the counter using the point-of-sale device, or called in by phone when submitting an application by email or US Mail (staff will contact applicants with phone payment instructions once an application is received and deemed complete.)
3. **If the property is located in a township that has a zoning ordinance with jurisdiction over the license request, a copy of the township's written zoning approval of the proposed short-term rental (STR) use must be submitted. Please contact your township officials to see if any township zoning regulations apply to your project(s).**
4. Accurate tax parcel ID #s must be given for the property on which the license is sought. (Parcel IDs are shown on your tax statement. They are also accessible on the tax parcel map available on the County website: www.co.beltrami.mn.us)
5. A separate application must be submitted and permit obtained for each STR structure legally allowed to operate on a property. No more than one short-term rental permit will be issued per parcel in the shoreland zone.
6. Attach a current certificate of compliance for the septic system servicing the proposed STR. If records do not show the septic system's design flow, a licensed SSTS inspector will need to determine the tank capacity, drainfield type and square footage, soil sizing factor for the drainfield location, and the design flow. If a septic system services more than just the STR, additional information will need to be provided to Environmental Services staff so that the design flow for just the STR can be calculated.
7. Provide a color printout of the County tax parcel map with the STR clearly labeled, **or** a site plan sketch of the property showing the labeled structure location.
8. Read the Applicant Agreement and Applicant Statement sections and sign/date the application.
9. Please note that the following documentation must be kept on file and provided to the ESD within 5 days upon request by the County:
 - Demonstration that the STR operation has a license issued by the Minnesota Department of Health, or written certification from the property owner that states that a license is not required from the State of Minnesota and that sufficiently explains the reasons that no license is required (i.e. a statement written by the property owner, not MDH).
 - **Minnesota Department of Health
Lodging Licenses
705 5th Street NW, Suite A
Bemidji, MN 56601-2933
(218)308-2100**

Review the application checklist. When all required materials are compiled and complete, the application may be submitted.

The applicant is responsible for securing any other local, state, or federal permits that may be required, including a Minnesota Department of Health Lodging License. This permit does not guarantee the suitability nor safety of any of the STR structures permitted by Beltrami County.



Short-Term Rental Permit Application

Beltrami County Environmental Services
701 Minnesota Ave NW Ste 113, Bemidji, MN 56601
Phone: 218.333.4158
<http://www.co.beltrami.mn.us/Departments/ESD>
Email: esd@co.beltrami.mn.us

This form must be legibly completed in INK or typewritten.

License Type: **New** **Renewal** **After-the-Fact Application?** **Yes** **No**

Tax parcel number(s): _____

STR E911 property address: _____

Applicant name(s): _____ Date: _____

Are you the titled owner(s): Yes No

Mailing address: _____

Phone: _____ Alt. phone: _____ Email: _____

Current contact person: _____

(Party responsible for responding to questions/concerns/complaints.)

Relationship to Owner: _____

Mailing address: _____

Contact person's distance, or travel time, from STR: _____

Phone: _____ Alt. phone: _____ Email: _____

- Number of short-term rental dwelling units proposed to be operated on subject property: _____
- Will the short-term rental structure also be owner-occupied at times? Yes No
- Will an owner or manager reside onsite when the short-term rental is being actively rented? Yes No

Please select the size STR you are applying for:

- | | |
|--|----------------------------------|
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What is the maximum occupancy you are applying for (maximum # of guests): _____

How many bedrooms does your structure contain: _____

Application Checklist (be sure to submit all of the following):

1. Complete, signed application form.
2. Authorized agent form, if applicant is not owner, or application not signed by owner.
3. Color parcel map printout of property with short-term rental structure clearly marked/labeled OR aerial view site plan sketch on which short-term rental structure is clearly marked/labeled.
4. Current septic system certificate of compliance (inc. tank sizing, drainfield type and sq. ft., and soil sizing factor IF design flow not available.)
 - a. If SSTS predates permitting requirements or permit records lack a conclusive design flow number, attach current COC that documents septic tank capacity, drainfield type and square footage, soil sizing factor for drainfield location, and the inspector's design flow determination.
 - b. If the SSTS services one or more structures in addition to the short-term rental for which this license is requested, please contact Environmental Services staff for assistance in determining the design flow for the short-term rental.
5. Payment for the application fee.

Applicant Agreement

- I understand and agree that my short-term rental (STR) property must be operated and maintained in accordance with County Ordinances and all issued Permit provisions and that the County must be notified in writing of any change of information provided with or placed on file with this application.
- I understand that it is required that Beltrami County property tax payments for the property on which this STR use is proposed to occur are not delinquent at the time this application is submitted and during the STR permit period. I attest that no past due property taxes are due or applicable concerning the STR property that is the subject of this application.
- I understand and agree that the property owner shall keep on file with the Department the name, current telephone number, and email address of a current contact person who is responsible for responding to questions or concerns regarding the operation of the STR.
- I understand and agree that the following documentation must be kept on file and provided to the ESD within 5 days upon request by the County:
 - Demonstration that the STR operation has a license issued by the Minnesota Department of Health or written certification from the property owner that states that a license is not required from the State of Minnesota and that sufficiently explains the reasons that no license is required (i.e. a statement written by the property owner, not MDH).
- I understand and agree that sufficient vehicle parking for STR occupants shall be accommodated completely onsite and off-street.
- I understand and agree that quiet hours of 10:00 p.m. to 8:00 a.m. are required to be kept by STR users during which time noise levels need to be minimized. I also understand and agree that no outdoor music or outdoor parties are allowed during these quiet hours time periods and that a STR owner is expected to enforce these quiet hours.
- I understand and agree that the following information shall be posted within the rental unit in a prominent location so as to be easily visible and read by the guests:
 - A map clearly showing the property lines of a property on which a short-term rental use is occurring must be provided to rental customers and included in a rental customer informational guest book kept in a clearly visible and readily accessible location in the STR structure.
 - The full name and phone number of the local contact person or local management agent.
 - Local emergency contact information (law enforcement, fire, ambulance).
 - The maximum number of overnight guests approved in the STR license.
 - A copy of the Beltrami County Good Neighbor Brochure.
- I understand and agree that the total permitted overnight guest occupancy shall be included on all advertisements or web-based reservation service pages.
- I understand and agree that no more than one STR structure is allowed to be operated on a shoreland zone lot.
- understand that storage, collection, and disposal of solid waste must comply with the Beltrami County Solid Waste Ordinance #13, or any successor or replacement.
- I understand that a STR permit cannot be transferred to a different party than the one permitted.
- I understand that any violation of any of these criteria may result in the suspension/revocation of the STR permit.
- I understand that the ESD may contact me in the course of investigating a complaint regarding my STR(s) and agree to fully and timely cooperate with any such investigation and provide any requested information and access to the property.
- I understand that the ESD will randomly audit a portion of all STR permits annually for SMO compliance and agree to fully and timely cooperate with any such audit and provide any requested information and access to the property.

Applicant Statement

I have read and fully understand the above instructions and information. I hereby make application for a STR permit, agreeing to operate such a use in accordance with all Beltrami County Ordinances. In making this application, I hereby affirm that I am the fee title owner of the above-described property, or the authorized agent thereof, and I agree to this application and warrant and assert that I am authorized by ownership and/or law to apply for the STR permit in question. By signing this application, I hereby certify that the information contained in this application is a true, accurate and complete representation of facts and conditions concerning the proposed STR permit application. I hereby state and affirm that any and all applications, sketches, surveys, and all other attachments and documents submitted herewith are true and accurate. I understand that if any of the information provided by me in this application is later found or determined by the County to be inaccurate, the County may revoke the STR permit and/or any accompanying permit based upon the supplying of inaccurate information. I understand and agree that in making application for a STR permit, I am granting permission to Beltrami County, at reasonable times and in a reasonable manner, to enter the land and premises that are the subject of this application to determine compliance of that application with any applicable county, state, or federal laws, statutes, or ordinances. I certify and agree that I will comply with any and all conditions imposed in connection with the approval of the application. I understand that I may be required to submit additional property descriptions, property surveys, site plans, building plans, or other information as deemed necessary by the County for proper consideration of the request before the application is deemed complete or acted upon.

Signature of applicant(s): _____ Date: _____