

Subject: CPHD- Accessory Homestay Application Process

**FY 2018 Proposed Budget
Budget Work Session Follow-up**

4/7/2017

The following information is provided in response to a request made by Mr. John Vihstadt at the work session on 3/3/2017, regarding an update on the process of sharing information concerning Accessory Homestay Permits.

Zoning staff sends a list of all of the Accessory Homestay applications that have been approved to the Commissioner of Revenue on a weekly basis so that they are aware of any new permit holders within less than seven days. To date, there have been 71 applications received and 67 applications approved. All permits received are reviewed and processed by Zoning within three business days.

In addition, The Department of Community Planning, Housing and Development uses several methods to make residents aware, as they apply for an Accessory Homestay Permit, that they must also obtain a business license with and pay transit occupancy taxes to the Commissioner of the Revenue (COR). [The Accessory Homestay permit webpage](#) and the [on-line](#) application form (both linked to this response) contain information about the Commissioner of Revenue's (COR) requirements for obtaining a business license and paying transient occupancy taxes (TOT). Further, embedded within the on-line accessory homestay permit application is a certification statement requiring residents to acknowledge their understanding of and compliance with the applicable rules and regulations that pertain to this land use. The second half of this certification statement specifically references the COR requirement to obtain a business license and TOT account. Lastly, in-person applicants are encouraged to go to the COR Office after submitting their applications.