



Bay St. Louis, MS Short Term Rental Permit Application

688 Highway 90
 Bay St. Louis, MS 39520
 baystlouis-ms.gov

All information on this form is a public record

PROPERTY INFORMATION		
Short Term Rental (STR) Physical Address	Name of STR (if applicable)	
OWNER OR OPERATOR INFORMATION		
Property Owner	Property Owner Address	
Email Address		Phone
Operator Name if different from Property Owner	Operator Address if different from Property Owner	
Email Address		Phone
LOCAL 24 HOUR CONTACT		
Local Contact Name	Local ContractAddress	
Email		Phone
Short Term Rental Information		
Conditioned Living Square Footage	Number of Sleeping Rooms	Occupany Limit
As an authorized agent of the entity identified above, I certify the information provided on this form is true, correct, complete and current to the best of my knowledge and belief and that I have informed all principles of this information. I am aware of the obligation to provide timely notice of any changes in required information		
Authorized Original Signature:	Print Name:	Date:

Please Provide the Following:

Date Received:

- () Proof of Ownership
- () Parking Plan

Additional Information

- \$100 yearly registration fee
- Incomplete Applications will not be processed
- Once properly registered each STR will be issued a unique registration number.
- Registration number shall be included in any and all advertisements for STR, including internet book sites.

Short-Term Rental Checklist

Post in a visible, prominent interior location at or near the primary entrance:

- Name of property's designated contact person
- 24/7 phone number for the contact person
- Occupancy limit as established at the time of registration and permitting
- Notice that failure to conform to occupancy and parking requirements is a violation of City Ordinance and may result in citation
- Trash collection information including proper timing and placement of receptacles
- Location of all required Fire Extinguishers
- Contact information for local emergency services (fire, dispatch, police, hospital)
- Other information as required by the Administrator.

Health and Life Safety

Ensure all building and fire-related construction conforms to the city's adopted building code.

Fire Extinguishers

All floors must have a minimum of one (1) Class 2A:10B type fire extinguisher (standard 5lb. fire extinguisher) mounted in a conspicuous location.

If a golf cart is available as part of a short-term rental:

Ensure it complies with all City of Bay St. Louis Code of Ordinances.

Register/permit the golf cart with the City of Bay St. Louis.

Provide a copy of the City's golf cart ordinance and map.

Mandatory Evacuation

Upon a mandatory evacuation issued by Hancock County Emergency Management Agency:

Immediately evacuate all vacation rentals upon notice.

Inspections

Short-Term Rental properties may be subject to inspection at registration and on subsequent renewal.

Be available for immediate inspection if required or warranted.

Missing a scheduled inspection will result in a \$100.00 re-inspection fee.