



Phone: 208.786.9131  
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1007 McKinley Avenue  
Kellogg, Idaho 83837

\*\*\*For City Use Only\*\*\*

Short Term Rental Permit # \_\_\_\_\_

Municipal Non-Property Tax Permit # \_\_\_\_\_

\*Both permit numbers are needed before a permit is valid.

## SHORT TERM RENTAL OPERATOR PERMIT APPLICATION

Title 5, Chapter 17 of the Kellogg Municipal Code requires a valid permit for all short-term rentals (rentals less than 30 days). **An application fee of \$250.00 must accompany this application (Resolution 2022-05) There is an annual renewal fee of \$25.00 due on or before October 1<sup>st</sup> of each year (Resolution 2015-13).** Application and renewal fees must be paid with cash or check only.

### Property Owner Information:

Operator Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

### Short Term Rental Properties Information (more space is available on back side for additional properties):

Rental Property #1 Address \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Parking Location(garage, driveway, etc.) \_\_\_\_\_

Rental Property #2 Address \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Parking Location(garage, driveway, etc.) \_\_\_\_\_

You must provide a local emergency contact person who is available 24/7/365 to answer and respond to questions and complaint calls within 60 minutes. This person must be able to physically be at the rental location within 60 minutes. You may have one contact person for multiple rentals.

Local Emergency Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_ Address \_\_\_\_\_

By signing this Short-Term Rental Permit Application you have acknowledged that you have completed this application in good faith, have received copies of the Good Neighbor policy and regulations and understand and accept the responsibility of providing copies to the responsible person in each rental party as well as placing a copy of the Good Neighbor Policy and Regulations in each rental property. All short-term rentals shall maintain a current refuse collection subscription (Ordinance #594).

Your permit number shall appear in any advertisement or internet site advertising rentals.

Application completed by (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For City Use Only:

Site Verification Date: \_\_\_\_\_

Total Number of Units Permitted: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Building Official Signature: \_\_\_\_\_

City of Kellogg Planning and Building Department

1007 McKinley Ave

Kellogg, ID 83837

Office 208-786-9131

Cell 208-661-0494

Revised 12/22/2022

## ADDENDUM FOR SHORT-TERM RENTAL OPERATION PERMIT APPLICATION

Short-Term Rental Properties:

Rental Property #3 Address \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Parking Location(garage, driveway, etc.) \_\_\_\_\_

Rental Property #4 Address \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Parking Location(garage, driveway, etc.) \_\_\_\_\_

Rental Property #5 Address \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Parking Location(garage, driveway, etc.) \_\_\_\_\_

Rental Property #6 Address \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Parking Location(garage, driveway, etc.) \_\_\_\_\_

Rental Property #7 Address \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Parking Location(garage, driveway, etc.) \_\_\_\_\_

Rental Property #1 Address \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Parking Location(garage, driveway, etc.) \_\_\_\_\_

Rental Property #1 Address \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Parking Location(garage, driveway, etc.) \_\_\_\_\_

Rental Property #1 Address \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Parking Location(garage, driveway, etc.) \_\_\_\_\_

Rental Property #1 Address \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Parking Location(garage, driveway, etc.) \_\_\_\_\_

## **EXHIBIT F - Short Term Rentals**

DATE 2/14/2024

Non-refundable initial fee for a Short-Term Rental Application shall be \$250.00, with each additional unit being \$50.00.

Renewal fees for current Short-Term Rental Permit holders will remain at \$25.00 per year.