



104 W. 3<sup>rd</sup> Street      Grove, Oklahoma 74344  
(918) 786-6107      Fax (918) 786-8939  
[www.cityofgroveok.gov](http://www.cityofgroveok.gov)

**VACATION RENTAL HOME  
PERMIT APPLICATION**

Initial Application Fee: \$345.00

Annual Renewal Fee: \$ 140.00

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

VACATION RENTAL HOME PERMIT APPLICATION

Type of Ownership: ☐ Individual(s) ☐ Partnership ☐ Trust ☐ LLC ☐ Other  
City State Zip  
(Describe)

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.

VACATION RENTAL HOME PERMIT APPLICATION

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

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 \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires



**APPLICATION FOR  
OCCUPATION LICENSE**

**Business Name:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Federal I.D. Number** \_\_\_\_\_

**State I.D. Number** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Any Remodeling/Construction to current facility:**

\_\_\_\_\_ **Yes** (If yes give detail of description)

\_\_\_\_\_ **No**

**Are you going to install a sign:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**FOR OFFICE USE ONLY**

**Is the property zoning correct:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Permit requirements complete:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Cleared by the Grove Fire Marshal:**

\_\_\_\_\_

**Cleared by the Building Inspector:**

\_\_\_\_\_

\_\_\_\_\_

**\$50.00 Per Year**

**Renewal July 1<sup>st</sup> of each year**

**City of Grove – 104 W 3<sup>rd</sup> St, Grove, OK 74344 (918)786-6107**

## BUSINESS CONTACT INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

Key holders - After Hours Contacts: (In case of emergency after business hours)

Primary Contact Name: \_\_\_\_\_

Primary Cell Phone: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Cell Phone: \_\_\_\_\_

Alarm Company Name: \_\_\_\_\_

Alarm Company Phone: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

### **VRH INSPECTION CHECKLIST**

**BEFORE SCHEDULING INSPECTION:** Owner or agent must initial all Vacation Rental Home Requirements below:

- a. \_\_\_\_\_ If VRH has four (4) or more rooms available for sleeping accommodations and the rooms are rented as individual rooms to transient guests must comply with the Oklahoma State Department of Health Lodging Establishment Provisions, and a copy of the owner's current Lodging Establishment License must be provided to the City Clerk. A VRH that is rented as a unit shall be exempt from the Oklahoma State Department of Health Lodging Establishment License.
- b. \_\_\_\_\_ If VRH has a Septic System as the means of wastewater disposal must provide a copy of a Perk Test or Drip Line Test performed by the Oklahoma Department of Environmental Quality. **Just call 918-787-5582 for copy of test.**
- c. \_\_\_\_\_ VRH owner must apply for a yearly Occupational License
- d. \_\_\_\_\_ VRH owner must be issued a VRH Permit prior to use or advertisement of the property as a VRH; the Permit shall be renewed annually prior to July 1 of each year.
- e. \_\_\_\_\_ Authorized hard surface parking per approved application. (vehicle + boat on trailer = 2 parking spots)
- f. \_\_\_\_\_ Covered trash container

- g. \_\_\_\_\_ Visible house numbers (on home)
- h. \_\_\_\_\_ Accessible fire extinguisher in visible location
- i. \_\_\_\_\_ Electrical switch and outlet face plates
- j. \_\_\_\_\_ Labeled electrical circuit panel by NEC Code
- k. \_\_\_\_\_ Ground fault circuit interrupter protected receptacles by NEC Code
- l. \_\_\_\_\_ Required smoke detectors/carbon monoxide detectors by IRC Code
- m. \_\_\_\_\_ Properly installed wood stove, fireplace or fuel burning heat source
- n. \_\_\_\_\_ Required handrails and/or Required guardrails by IRC Code
- o. \_\_\_\_\_ Sleeping area emergency escape and rescue openings
- p. \_\_\_\_\_ Hot tub barrier or swimming pool barrier
- q. \_\_\_\_\_ Evacuation Poster and Contact Information must be Posted on all floors

**Permit approval is subject to compliance with the Oklahoma State Department of Health Lodging Establishment Provisions (if applicable), submittal of Perk or Drip Line Test on Septic System (if applicable), an inspection by the Building Inspector and issuance of a Certificate of Occupancy.**