

CITY OF PLYMOUTH

SHORT TERM RENTAL DWELLING LICENSE **INFORMATION**

DEFINITION:

As per Plymouth City Code, a short-term rental is defined as accommodations provided for a fee at a residential property or unit of a residential property for a time period of less than 30 days.

WHEN IS A LICENSE REQUIRED?

A Short-Term Rental Dwelling License must be obtained **prior** to operating (charging rent or other form of compensation) any rental dwelling having one or more living units. Properties found to be operating without obtaining a license are subject to penalties as described in Chapter X of Plymouth City Code.

HOW MUCH DOES IT COST?

License fees are \$150.00 for a single-family dwelling, a townhouse or a condominium. The fee for a two-family dwelling is \$225.00. A Short-Term Rental Dwelling License is an annual license; the renewal fee is the same.

LODGING TAX REQUIRED

Short-term rental license properties are subject to 3% City of Plymouth Lodging Tax. More information about the Lodging tax is available on the website.

HOW DO I APPLY FOR A RENTAL LICENSE?

Short-Term Rental Dwelling License application forms are available at City Hall or online at <http://www.plymouthmn.gov/shorttermrentals>. You may submit the completed Application form via email to inspections@plymouthmn.gov. After the Application is processed, a link will be emailed to you to pay the fee online with information on how to complete the mandatory training. Alternatively, you may mail a completed Application along with a check for payment to the City or drop off the Application and payment in person.

WHAT HAPPENS AFTER AN APPLICATION AND FEE HAVE BEEN SUBMITTED?

The City will contact the property owner or the designated person responsible for maintenance to arrange for an inspection of the rental property. Once the inspection has been made and no violations are found, the City will issue the rental dwelling license.

If any violations were found, the property owner or responsible person will receive an inspection report detailing the code violations observed, including a time frame for compliance. The property owner or designated person responsible for maintenance must correct the violations within the time frame specified. Once all violations are properly corrected, the City will issue the Short-Term Rental Dwelling License. The City will notify all neighboring properties within 200 feet of the licensed property upon issuance of the Short-Term Rental Dwelling License.

WHAT DOES THE INSPECTOR LOOK FOR?

The inspector is looking for hazards to health and safety, as well as conditions that would cause deterioration of the property. Any items that violate today's code, but were acceptable under the code for the year the building was constructed, will not be cited unless the item poses a hazard.

MANDATORY TRAINING

As per Plymouth City Code Section 411.23 the owner or property manager of a short-term rental must complete training approved by the Public Safety Department prior to the issuance of an initial rental license, or upon any change in property ownership.

POSTING AND PUBLIC NOTICE

The Short-Term Rental Dwelling License is required by city code to be posted onsite in the main entryway of the short-term rental.

The city will notify all neighboring properties within 200 feet of the short-term rental property upon issuance of the license.

HOW DO I RENEW THE SHORT-TERM RENTAL LICENSE?

The City will mail a renewal notice to the property owner or responsible person 90 days prior to the expiration date of the license. The renewal fee must be either sent or paid online at least 60 days prior to the expiration date of the license to avoid paying late fees.

Once license renewal fee has been received, the City will contact the property owner or the responsible person to arrange an inspection of the rental property.

If an inspection is required and code violations are found, the property owner or responsible person must correct the deficiencies within the specified compliance period. A re-inspection of the property is conducted. After the property passes inspection the renewed Short-Term Rental Dwelling License is issued.

IS THE SHORT-TERM LICENSE TRANSFERABLE?

No.

ARE THE LICENSE FEES REFUNDABLE?

No.

WHERE CAN I GET MORE INFORMATION?

For information about the Short-Term Rental Dwelling License contact the Community and Economic Development Department at 763-509-5430.

For information about the City of Plymouth Lodging Tax, contact the Finance Division at 763-509-5320.

For information about the mandatory training, contact the City of Plymouth Public Safety Department at 763-509-5160.

ADOPTION OF THE PROPERTY MAINTENANCE CODE

City Code Section 405 adopts by reference the 2012 Edition of the International Property Maintenance Code with amendments. It includes all aspects of the building from the structure to electrical, plumbing, mechanical and fire concerns, as well as property site conditions. You can examine a copy of the International Property Maintenance Code at the Community Development Department at City Hall.