



Online Permit Portal

Richmond, VA

USER GUIDE

HOW TO APPLY FOR A SHORT-TERM RENTAL PERMIT

PDRZoningAdministration@rva.gov | 804-646-6340 | www.rva.gov

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

City of Richmond
Zoning Administration
Revised February 2022

Short-Term Rental: Fact Sheet



The [ordinance](#) to permit short-term rentals (Ordinance No. 2019-343) was adopted by City Council on June 22, 2020. The effective date of the ordinance is July 1, 2020. The ordinance permits short-term rentals as an accessory use to a dwelling unit or permitted accessory dwelling unit in all zoning districts which permit residential uses under the following conditions:

Who can operate a short-term rental: The short-term rental operator shall be the property owner. The short-term rental shall be on the lot of the operator's primary residence with the operator occupying the lot at least 185 days each year.

Approval Process: Certificate of Zoning Compliance (CZC) for Short-term Rental (Short-Term Rental Permit) is to be obtained on a biennial basis. The Biennial Fee for CZC is to be \$300 which is intended to cover administration and monitoring costs. Each CZC shall be effective from January 1 of the year in which such certificate is obtained to December 31 of the following year, regardless of the date on which the owner obtains the certificate.

Advertising: The Certificate of Zoning Compliance approval number shall be posted on all advertisements for the property.

Number of nights a short-term rental can operate: The number of nights a short-term rental can operate is not limited.

Number of persons who can rent per night: The total number of adult renters allowed in a short-term rental shall be limited to two adults per available sleeping room. Double booking which consists of more than one booking transaction occurring at the same time is not allowed. The number of children per rental is not limited. Occupancy may be further limited under the Building Code.

Number of sleeping rooms available for rental: The total number of sleeping rooms available for rental is limited to a maximum of 5 sleeping rooms.

Unhosted vs. Hosted Stays: This legislation does not distinguish between hosted and unhosted stays; whole house rentals (unhosted stays) are permitted in all zones as the operator is not required to be on site during the stay

Signage: The short-term rental within the R-1, R-2, R-3, R-4, R-5, R-6, R-7, R-8, R-43 and R-48 zoning districts is permitted to have signage consistent with the signage allowed for home occupations which consists of one non-illuminated wall sign not to exceed two square feet. Short-term rentals in other zoning districts are permitted to have signage as permitted by the district.

Short-Term Rental: Fact Sheet



Safety Requirements: Smoke detectors shall be present in compliance with the current edition of the Virginia Residential Construction Code. A fire extinguisher shall be present and be accessible at all times. Carbon monoxide detectors shall be present in any room used for sleeping or cooking.

Parking: No additional parking is required for the short-term rental use.

Events: Events and gatherings of persons other than the authorized lodgers are prohibited from occurring at the short-term rental.

Short-Term Rental Zoning Definitions:

Booking transaction means any transaction in which there is a charge to one or more short-term renters by a short-term rental operator in exchange for the occupancy of a short-term rental.

Short-term rental means a room or group of rooms, all within a single dwelling unit of a dwelling use permitted in the district in which such dwelling use is located, used or intended for use as lodging for at least one but fewer than 30 consecutive nights by the traveling public and similar transient guests in return for compensation on a daily basis. The term "short-term rental" is intended to be distinguished from hotels, motels, tourist homes and lodgings, shelters, group homes, and similar forms of housing.

Short-term rental operator means an individual who is the owner of a dwelling unit used as a short-term rental.

Short-term renter means any person who contracts with a short-term rental operator to occupy a short-term rental in exchange for a charge for such occupancy, and any companions or guests of such person.

Input on the Implementation of Short-Term Rental Regulations:

Ordinance No. 2019-343 requires City Planning Commission to review the implementation of the ordinance after one year to determine if amendments to the ordinance are needed. If you would like to provide comments on the implementation of the ordinance to be shared with City Planning Commission, please contact Marianne Pitts at Marianne.pitts@richmondgov.com or (804)646-5207.

Short-Term Rental: Fact Sheet



RICHMOND PLANNING &
DEVELOPMENT REVIEW
PDR

Applying for a Short-Term Rental Permit:

Beginning July 1, 2020, applicants can apply for a Short-Term Rental Permit through the City's [Online Permit Portal](https://energov.richmondgov.com/EnerGov_Prod/selfservice#/home) (https://energov.richmondgov.com/EnerGov_Prod/selfservice#/home).

Required documentation to apply includes the following:

- [Short-Term Rental Owner Affidavit](#) acknowledging compliance with the rules for operating a short-term rental (See Supporting Documentation in the Online Permit Portal for a copy of the Short-Term Rental Owner Affidavit)
- A dimensioned floor plan of the layout of the dwelling unit, on which the following are labeled:
 1. the use of each room;
 2. the occupancy level of sleeping rooms;
 3. the cooking facilities, if applicable;
 4. the location and size of emergency egress and rescue openings; and
 5. the location of fire extinguishers and smoke and carbon monoxide detectors
- Proof of Primary Residency: See the Owner Affidavit for required documentation.

Prior to issuance of the Certificate of Zoning Compliance for the Short-Term Rental Permit, an inspection of the building, structure or premises shall be required in order to verify conformance with applicable regulations (Sec. 30-1020.3 of City Code).

Reporting a Zoning Violation regarding a Short-Term Rental:

If you are aware of a property operating a Short-Term Rental without a Short-Term Rental Permit or in violation of the rules for operating a short-term rental, contact the Zoning Administration office via telephone at 804-646-6340 or send an email to: PDRZoningAdministration@richmondgov.com. Additionally, complaints can be submitted via [RVA311](#)

Please provide a detailed description of the violation and an accurate property address. Once an alleged violation is reported to our office, it is assigned to enforcement staff for investigation by researching records and, if necessary, performing an on-site inspection. If our office determines that a property violates a zoning requirement, a Violation Notice & Correction Order is sent to the owner and/or occupant of the property. The violator is normally given thirty (30) days to abate the violation, as Virginia law requires a 30-day appeal period. If a violation is not abated or an appeal filed, a summons may be issued for criminal court. Violation of the Zoning Ordinance is a Class 1 misdemeanor, subject up to a \$2,500 fine and/or up to a year in jail.



CITY OF RICHMOND
DEPARTMENT OF PLANNING
& DEVELOPMENT REVIEW
ZONING ADMINISTRATION

PDRZoningAdministration@RVA.gov

PERMIT NUMBER: STR-050000-2022

ISSUE DATE: 2/2/2022

SITE ADDRESS: 900 East Broad Street
Richmond, VA 23219

PARCEL NUMBER: E0000175001

PERMIT DESCRIPTION: Short-Term Rental: 3 bedrooms

ZONING DISTRICT: R-4
SQUARE FEET: 720

ZONING USE: Residential (Single Family)
ON-SITE PARKING: 0.00

OWNER INFORMATION

John/Jane Doe
900 East Broad Street
Richmond, VA 23212

APPLICANT INFORMATION

John/Jane Doe
900 East Broad Street
Richmond, VA 23212

TERMS AND CONDITIONS

Short-Term Rental: Downstairs area in single-family house, three (3) bedrooms, max occupancy three (3) adults per bedroom. A floor plan must be conspicuously posted within the short-term rental. The Short-Term Rental Permit Number shall be displayed on all advertisements. Smoke detectors, a fire extinguisher, and carbon monoxide detectors shall be present in compliance with the current edition of the Virginia Uniform Statewide Building Code.

This Certificate acknowledges compliance with Chapter 30 (Zoning) Division 14, Section 30-697.1(9) of the Richmond City Code, and confers no rights with respect to the Virginia Uniform Statewide Building Code (VUSBC).

This Certificate expires on **December 31, 2023**

Sample Permit

William C. Davidson, Zoning Administrator

Date

900 EAST BROAD STREET, ROOM 110 • RICHMOND, VA 23219 • 804.646.6340 • www.RVA.gov



CITY OF RICHMOND
Department of Planning & Development Review
Division of Zoning Administration
900 East Broad Street
City Hall – Room 110
Richmond, Virginia 23219

E-mail: PDRZoningAdministration@RVA.gov

(804) 646-6340: Office

Detailed steps to request a Short-Term Rental Permit.

Please proceed to the next page for pictorial instructions.

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Steps to Request a Short Term Rental (STR) permit in the OPP:

1. SELECT "Apply" on the top Dashboard.
2. SELECT "Short Term Rental **or** Short Term Rental - **Condo**" under Application Assistant.
3. CLICK on the "+" on "Locations"
4. Input the desired Address Information in the "Search" Box under "Address Information"
5. SELECT "Search" and Address choices will appear
6. SELECT "Add" for the appropriate displayed Address and the Address will appear.
7. SELECT "Next"
8. Input the Short Term Rental description in the "Description" box on the Permit Details screen.
9. SELECT "Next"
10. CLICK on the "+" on "Owner – Add Contact"
11. Input the desired Owner Name Information in the "Search Name, E-mail, or Company" Box
12. SELECT "Search" and Owner Name choices will appear
13. SELECT "Add" for the appropriate displayed Owner Name and the Name will appear.
14. SELECT "Next"
15. CLICK on the "+" on "Add Contact" box
16. Input the desired name of the person with the Contact type selected in the "Search Name, E-mail, or Company" Box
17. SELECT "Next" and it will display the "More Info" screen
18. SELECT the correct "Building Type" for the Short Term Rental listing
19. Input the **number of rooms** that will be rented under "No. of rooms being rented"
20. Input the number of **Smoke Detectors** in the rental
21. Input the number of **Carbon Monoxide Detectors** in the rental.
22. Indicate the number of **Fire Extinguishers available** in the rental
23. Indicate the full **square footage or total dimensions** of the short term rental
24. Indicate your **URL or website listing** for your short term rental
25. Input the number of **On-Site and Off-Site Parking** spaces available for your Short Term Rental
26. SELECT "NEXT" and it will display the "Attachments" screen
27. CLICK on the "+" on "Proof of Residency" box; available files will appear.
28. SELECT the appropriate file and SELECT "Open" OR double-click the appropriate file.
29. CLICK on the drop-down of the "Supporting Documentation" on the top Dashboard.
30. SELECT "STR Owner Affidavit" from the drop-down and the document will appear
31. Complete/initial/sign/date the form
32. **Scan and save the signed form as a PDF on your device.**
33. CLICK on the "+" on "Short Term Rental Affidavit – Add Attachment" box; available files will appear.
34. SELECT the appropriate file and SELECT "Open" OR double-click the appropriate file.
35. CLICK on the "+" on "Short Term Rental-Floor Plan"; available files will appear
36. SELECT the appropriate file and SELECT "Open" OR double-click the appropriate file
37. SELECT "Next" and the Summary Page will appear. Verify the information on these pages.
38. SELECT "Submit" and a message (in green at the top of the screen) should state that your application was successfully submitted. No fees are due at this time and after review, you will receive another E-mail alerting you that an invoice has been produced.

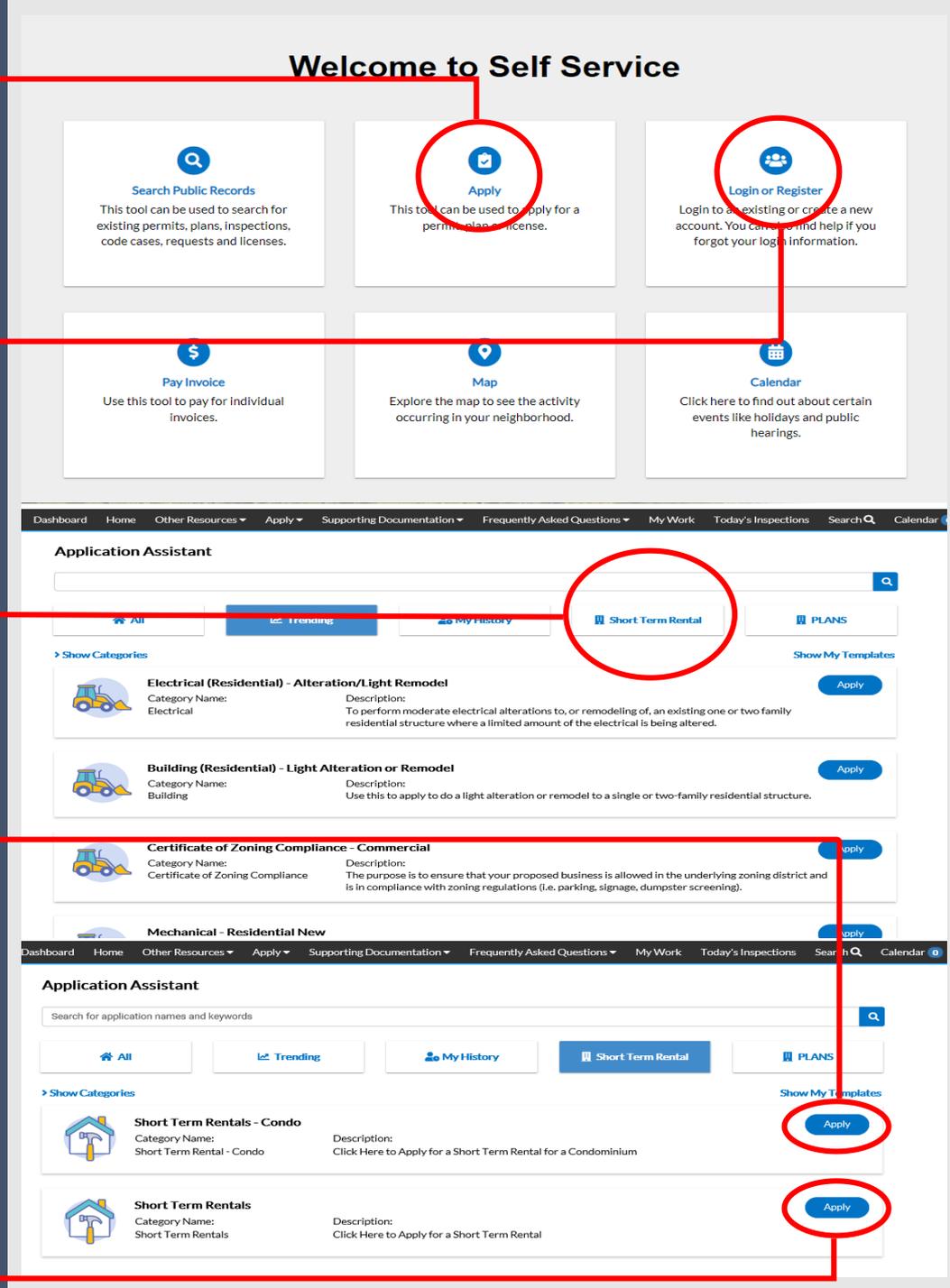
Step 1. CREATE new account
or
LOG into your existing account.

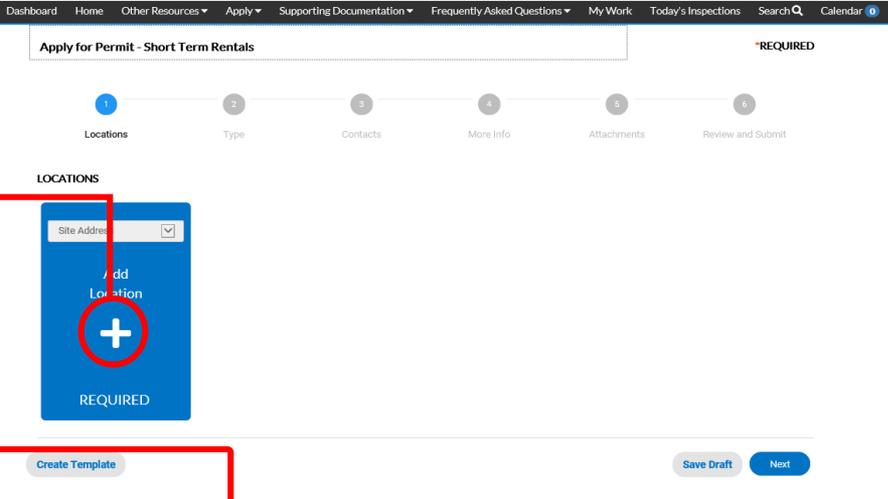
Step 2. Select *Short Term Rental* under
Application Assistant on the Dashboard

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Step 3. Under Short Term Rental, select *Short Term Rentals - Condo* (if this is a condominium application), **or *Short Term Rentals***

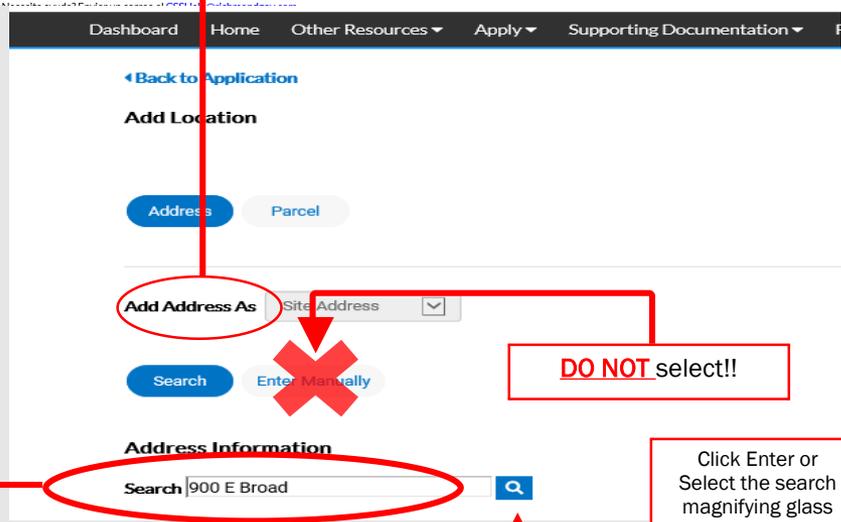




Step 4. The **LOCATIONS** screen will display
Under add Location, select + icon inside blue box

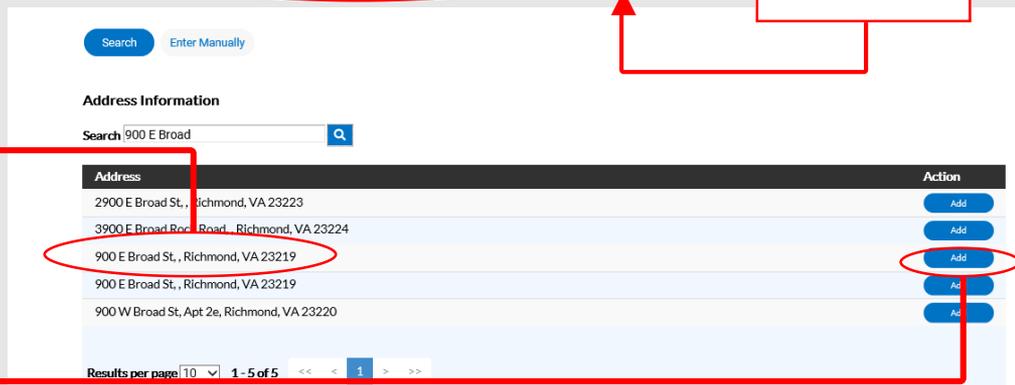
Step 5. Under **Add Address As** Screen

- Enter physical business address for Short-Term Rental location, then select Search (please see example).
- **DO NOT** Enter address Manually



Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)
<https://www.rva.gov/planning-development-review/online-permit-portal>

Step 6. Verify correct address, then select ADD



Step 7. Address and Parcel Number should display IF previous step was completed correctly (see example).

Select Next

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Step 8. The Permit Details screen will display. The Permit Type automatically defaults to the option selected at the beginning of the application (*Short Term Rentals* or *Short Term Rentals-Condo*).

Step 9. Enter Description

- **(Example:** "Three (3) bedrooms, two (2) baths home used on a part time basis for short term rentals. The unit will house a maximum of 5 guests, with each room housing 1-2 guests.")

Select NEXT

Apply for Permit - Short Term Rentals *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Type: Site Address
900 E Broad St., Richmond, VA 23219

Main Address

Parcel Number
0010515_E0000175001T

Main Parcel

Remove

Site Address

Add Location

Create Template

Save Draft **Next**

Apply for Permit - Short Term Rentals *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

*Permit Type Short Term Rentals

Description
Three (3) bedrooms, two (2) baths home used on a part time basis for short term rentals. The unit will house a maximum of 5 guests, with each room housing 1-2 guests.

Back Create Template

Save Draft **Next**

Step 10. The **CONTACTS** screen will display. The Property Owner's information is **required**.

From Add Contact under Owner, **select** **+** icon inside blue box

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Step 11. Owner (*Required)

- Enter the property owner's name in the search field as it appears on your Assessor's records. (***Note:** the owner of the property **must** be the short term rental operator).
- Select **SEARCH**

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Apply for Permit - Short Term Rentals **REQUIRED**

Locations Type **3** Contacts More Info Attachments Review and Submit

CONTACTS

Applicant
Jane Doe
900 e broad st, richmond
23219

Owner
Add Contact
+

Select Type

Add Contact
+

REQUIRED

Back Create Template Save Draft Next

Dashboard Home Other Resources Apply Supporting Documentation Frequently Asked Questions

Back to Application

Add Contact

Add Contact As : Owner

Search My Favorites

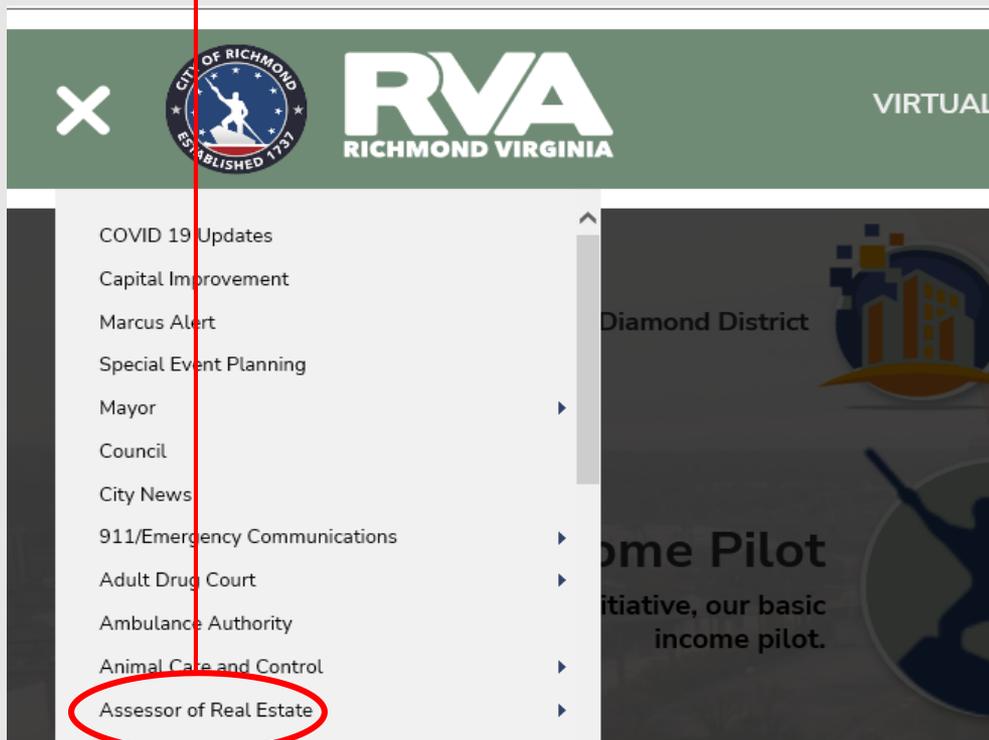
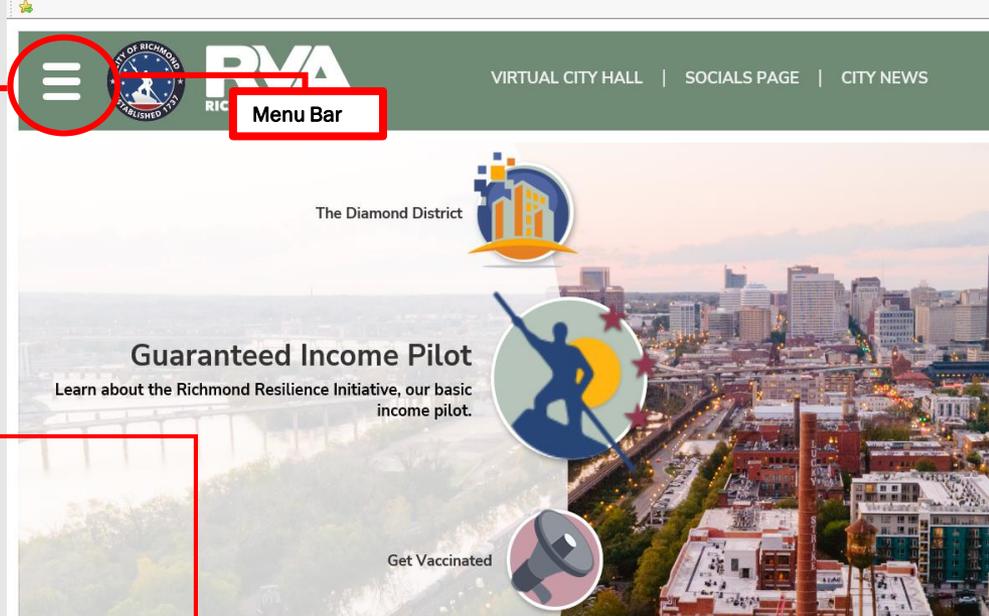
Search Name, E-mail, or Company

Step 12a. You may also verify the property owner's information via the City Assessor's office by accessing the following link: [Richmond Zoning Map](#).

Step 12b. You can also access the **Zoning Map** via the City Assessor's page by visiting www.rva.gov, and navigating to the **Assessor of Real Estate** link under the Menu Bar.

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>



Step 13. Select the correct property owner's information (your name should display as the Owner of the property in the results field)

Select **ADD**

★	CITY OF RICHMOND	SCHOOL BOARD	CITY OF RICHMOND	Add
★	CITY OF RICHMOND	SCHOOL BOARD	CITY OF RICHMOND	Add
★	CITY OF RICHMOND	SCHOOL BOARD	CITY OF RICHMOND	Add
★	CITY OF RICHMOND	C/O CARLOS SPRUILL-ACCTS PAYBL	CITY OF RICHMOND	Add
★	CITY OF RICHMOND	DAWES LEE - FIRE STATION 11	CITY OF RICHMOND	Add
★	CITY OF RICHMOND	DEPT. OF PUBLIC UTILITIES	CITY OF RICHMOND	Add
★	CITY OF RICHMOND	SCHOOL BOARD	CITY OF RICHMOND	Add

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Step 14. Property Owner's information should display IF previous step was completed correctly (see example).

*Adding an additional contact is optional.

Select **NEXT**

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Apply for Permit - Short Term Rentals

REQUIRED

1 Locations 2 Type 3 **Contacts** 4 More Info 5 Attachments 6 Review and Submit

CONTACTS

Applicant Jane Doe 900 e broad st, richmond, 23219	Owner CITY OF RICHMOND CITY OF RICHMOND DEPT OF PUBLIC UTILITIES	Select Type Add Contact +
---	---	---------------------------------

Remove

Back Create Template Save Draft Next

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Step 15. The **More Info** screen will display. All areas indicated with (*) are required.

Please indicate the following:

1. Building Type
2. Number of Rooms to be Rented
3. Number of Smoke Detectors
4. Number of Carbon Monoxide Detectors
5. Number of Fire Extinguishers
6. Square Footage
7. Website or URL (if available)
8. Parking Spaces

Select **NEXT**

MORE INFO

[Top](#) | [Main Menu](#)

Building Types

- Apartment
- Condo Unit
- One Family
- Two Family
- Three or more Family

Select one option under **Building Types**

No. of rooms being rented

3

Number of sleeping **rooms to be rented** for short term rental use. Maximum of five (5) rooms, with a maximum of two (2) people per room.

*Number of Smoke Detectors

2

Number of **Smoke Detectors** and **Carbon Monoxide Detectors** in each room. Location(s) must be noted on submitted Plans.

*Number of Carbon Monoxide Detectors

2

*Number of Fire Extinguishers

2

Number of **Fire Extinguishers** in each room. Location(s) must be noted on submitted Plans.

Square Footage

720

Total dimensions

URL Link to your Rental Page

www.rva.gov

Web link to your short term rental (e.g. www.RVA.gov).

On-Site Parking Spaces

2

Designated parking space(s)

Off-Site Parking Spaces

0

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

Step 16. The **Attachments** screen will display. Please note that the following are **required attachments** and **must** be uploaded to the portal:

- **Proof of Residency**
- **Short Term Rental Affidavit**
- **Short Term Rental Floor Plan**

[List of acceptable documents](#) (page 3)

Step 17. You can locate the **Short Term Rental Affidavit** under **Supporting Documentation** → **Zoning** tab at the top of the dashboard page.

Print/complete form, SCAN/SAVE to computer/device, then upload/attach to plan in blue box.

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

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Apply for Permit - Short Term Rentals

***REQUIRED**

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

Proof of Residency Add Attachment Supported: .pdf **REQUIRED**

Short Term Rental Affidavit Add Attachment Supported: .pdf **REQUIRED**

Short Term Rental Floor Plan Add Attachment Supported: .pdf **REQUIRED**

Select Type Add Attachment Supported: .pdf

Back Create Template Save Draft Next

Online Permit Portal

Richmond, VA

Dashboard Home Other Resources **Apply** Supporting Documentation Frequently Asked Questions

Zoning

- OPP User Guide
 - OPP Tips & Sample Descriptions
 - OPP User Guide
- STR Owner Affidavit**
- Zoning Owner Affidavit

For DPU Water Resources

- Responsible Land Disturber
- Plan Review Checklist

Short-Term Rental Permit: Owner's Affidavit



RICHMOND PLANNING &
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PDR

TO BE COMPLETED BY THE APPLICANT

SHORT-TERM RENTAL OPERATOR NAME:

PRIMARY RESIDENCY ADDRESS:

SHORT-TERM RENTAL OPERATOR EMAIL ADDRESS:

SHORT-TERM RENTAL OPERATOR PHONE NUMBER:

Step 18. Please complete all fields highlighted with:



Please read and initial your understanding of each condition

- Only a short-term rental operator shall operate the short-term rental.
- The short-term rental operator shall reside on the premises 185 days per year
- A maximum of five (5) sleeping rooms are permitted.
- A maximum of two (2) persons over the age of 18 shall occupy each sleeping room.

NOTE: The *Virginia Uniform Statewide Building Code (VUSBC)* may reduce occupancy.
- At least one person in the short-term renter party shall be 18 years of age or older.
- No short-term rental may have more than one booking transaction for the same date.
- The Short-Term Rental Permit Number shall be displayed on all advertisements.
- No short-term rental operator shall offer, allow, provide, or advertise a short-term rental for any commercial use not customarily incidental, including, but not limited to, the use for parties, banquets, weddings, meetings, filming, advertising activities, or any gathering of persons other than the authorized short-term renter.

FLOOR PLAN REQUIREMENTS (MUST BE DRAWN TO SCALE OR PROVIDE DIMENSIONS) (INITIAL BY EACH)

- Use of each room
- Occupancy level of sleeping room(s)
- Location and dimension(s) of door(s) and/or window(s)
- Location of Carbon Monoxide Detector(s)
- Location of Fire Extinguisher(s)
- Location of smoke detector(s)

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Short-Term Rental Agreement:



THIS AGREEMENT, entered into this _____ day of, _____, 20____, by and between The Zoning Administration Office of the City of Richmond and _____ (owner), who is responsible for and controls the real property located at _____ (Tax Map: _____), in the City of Richmond, Virginia, hereinafter referred to as, "Responsible Party".

WITNESSETH:

- The "Responsible Party" understands, agrees and stipulates that the conditions set forth will be met. This waiver is voluntarily and freely made with the full knowledge of its effect and consequences.
- The "Responsible Party" also consents and agrees that the Zoning Administrator or his duly authorized agent(s) may enter the property, on reasonable notice to the "Responsible party", for the purposes of determining compliance with the subject Short-Term Rental Permit and take such action as may be necessary to bring about complete conformance with all terms and conditions of this agreement.
- This Agreement shall be interpreted in accordance with laws of the State of Virginia.
- This is a fully integrated Agreement and contains the entire Agreement between the parties. Any prior written or oral Agreements that are different in terms, conditions and provisions of this Agreement shall be of no effect and shall not be binding upon either party unless referred to herein.
- No amendment or modification at this Agreement shall be valid unless expressed in writing and executed by the parties hereto in the same manner as the execution of this Agreement.

BY:

(Print Name)

OWNER:

 _____

(Signature)

Step 19. Please complete all fields highlighted with:



Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Short-Term Rental Permit: Primary Residency Documentation



Step 20. Proof of Residency Documentation.

All submitted documentation **must** meet the listed criteria.

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Primary Residency Requirement

Ordinance No. 2019-343 requires that a short-term rental shall be on the lot of the operator's primary residence with the operator occupying the lot at least 185 days each year.

To provide verification of primary residency at the property, please provide:

- Two (2) documents from the primary list; and,
- Two (2) documents from the primary or secondary list

Original documents must show your name and the address of your current residence as it appears on the application.

Primary Proof of Residency Documents

- Virginia current driver or commercial driver license displaying the current address
- DMV-issued ID card displaying the current address
- Employer payroll check stub issued within the last two months
- Social security statement for the current calendar year
- Internal Revenue Service W-2 tax form not more than 12 months old

Secondary Proof of Residency Documents

- Virginia voter registration card mailed to you by your local registrar
- Current automobile insurance bill (cards or policies are not accepted)
- Certified copy of school records/transcript or official report card issued within the last year (online courses not accepted)
- Monthly bank or credit card statement not more than two months old
- Receipt for personal property taxes paid within the last year to the Commonwealth of Virginia or a Virginia locality
- Medical or dental bill issued within the last two months
- Official correspondence from a governmental agency displaying the applicant's name and current address (DMV issued documents without postmarked envelopes are not accepted)
- Credit report issued to the applicant issued within the past 6 months

Step 21. Attach all required documents, as well as any additional documents that you may deem useful or essential.

**If the background is still blue in each required tile, the upload attempt was unsuccessful so please try re-uploading once again.*

If the background is white, select **NEXT*

Dashboard Home Other Resources Apply Supporting Documentation Frequently Asked Questions My Work Today's Inspections Search

Apply for Permit - Short Term Rentals **REQUIRED**

Locations Type Contacts More Info Attachments Review and Submit

Attachments

White Background

Blue Background

Proof of Residency
STR_FAQ_20200629.pdf
Size: 116.7 KB
Remove

Short Term Rental Affidavit
form_ShortTermRental_Ow...
Size: 129.44 KB
Remove

Short Term Rental Floor Plan
STR Checklist_Blank2.pdf
Size: 710.82 KB
Remove

Select Type
Add Attachment
Supported: .pdf

Back Create Template Save Draft **Next**

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Step 22. The **SUMMARY** screen will display. Once you have confirmed that all the information you input is correct, **select** SUBMIT.

Step 23. If changes are required to the application, you may save the submission as a draft (**Select** Save Draft). This will save your current application, and will allow you to return at a later point to complete the process, after which you may submit the application.

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Apply for Permit - Short Term Rentals *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit 6

Submit

Locations

Site Address 900 E Broad St., Richmond, VA 23219

Parcel Number 0010515_E0000175001T

Basic Info

Type Short Term Rentals

Description Three (3) bedrooms, two (2) baths home used on a part time basis for short term rentals. The unit will house a maximum of 5 guests, with each room housing 1-2 guests.

Applied Date 02/02/2022

Contacts

Applicant John/Jane Doe
900 e broad st, richmond, 23219

Owner CITY OF RICHMOND DEPT. OF PUBLIC UTILITIES
CITY OF RICHMOND

More Info

Building Types Apartment
 Condo Unit
 One Family
 Two Family
 Three or more Family

No. of rooms being rented

Number of Smoke Detectors 2

Number of Carbon Monoxide Detectors 2

Number of Fire Extinguishers 2

Square Footage 720

URL Link to your Rental Page www.rva.gov

On-Site Parking Spaces 2

Off-Site Parking Spaces 0

Attachments

Proof of Residency STR_FAQ_20200629.pdf

Short Term Rental Affidavit form_ShortTermRental_OwnerAffadavit.pdf

Short Term Rental Floor Plan STR Checklist_Blank2.pdf

[Top | Main Menu](#)

Back **Create Template** **Save Draft** **Submit**

Step 24. Upon completion, you will receive a verified status (✓), along with a **Plan Number**.

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Step 25.

- No fees are due at this time.
- Staff will review and begin processing your application.
- If all information is provided and complete, you will receive an E-mail notification regarding your INVOICE. Please submit your payment upon receipt of this notification.
- If incomplete, staff will email you for the additional information.

The screenshot displays the online permit portal interface. At the top, a green notification bar states: "✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly." Below this, the "Plan Number: STR-050000-2022" is highlighted in a red oval. The main content area shows application details: Type: Short Term Rentals, Status: Pending Review, Project Name: (blank), IVR Number: 1098668, Applied Date: 02/02/2022, Issue Date: (blank), District: aaRichmond, Assigned To: Davidson, William, Expire Date: (blank), and Finalized Date: (blank). A description states: "Three (3) bedrooms, two (2) baths home used on a part time basis for short term rentals. The unit will house a maximum of 5 guests, with each room housing 1-2 guests." A navigation bar includes tabs for Summary, Locations, Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records, and More Info. The "Summary" tab is active, showing a "Progress" section with a 0% completed pie chart and a "Fees" section displaying "\$0.00" in a red oval. The "Workflow" section lists steps: "Short Term Rental Review - Started - Scheduled for 02/02/2022" (selected), "Application Completeness Check - STR", "Short Term Rental - Zoning Inspection -", "Short Term Rental - Building Inspection -", and "Issue Short Term Rental Permit". The "Available Actions" section shows "No Actions".