

CITY OF SEWARD
SHORT TERM RENTAL PERMIT APPLICATION

*****This application is required for all Short Term Rental (STR)/ Lodging permits regardless of years in business*****

Thank you for doing business in Seward. Enclosed are the materials, contacts and information you'll need to obtain a Short Term Rental/Lodging permit from the City of Seward.

Obtaining a City business license and short term lodging permit go hand-in-hand; when an applicant applies for a business license for running a short term rental lodging business. Once the application is completed and received by the City Clerk's office they check for compliance with various City, Borough and State departments to determine if the applicant is in good standing.

The City Clerk's office will forward the application and site plans to the Community Development department to determine whether the proposed location is properly zoned for a lodging business and if the building satisfies the correct code requirements. Please contact them with any zoning questions 907-224-4048 or 224-4049

The final step in the process is for the Seward Fire Department (SFD) to conduct an on-site life safety inspection. The Life Safety Inspection and fee of \$47.00 per hour+ tax is required total of \$50.29. SFD has set aside the month of February to conduct the majority of the inspections. If you cannot schedule your inspection during this time, be aware that there shall be an additional fee of \$50.00 and a two week delay after you have notified the Fire Department that you are ready for the inspection. Please contact the Fire Department at 224-3445 to schedule your inspection.

The inspection **MUST** be completed prior to the issuance of a lodging permit.

You may not advertise or rent the property as a short term, until you have received your Short Term Rental license from the City of Seward. Any advertisements for the Short Term Rental shall include the City of Seward business license and lodging permit number.

Owner must complete, sign and provide the following: *(Complete instructions, check list and applications are included in Short term rental/Lodging packet)*

- **Completed City Business License application and fee \$30.00** *(SCC 8.30.025 (c))*
- **Registration for Kenai Peninsula Borough sales tax** *(SCC 8.30.025 (c)3)*
- **Current State of Alaska business license** *(SCC 8.30.025 (c)2)*
- **Completed Short Term Rental/ Lodging application** *(SCC 15.10. 40(b), 15.10.225 (b))*
- **Completed Registration for City of Seward Hotel/Motel tax** *(SCC 5.45.025, 5.45.035, 5.45.040,5.45.045)*
- **Site & Parking Plan** *(SCC 15.10.215(b))*
- **Floor Plan** *(SCC 15.10.215(b))*
- **Life Safety Inspection and fee \$47.00 per hour+ tax for a total of \$50.29***(SCC 12.05.011 (d) 9 table 1A # 2) (b)*

*****Fees are non- refundable.***

Please be aware that a business license **WILL NOT** be issued unless a short term rental permit has been obtained.

City of Seward business licenses and lodging permits are valid for one year January 1st thru December 31st. Each of these items must be renewed on an annual basis in order to be in good standing with the City of Seward. For more information about the applicable Seward City Code, please visit www.municode.com or visit the City Clerk's office at 410 Adams Street in downtown Seward.

If you have any questions regarding this process, please do not hesitate to contact us at the numbers below:

- City Clerk's Office: 907-224-4046
- Community Development: 907-224-4048 or 907-224-4049
- Fire Department: 907-224-4036

Once again, thank you for doing business in Seward and we wish you a successful business year!



SHORT TERM RENTAL PERMIT APPLICATION

CALENDAR YEAR: 2020

One application per physical address

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Business Name: _____

State license number: _____ KPB Sales tax number: _____

Applicant Name: (Check box for contact preference: email, phone, etc.)

First: _____ Middle: _____ Last: _____

[] Email: _____ @ _____ [] Phone Number: _____

[] Mailing Address: _____ City: _____ State: _____ Zip: _____

Physical/Street Address of Short Term Rental: _____ KPB Parcel # _____

Property Owner: Fill out if different than applicant listed above (Check box for contact preference: email, phone, etc.)

Name: First: _____ Middle: _____ Last: _____

[] Email: _____ @ _____ [] Phone Number: _____

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

Type of Lodging (check one)

[] Whole House Rental on a Nightly Basis

[] Room Rental on a Nightly Basis

Zoning District (circle one)

RR R1 R2 R3 OR UR AC CB RM

Is this your primary place of residence? Yes No

Box containing parking and room details: Total number of parking spaces provided, Total number of bedrooms/apartments in unit/house, Total square footage of house/unit.

Overnight lodging uses are allowed within single and multi-family residential buildings in accordance with City of Seward Code §15.10.225.

Upon approval, all Short Term Rental permits are subject to the following conditions. Signature on this application indicates agreement to these conditions

- Completed City Business License application and fee \$30.00
Completed Short Term Rental application
Life Safety Inspection and fee \$47.00 per hour + tax for a total of \$ 50.29
Completed Registration for Hotel/Motel tax
Dimensioned Site/ Parking Plan
Dimensioned Floor Plan
Eligible Zoning Types

As Applicant, I _____, certify or declare under penalty of perjury under the laws of the State of Alaska that the foregoing is true and correct

By signing this Application, you are agreeing to the indemnification/hold harmless agreement below:

Owner/Applicant, agrees to indemnify, save, protect, hold harmless, and defend the City of Seward, the City Council of the City of Seward, individually and collectively, and the City of Seward representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising out of Owner's actions, or inaction in the operation, occupancy, use, and/or maintenance of the Property.

APPLICANT SIGNATURE: _____ DATE: _____

Table with 2 columns: Office use only (Date, Zoning review and comments) and Zoning District (circle one) (RR R1 R2 R3 OR UR AC CB RM)

Office use only each department must initial & Date for approval

Clerk _____ Community Development _____ Finance _____ Fire _____ fee paid for life safety \$ _____
Clerk _____ Permit Issued / /

City of Seward
SHORT TERM RENTAL APPLICATION CHECK LIST
Requirements for approval

Requirements for a City business license:

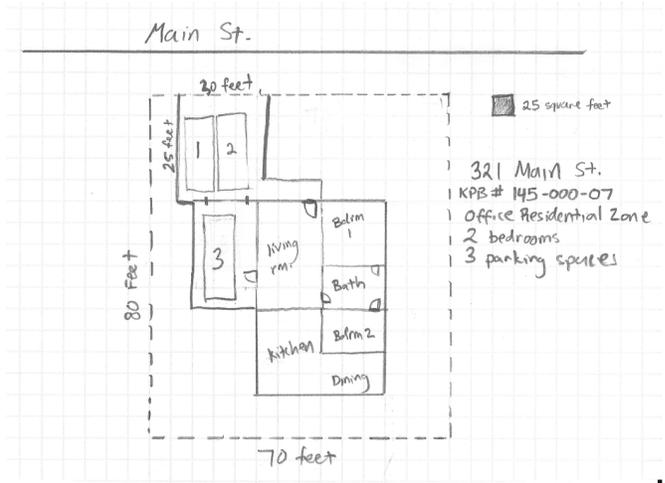
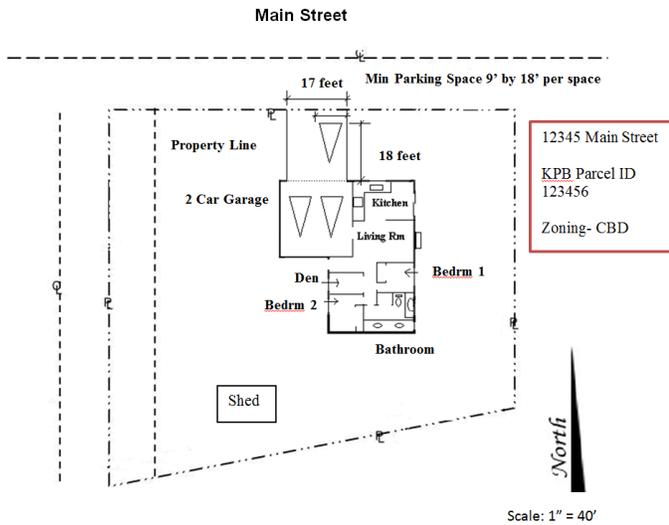
- Completed city business license application and fee \$30.00** (SCC 8.30.025 (c))
(application and instructions included in packet)
- Registration for Kenai Peninsula Borough sales tax**(application and instructions included in packet)
- Current State of Alaska business license**(application and instructions included in packet)

Requirements for a City Short Term Rental permit:

- Completed Short Term Rental application** (application included in packet)
- Completed Registration** for Hotel/Motel tax (application and instructions included in packet)
- Proof of Insurance** - Copy of commercial liability insurance with physical address of rental.
- Site Plan-** should include (*see attached example*)
 - Property address, KPB Parcel Number and City Zoning
 - A dimensioned site plan of property showing location of all buildings and parking spaces.
 - Parking Plan should show indication of total parking spaces provided and required by city code.
- Floor Plan** -should include (*see attached example*)
 - A dimensioned Floor plan of home or building complex identifying the bedrooms, bathrooms, doors and common areas to be utilized for lodging.
- Life Safety Inspection and fee \$47.00 per hour + tax** (SCC 12.05.011 (d) 9 table 1A # 2): the Seward Fire Department has set aside the month of February to conduct the majority of the inspections. Call for appointment 224-3445
An approved life safety inspection from the Seward Fire Department requires the following:
 - Address numbers***
 - Numbers must be visible and legible from the street. Minimum 4” high contrasting to background.
 - Carbon Monoxide Detectors***
 - Occupancies that have carbon based fuel appliance(s), an attached garage or carport or are adjacent to a parking space, Carbon Monoxide (CO) Alarm(s) are required. Co Alarms Outside of each separate dwelling unit sleeping area in the immediate vicinity of the sleeping rooms, and on every occupied level of a dwelling unit, including basement, and excluding attic and crawl spaces.
 - Smoke Detectors***
 - Smoke Detectors in each sleeping room, outside each separate sleeping area, in the immediate vicinity of the sleeping rooms, on each level of the dwelling unit, including basements.
 - Code approved egress windows or outside fire exit (s) present for each sleeping area.***
 - Bedroom egress window: Outside window or door operable from the inside without the use of tools, keys, or special effort and shall provide a clear opening of not less than 5.7 foot square. Width shall be not less than 20” inches and height not less than 24” inches bottom of opening shall be not more than 44” inches above the floor. The window shall be within 20’ feet of grade. The window shall be directly accessible to the fire department.
 - Exit doors and means of egress not blocked, doors open without special knowledge or tools.
 - Emergency Exit Plan posted***
 - Emergency Exit plan posted in each sleeping area with a floor plan identifying the primary and secondary exits, occupancy assembly point, and location of portable fire extinguishers.
 - Fire extinguisher(s)***(information included in packet)
 - Fire Extinguisher in a readily available and conspicuous location on each level. Minimum 2A:10BC rating. Fire Extinguisher serviced by certified company annually.
 - Post NO SMOKING sign in conspicuous location.***
 - Extension cords and multi-plug adaptors not approved for permanent wiring.***
 - Exit Signs should be posted when exit is not readily identified***
 - No meal preparation or cooking facilities are permitted in guest bedrooms.***

Once again, thank you for doing business in Seward and we wish you a successful business year!

SAMPLE SITE PLAN & FLOOR PLAN EXAMPLES



The following information must appear on the site/floor plan: (see above examples)

1. Site Address
 2. Assessor Parcel Number
 3. Zoning
 4. All rooms in dwelling on all floors (**indicate common areas if room on nightly rental*)
 5. Dimensioned Site & Parking Plan showing number of spaces _____ (see examples above)
- All on-site parking must be located on the subject private property. Include measurements of parking area. Diagram must show parking spaces located within property line
- Must have 9 feet, x 18 feet per exterior space
 - All designated spaces shall be available for the occupants

You can use KPB Parcel viewer to obtain information about your property at <http://mapserver.borough.kenai.ak.us/kpbmapviewer/>

Graph paper has been provided for your site/parking plan

