



2022 TRANSIENT RENTAL REGISTRATION APPLICATION
Pursuant to Ordinance No. 2021-7, Effective 4-22-21

1. 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.
2. "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.
3. 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.
4. The city has established a maximum number of rentals to be operated within the city at any one time at 165.
5. The annual fee for 2022 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.
6. 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.
7. 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.
8. 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
9. 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.
10. 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.
11. 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.



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

**TRANSIENT RENTAL PROPERTY
REGISTRATION APPLICATION**
(effective 4-22-21 pursuant to Ordinance 2021-7)

Renewal ___ New ___ Transfer/Assignment ___

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. RENTAL PROPERTIES OWNED WITHIN THE CITY OF HURON

1. Rental Property Address: _____ Parcel #: _____
Is this a: Single Family Dwelling _____ Multi-Family Dwelling _____ Number of Units _____

2. Rental Property Address: _____ Parcel #: _____
Is this a: Single Family Dwelling _____ Multi-Family Dwelling _____ Number of Units _____

3. Rental Property Address: _____ Parcel #: _____
Is this a: Single Family Dwelling _____ Multi-Family Dwelling _____ Number of Units _____

4. Rental Property Address: _____ Parcel #: _____
Is this a: Single Family Dwelling _____ Multi-Family Dwelling _____ Number of Units _____

5. Rental Property Address: _____ Parcel #: _____
Is this a: Single Family Dwelling _____ Multi-Family Dwelling _____ Number of Units _____

6. Rental Property Address: _____ Parcel #: _____
Is this a: Single Family Dwelling _____ Multi-Family Dwelling _____ Number of Units _____

7. Rental Property Address: _____ Parcel #: _____
Is this a: Single Family Dwelling _____ Multi-Family Dwelling _____ Number of Units _____

8. Rental Property Address: _____ Parcel #: _____
Is this a: Single Family Dwelling _____ Multi-Family Dwelling _____ Number of Units _____

9. Rental Property Address: _____ Parcel #: _____
Is this a: Single Family Dwelling _____ Multi-Family Dwelling _____ Number of Units _____

10. Rental Property Address: _____ Parcel #: _____
Is this a: Single Family Dwelling _____ Multi-Family Dwelling _____ Number of Units _____

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: 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.

Early Renewal: In the event a property owner chooses to renew a certificate substantially in advance of the current expiration date; the property owner will be voluntarily waiving the unexpired term of the existing certification and no credit or refund will apply. Pursuant to 1369.02 (f), A Transient Rental Registration Certificate or Renewal Transient Rental Registration Certificate shall be valid for 12 months from the date of issuance.

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 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)

Zoning Department Use Only

Date received: _____

Application complete _____ Comment: _____

Fee included: _____ Method of payment: _____



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			
Smoke Detector/CO Detectors			
Wiring			
Electrical Panel			
Light Fixtures @Stairways/Doors			
Furnace			
Water Heater			
Leaks to Gas, Water, Waste lines			
Refuse, garbage, debris			
Fire Extinguishers			
Building Code Compliance			
Parking Plan Verification (9'x18' for each parking space)			

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 _____

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

THE FOLLOWING CODIFIED ORDINANCES OF THE CITY OF HURON CONTAIN REGULATIONS AND REQUIREMENTS ASSOCIATED WITH THE OPERATION OF TRANSIENT RENTAL PROPERTY. THESE CODES CAN BE FOUND ON THE CITY WEBSITE

Chapter 1369 Transient Rental Property

Chapter 189: Lodging Tax

Chapter 1133.03 Required Off-Street Parking

