



**VACATION RENTAL HOME
PERMIT APPLICATION**

Initial Application Fee: \$250.00

Annual Renewal Fee: \$ 100.00

Vacation Rental Home street address: _____

Property owner information required:

Name: _____ E-mail: _____

Daytime Phone: _____ 24-hour Phone: _____

Mailing Address: _____
City State Zip

Contact Person information required:

Name: _____ E-mail: _____

Daytime Phone: _____ 24-hour Phone: _____

Mailing Address: _____
City State Zip

Agent information (if applicable):

Name: _____ E-mail: _____

Daytime Phone: _____ 24-hour Phone: _____

Mailing Address: _____
City State Zip

Type of Ownership: ___ Individual(s) ___ Partnership ___ Trust ___ LLC ___ Other
(Describe)

VACATION RENTAL HOME PERMIT APPLICATION

Type of Rental Management: ___ Owner ___ Rental Agent & Owner ___ Rental Agent

Federal Tax ID Number: _____

Vacation Rental Home street address: _____

Vacation Rental Home Legal Description: _____

Type of Septic: _____ Connected to Public Sewer _____ Septic System _____ Aerobic System

Hot Tub: ___ Yes ___ No Swimming Pool: ___ Yes ___ No Trash pick-up day: _____

Vacation Rental Home Square Footage: _____ Number of bedrooms _____

Maximum number of Overnight Occupants: _____

(Not to exceed two people per bedroom + four excluding children 5 years old and younger)

List websites and Listing # of Vacation Rental Home advertisements: _____

(All advertisements MUST include City of Grove Permit No.)

I hereby certify that I am the owner of the property described above. I further certify that the information provide is true and correct to the best of my knowledge. I certify the operations of this Vacation Rental Home shall comply with all the conditions of the Vacation Rental Home Permit issued by the City of Grove, and all provisions of laws and ordinances, whether specified or not. I certify that I shall comply with all local, state and federal tax laws.

I acknowledge and agree that the City has the right to inspect the property, and it is my responsibility to maintain the property in a condition that complies with the City of Grove Code of Ordinances and Zoning Regulations.

I acknowledge and agree that prior to using this property as a Vacation Rental Home, I must obtain all pertinent inspection approvals, a Vacation Rental Home Permit, an Occupational License, a Certificate of Occupancy, an Oklahoma State Department of Health Lodging Establishment License (if 4 or more rooms are available for sleeping accommodations), pay all fees due and keep all licenses and permits current.

I agree to notify the City of changes to the management, contact information, changes of ownership, etc.

VACATION RENTAL HOME PERMIT APPLICATION

I understand and agree the Vacation Rental Home Permit is non-transferable to a new owner.

Property Owner(s) – Please print

Property Owner(s) Signature

Property Owner(s) – Please print

Property Owner(s) Signature

Subscribed and sworn to before me this _____ day of _____, 2014.

Notary Public

My Commission Expires

OFFICE USE ONLY

Required documents:

____ Proof of Ownership (warranty deed, quit-claim deed, etc.)

____ Copy of Occupational License

____ Copy of Special Use Permit (if applicable)

____ OSDH Lodging Establishment License (if applicable)

____ Copy of Perk Test or Drip Line Test (if applicable)

Inspected by: _____ Date of Inspection: _____

Permit approved by: _____ Date of approval: _____

Permit No: _____ Date Issued: _____

Payment Amount: _____ Type of Payment: _____