

City of Huron
Planning and Zoning Department
417 Main Street Huron, Ohio 44839
P: 419-433-5000
F: 419-433-5120
Email: zoning@huronohio.us



Transient Rental Waitlist Request Form

(PLEASE WRITE CLEARLY)

Property Owner Information:

Owner Name(s): _____

Owner Mailing Address: _____

Owner Phone #: _____

Owner Email: _____

Rental Property Address: _____

This form must be submitted with a COMPLETED and SIGNED transient rental application to be valid. Incomplete applications will not be accepted. Application, insurance, and parking plan are required at time of submission. DO NOT INCLUDE THE FEE.

The waiting list shall be maintained and administered by the Planning and Zoning Department. Certificates will be issued on a first come first serve basis. This form will be used to notify the owner of availability. Owner has 72 hours from notification from the department to submit the transient rental fee and schedule the inquired safety inspection within the 14 days. Owner is responsible for notifying the Planning and Zoning Department of any changes on this form, while on the waitlist. One form per rental address. Waitlist requests are non-transferrable. Change of ownership or change of site address shall render the Waitlist form invalid. If you wish to be removed from the waitlist, please submit written documentation of the request to the Planning and Zoning Department.

Owner Acknowledgement Signature: _____

Date: ____/____/____

1369.03 LIMITATIONS ON T1369.03 LIMITATIONS ON TRANSIENT RENTAL PROPERTIES.

Beginning on the effective date of this Ordinance, there shall be a maximum combined aggregate total of one hundred sixty-five (165) Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificates, and Renewal Transient Rental Registration Certificates issued for Transient Rental Property located within the City at any one time, provided that no renewal Application for a Renewal Transient Rental Registration Certificate will be denied solely on the basis that approving the Application will cause the foregoing maximum combined aggregate total number of Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Occupancy Registration Certificates, and Renewal Transient Rental Registration Certificates to be exceeded.

- (a) Subject to the provisions of the foregoing paragraph, Applications accepted for an available Transient Rental Registration Certificate are on a first come basis. The Department shall maintain a waiting list in the event the maximum number of Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificates, and Renewal Transient Rental Registration Certificates issued for Transient Rental Property located within the City at any one time equals one hundred sixty-five (165). At such time as there are a combined aggregate total of one hundred sixty-five (165) Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificates, and Renewal Transient Rental Registration Certificates issued for Transient Rental Property located within the City, new Applications shall only be considered on a "one (1) new Application for every one (1) Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificate or Renewal Transient Rental Registration Certificate that is cancelled, revoked, lapses or terminates for any reason" basis, to ensure the total combined maximum aggregate number of Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificates, and Renewal Transient Rental Registration Certificates issued does not exceed one hundred sixty-five (165). Subject to limitations found elsewhere in this Chapter, renewal Applications shall continue to be accepted and Renewal Transient Rental Registration Certificates issued in accordance with Section [1369.02](#) provided that the Application for a Renewal Transient Rental Registration Certificate is submitted to the Department before the expiration of the existing Transient Occupancy Registration Certificate (issued prior to the effective date of this Ordinance) or before the expiration of any Renewal Transient Rental Registration Certificate. (Ord. 2021-7. Passed 3-23-21.)
- (b) No Transient Rental Property which had a Transient Registration Occupancy Certificate (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificate, or Renewal Transient Rental Registration Certificate revoked under Sections [1369.02\(d\)\(3\)-\(6\)](#) shall be eligible for issuance of a Transient Rental Registration Certificate for a period of two (2) years from the date of revocation unless a change in ownership or control of the Residential Premises has occurred, as determined by the Department in its reasonable discretion.

----- Do not write below this line -Office use only -----

Application reviewed and received by: _____

Date: ____/____/____

Time: _____

Waitlist #: _____



2024 TRANSIENT RENTAL REGISTRATION APPLICATION

1. Applicants are advised to review the City's Codified Ordinances for regulations and requirements affecting transient rental operations: Chapter 1369-Transient Rental Property, Chapter 1133 -Off Street Parking, Chapter 189- Lodging Tax.
2. Beginning on the effective date of this Ordinance, every Transient Rental Property must be issued a Transient Rental Registration Certificate or a Renewal Transient Rental Registration Certificate before being used, advertised, promoted, offered, listed with a Hosting Platform, or otherwise made available for use as Transient Rental Property.
3. "Transient Rental Property" means any Residential Premises, or part thereof, being utilized or otherwise made available to a Transient Guest within the City, if such Residential Premises is used by or made available to a Transient Guest for a period in excess of a combined period of thirty (30) days in any calendar year. "Transient Rental Property" does not include any Residential Premises which is the primary residence of the Owner if such Residential Premises is not occupied or made available to a Transient Guest in excess of a combined period of thirty (30) days in a calendar year.
4. Transient Rental properties are allowed within the following Zoning Districts: R-1, R-1A, R-2, R-3, B-1, B-2, and B-3.
5. The city has established a maximum number of rentals to be operated within the city at any one time at 165.
6. The annual fee for 2024 is \$400 per rental unit which includes an inspection, and \$50 for any re-inspections including transfer/Assignment re-inspections. Fees were approved pursuant to a motion by City Council at the regular meeting of January 12, 2021.
7. Within 14 days of receipt of your application, an inspection of the property is required. You or someone you designate will need to be present at the property during the inspection.
8. Upon passing of the inspection, you will be issued a Certificate. Beginning with the date of issuance, the certificate is valid for a 12- month period or until suspended, revoked, denied, allowed to lapse, or when a change in ownership occurs. Your certificate must be on display in public view on the rental premises.
9. You will also need to register the property with Erie County for the collection of lodging taxes. If you have questions regarding the lodging taxes, contact Erie County at 419-627-7743
10. If you have any questions regarding the city registration process, please contact the City of Huron Zoning Department at 419-433-5000 ext. 1302 or 1303.
11. Submit the completed application, inspection report, and required documentation, along with the fee (made payable to the City of Huron) to the City of Huron, Zoning Department, 417 Main Street, Huron, OH 44839.
12. Pursuant to Section 1369.02 (b) (2) If your property is part of an HOA, refer to your Declaration or By-Laws to confirm the renting of the property is allowable and attach approval or HOA documentation.
13. Owners/Representatives are responsible to renew certifications annually in advance of the expiration date by submitting an application, providing updated documents, fee, and scheduling the annual inspection. The city does not issue reminder notices.



Planning & Zoning Dept.
417 Main Street
Huron, OH 44839
419-433-5000

TRANSIENT RENTAL REGISTRATION APPLICATION

____ New Application

____ Renewal Application:
Current Certificate# _____ Expiration Date: _____

____ Transfer/Assignment Application :
Current Certificate # _____, Expiration Date: _____

Section A. PROPERTY OWNER/CORPORATION INFORMATION

Date _____ Owner/Corporation Name: _____

Corporate Officer Name & Title _____

Phone: _____ Email: _____

*Mailing address: _____ City: _____ State: _____ Zip: _____

*** If this is more than one (1) hour away from the rental property, you are required to complete Section B.**

Ownership Type (check one): Individual __ Sole Proprietorship __ Partnership __ Corporation __ Trust __

Section B. AUTHORIZED REPRESENTATIVE. Pursuant to 1369.02 (c) (2): Provide the contact information of the authorized representative who can arrive and access the rental property within one (1) hour of notification.

Authorized Representative Name: _____ Phone: _____

Company Name: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Section C. TRANSIENT RENTAL PROPERTY BEING REGISTERED

1. Rental Property Address: _____ # of Bedrooms; _____

Zoning District: _____ Parcel#: _____

Neighborhood: _____



TRANSIENT RENTAL INSPECTION REPORT

(Applicant to complete Section A only)

Annual Inspection NEW ____ Annual RENEWAL ____ Re-Inspection ____ Transfer/Assignment ____

SECTION A. PROPERTY OWNER INFORMATION

Owner/Rep Name _____

Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip _____

1. Rental Property Address: _____

Parcel No.: _____

SECTION B. INSPECTION CHECKLIST (Completed by the Zoning Inspector)

INSPECTION ITEM	PASS	FAIL	NOTES
Electrical Receptacles			WORKING CONDITION
Smoke & CO Detectors			TEST OF UNITS. EACH FLOOR; OUTSIDE OF BEDROOMS
Wiring			CHECK FOR IMPROPER WIRING
Electrical Panel			PANEL MUST BE LABELED.
Light Fixtures @Stairways/Doors			COMPLIANCE & WORKING CONDITION
Furnace			WORKING CONDITION
Water Heater			WORKING CONDITION
Leaks to Gas, Water, Waste lines			INSPECTION FOR LEAKS
Refuse, garbage, debris			CLEAR OF TRASH, RECEPTACLES ON SITE
Fire Extinguishers 5 -lb ABC CLASS			LOCATION LABELED & VISIBLE
Building Code Compliance			RAILINGS, EGRESS/INGRESS,
Parking Plan Verification (9'x18' for each parking space)			CONFIRMATION OF THE SPACES IN OFF STREET PARKING PLAN

INSPECTOR NOTES ON ITEMS THAT FAILED INSPECTION: _____

SECTION C. OCCUPANCY LIMITS (Three (3) Transient Guests per residential premises, plus 2 persons per bedroom)

Number of bedrooms _____ @ 2 guests per bedroom + 3 = _____.

SECTION D. PARKING PLAN (Required for NEW applications) Number of off-street parking spaces - 162 sf (9'x18') per parking space: _____

TOTAL ADJUSTED OCCUPANCY LIMIT: _____ (pursuant to 1369.06(a) (3) and applicable to NEW Applications)

Inspection Date _____ By _____

PASSED INSPECTION _____ RE-INSPECTION TO BE SCHEDULED WITHIN 30 DAYS. RE-INSPECTION FEE WILL APPLY.
 FAILED INSPECTION _____

Section D. REQUIRED DOCUMENTATION TO BE SUBMITTED WITH APPLICATION

- **Parking Plan 1369.06 (a) (2)** Prepare a parking site plan to designate off-street parking (Ordinance 2021-9: Chapter 1133) for the use of all vehicles associated with the transient rental property. Each parking space must adhere to a minimum of 9'-0 x 18'-0" or 162 sf. Dimensions must be clearly marked on the site plan. ***Note this requirement applies only to NEW applications from and after 4-22-21, pursuant to Ordinance No. 2021-7.**
- **Proof of Insurance 1369.05 (d) (1)** Provide proof of general liability and premises liability insurance coverage of not less than \$300,000 on the transient rental property.
- **Inspection Report Form. 1369.06(a) (1)** Complete Section A of the Inspection Report Form. (Required for new applications, renewals, and transfers/assignments.) Make additional copies as needed for each of your properties. Please note, Life Safety Inspections are required within 14 days of application or in the case of a waiting list, within 14 days of an owner being notified that their application is being considered.
- **Fees:** \$400.00 per Rental Unit (includes (1) initial inspection) – annual fee.
\$ 50.00 Re-inspections (upon inspection failure)
\$ 50.00 Transfer/assignment inspection.

Lodging Tax Registration Required: Register your Transient Rental property with Erie County in order for lodging taxes (Erie County and City tax) to be collected. If you have questions regarding the lodging taxes, contact Erie County at 419-627-7743.

I hereby certify that I am the owner of record of the named property and/or I have been authorized to make this application as an authorized representative of the owner, and agree to conform to all applicable laws, regulations, and ordinances of the city. All information contained within this application is true and accurate to the best of my knowledge and belief. In addition, I/we the undersigned do hereby consent to the entry upon said property by the City of Huron and its officers, employees, and/or agents for the purpose of inspection of said property pursuant to the code. I further certify that I have authority to grant access to said property.

Date: _____ Applicant Signature _____

Date: _____ Property Owner Signature _____
(required)

INCLUDE ALL REQUIRED DOCUMENTS AND FEE WITH APPLICATION

Zoning Department Use Only

Date received: _____

Application complete _____ Comment: _____

Fee included: _____ Method of payment: _____