Short-Term Rental Permit Procedures

A. Short-term rental permits shall be issued or refused by the Director of Planning, Development, and Neighborhood Services within thirty (30) days after receipt of an application or within such further period as may be agreed to by the applicant. No short-term rental permit shall be issued unless all requirements of the zoning and subdivision regulations are met. In the event of refusal to issue a short-term rental permit upon an application based upon noncompliance with the provisions of this ordinance, the applicant shall have the right to appeal to the Board of Zoning Adjustment as set forth in Article 23.

B. The Planning and Community Development Director shall provide written notice that a Short-term Rental Application has been received to owners of record of lands located within at least one-hundred eighty-five (185) feet of the property indicated in said application. Notices shall include a statement that a complete legal description is available for public inspection and shall indicate where such information is available. When the notice has been deposited in the mail, failure of a party to receive such notice shall not invalidate any subsequent action taken by the Director of Planning, Development, and Neighborhood Services. Such notice is sufficient to permit the Director of Planning, Development, and Neighborhood Services to issue or refuse a permit.

C. If a protest against such permit is filed in the office of the Director of Planning, Development, and Neighborhood Services, duly signed by the owners of thirty (30) percent or more, within an area determined by lines drawn parallel to and one-hundred eighty-five (185) feet distant from the boundaries of the property indicated in said application, the application for a short-term rental permit shall be refused by the Director of Planning, Development, and Neighborhood Services. Said protest shall be received by the office of the Director of Planning, Development, and Neighborhood Services no later than fifteen (15) days after the date of postmark on the written notice mailed to owners of record of lands located within at least one-hundred eighty-five (185) feet.

D. A permit issued by the Director of Planning, Development, and Neighborhood Services is subject to revocation under the terms of Sec. 29A-2511.

Short-term Rental Application

Return Form to:
Planner
Joplin City Hall
602 S. Main Street
Joplin, Missouri 64801
417-624-0820 Ext. 1511
Fax: 417-625-4738

Office Use Only

Case No.: _____
Filing Fee: $625.00
Received: _____
Date Notice Sent: _____

Applicant: _____ Phone No.: _____

Address: _____ Email: _____

Owner: _____ Phone No.: _____

Address: _____ Email: _____

Location of Property: _____

Present Use of Property: _____

Current Zoning: _____ Property Area: _____

Structure Area (sqft): _____ No. of Bedrooms: _____

No. of Parking Spaces: _____ No. of Units: _____

Character of the Neighborhood: _____

_____

Conformance to Zoning Code:

Yes	No	
☐	☐	For residential zoning, is the property at least 200 feet from the nearest property line of another short-term rental?
☐	☐	For commercial zoning, does the property have more than 2 units offered as short-term rentals?

Yes	No	
□	□	Will the Certificate of Occupancy be posted within the unit?
□	□	Has contact information been posted within the unit?
□	□	Will the Business License be posted within the unit?
□	□	Has the trash collection schedule been posted within the unit?
□	□	Has the City noise ordinance been posted within the unit?
□	□	Has a statement on prohibition of events been posted within the unit?
□	□	Will there be any alteration to the exterior of the structure?

Submission of Documents:

Yes	No	
□	□	Completed application, including filing fee.
□	□	One copy of a legal description of the property from a deed or certified survey. Must be legible.
□	□	A site plan indicating the location of the structure and the location of each off-street parking space.
□	□	Owner Affidavit and Agent Affidavit, if applicant applying for the permit is not the owner of the property.

Signature: _____ **Date:** _____

Office Use Only

Approved _____ Denied _____

Zoning review by: _____ Title: _____

Signature: _____ **Date:** _____

Date Issued: _____ Protest Occurrence: _____

A few things for owners to consider:

1.) Smoke alarms (less than 10 yrs. Old) are required in each bedroom, each hallway adjacent to a bedroom and one on each floor including basements.

2.) Carbon monoxide detectors are required on each floor and in the vicinity of bedrooms.

3.) Extension cords are prohibited for permanent use.

4.) Furnaces/Water Heaters must have proper venting and gas connections and be installed per manufacturer's instructions.

5.) Handrails are required on any stairway over four risers.

6.) Decks and walking surfaces must have guards if walking surface is 30 inches or more above ground.

7.) Emergency egress in bedrooms must be in place by either a door to the outside or an approved egress window.

8.) All single-family homes or multi-family dwellings with fire sprinklers must be inspected and tagged annually, and a copy of the report provided to the inspector.

9.) All common area emergency lighting and exit lights must function on both building power and back up battery power.

10.) Elevators, if present, must provide a copy of current State inspection.

11.) Homes and units with active building permits cannot pass inspection.

12.) Space must have adequate sanitary facilities.

13.) Address numbers must be posted on structure.

14.) Stairways must have minimum width of 36 inches and a minimum headroom clearance of 80 inches. Stair risers shall be less than 8 ½ inches with a minimum tread depth of 9 inches.

15.) Electrical services, wiring, outlets, and fixtures shall be installed and maintained properly. If system has existing fuse panel, fuse-stat adapters must be installed to prevent oversizing.

CITY OF JOPLIN, MISSOURI
BUSINESS LICENSE APPLICATION

Application is for NEW businesses only. If you need to RENEW a license, please contact the Business License Specialist.

Send completed applications to: City of Joplin, Business Licensing, 602 S Main St, Joplin, MO 64801
Contact us: 417-624-0820, ext. 1242
Email: jwagler@joplinmo.org

BUSINESS INFORMATION:

Business Name: _____

Business Address: _____

_____

Business Phone: _____

Mailing Address: _____

Email Address: _____

FEIN (Tax ID) #: _____ MO Sales Tax # _____

Date of Opening: _____

Home Based Business (check the appropriate box): ☐ YES ☐ NO

Worker's Compensation Insurance (check the appropriate box): ☐ YES ☐ NO

(If YES, please attach/submit a copy of Certificate of Insurance)

BUSINESS DESCRIPTION: Please provide a detailed description of the proposed nature of business, including information about services and/or products offered:

OWNERSHIP INFORMATION:

OWNERSHIP TYPE (check the appropriate box): LLC or Incorporation? ☐ YES ☐ NO

(If YES, please attach/submit a copy of the Articles of Corporation or Certifcate of Good Standing from Secretary of State)

Owner Name: _____

Owner Address: _____

Owner Phone: _____

Owner Email: _____

You may not conduct business until your business license is approved and issued.
Any person who knowlingly makes a false statement in the application for a license shall be deemed guilty of a misdemeanor.

APPLICANT:

Date: _____

Applicant Name: _____

Signature: _____

JOPLIN MISSOURI