



# City of Austin Vacation Rental Licensing Program

## ORDINANCE #20130926-144

approved on September 26, 2013 amended City Code Chapters 25-2 and 25-12 which provide for the regulation, monitoring and licensing of short-term rentals (STRs).

## VACATION RENTALS

are the rental of a residential dwelling unit or accessory building on a temporary basis for periods of **less than 30 consecutive days**.

The Austin City Council passed an ordinance effective October 1, 2012, requiring registration of vacation rental properties.



For Austin residents and visitors seeking a place to stay for a short period of time, renting a house has become an increasingly popular option.

These “**vacation rentals**”, also called short-term rentals or STRs, offer flexibility, a more authentic Austin experience for visitors, and can provide a source of income for the property owner.

The City of Austin requires everyone who leases their property as a short-term rental to license it with the **Vacation Rental Licensing Program**.

**\* Incomplete applications will not be accepted**

## LICENSING PROCESS

- **COMPLETE** a City of Austin Vacation Rental Application Form (available online)
- **SUBMIT\*** the following to the City of Austin Code Department:
  - Vacation Rental Application**
  - \$285 Fee**
    - \$235 Annual Licensing Fee
    - \$50 Notification Fee
  - Proof of Property Insurance**
    - summary or declarations page from current insurance policy
  - Proof of Payment of Hotel Occupancy Taxes** (if applicable)
  - Certificate of Occupancy OR Certified 3rd Party Inspection**
- **ALLOW** 3-5 business days for processing and approval
- **POST** the operating license and vacation rental information packet (which will be mailed) in a visible, common area, inside the rental property

## RENEWAL PROCESS

- \$235 Fee**
- Proof of Property Insurance**
- Proof of Payment of Hotel Occupancy Taxes**

# City of Austin Vacation Rental Licensing Program



## REQUIREMENTS



There are **THREE** Types of Vacation Rentals:

**TYPE 1** - owner occupied

### Type 1 Rentals:

- are owner-occupied or associated with an owner-occupied principal residential unit
- include the rental of an entire dwelling unit **or**
- if only part of the unit, include at a minimum a sleeping room (with shared full bathroom), is limited to a single party of individuals, and the owner is generally present during the rental

**TYPE 2** - not owner occupied

### Type 2 Rentals:

- are single-family or two-family properties
- are not owner-occupied or associated with an owner-occupied principal residential unit
- include the rental of an entire dwelling unit
- not be more than 3% of the single-family or two-family detached residential units within the census tract

**TYPE 3** - multifamily/commercial

### Type 3 Rentals:

- are part of a multifamily use (apartments, condos, etc.)
- include the rental of an entire dwelling unit
- must provide documentation of total number of buildings on property and units per building
- comply with applicable geographic caps

## LOCATION

Austin Code Department  
1520 Rutherford Lane  
Building One  
Austin, TX 78754

Walk-ins accepted from  
9 a.m. - 2:30 p.m.

## QUESTIONS

email:

[STRlicensing@austintexas.gov](mailto:STRlicensing@austintexas.gov)

call:

3-1-1

## FAQ & RESOURCES

visit:

[austintexas.gov/STR](http://austintexas.gov/STR)



**AUSTIN**CODE  
DEPARTMENT

Vacation Rental Operating Licenses are  
monitored and issued by the  
City of Austin Code Department



# City of Austin

## Vacation Rental Frequently Asked Questions

### ORDINANCE #20130926-144

approved on September 26, 2013 amended City Code Chapters 25-2 and 25-12 which provide for the regulation, monitoring and licensing of short-term rentals (STRs).

### SHORT-TERM / VACATION RENTALS

are the rental of a residential dwelling unit or accessory building on a temporary basis for periods of **less than 30 consecutive days**.

The Austin City Council passed an ordinance effective October 1, 2012, requiring registration of vacation rental properties.

#### **HOW LONG IS THE VACATION RENTAL OPERATING LICENSE VALID?**

The Vacation Rental Operating License is valid for 12-months from the time of approval and may be renewed on an annual basis.

#### **IS MY VACATION RENTAL LICENSE TRANSFERABLE?**

The Vacation Rental Operating License is non-transferable per Ordinance #20130926-144, "a license may not be transferred and does not convey with the sale or transfer or the property".

#### **HOW MUCH IS THE VACATION RENTAL LICENSING AND NOTIFICATION FEE?**

The Vacation Rental licensing fee is \$235.00. There is also a notification cost of \$50.00 from the Planning & Development Review Department to notify adjacent neighbors as outlined in the amended ordinance. A total of \$285.00 is due at the time your application is submitted.

#### **ARE THERE PAYMENT OPTIONS FOR THE LICENSING AND NOTIFICATION FEE?**

The \$235.00 licensing fee and \$50.00 notification fee must both be paid in full via cash, check, or money-order, payable to: the City of Austin, Code Department. At this time the program does not accept credit cards or online payments and exact change is required for cash payments.

#### **HOW DO I RENEW MY VACATION RENTAL OPERATING LICENSE?**

A Vacation Rental Operating License may be renewed each year by submitting a \$235.00 licensing fee, proof of current property insurance, and proof of Hotel Occupancy Tax (if applicable).

#### **WHERE DO I GET A CERTIFICATE OF OCCUPANCY AND IS THERE A FEE?**

A Certificate of Occupancy, or "CO" can be obtained at no cost from the City of Austin, Building Inspections Division located at: One Texas Center, 505 Barton Springs Road, 3rd Floor.

#### **IF I DO NOT GET A "CO", WHERE DO I GO FOR AN INSPECTION INSTEAD?**

An inspection can be provided by a professional inspector certified by the Texas Real Estate Commission or a Residential Combination Inspector certified by the International Code Council. This is the only license or certification currently accepted for the inspection and issuance of the Operation License.

#### **WHERE DO I TURN IN MY APPLICATION & DOCUMENTS?**

To submit your application, please make an appointment by calling 3-1-1 or visit us Monday through Friday between 9 a.m. and 2:30 p.m. The City of Austin, Code Department is located at: 1520 Rutherford Lane, Building One.

#### **DOES PROOF OF HOTEL OCCUPANCY TAX APPLY TO EVERYONE?**

Every person owning, operating, managing, controlling, or collecting payment for occupancy in any hotel (or vacation rental), located within the City of Austin's full purpose or limited purpose jurisdiction, shall collect the Hotel Occupancy Tax from their guests for the City. To see if your property is located in the full purpose or limited purpose jurisdiction, visit: [www.ffiec.gov/Geocode/default.aspx](http://www.ffiec.gov/Geocode/default.aspx)

#### **WHERE DO I PAY MY HOTEL OCCUPANCY TAX?**

You may call the City of Austin, Financial Services: Controller's Office at 512-974-2590, then press 1, or email: [hotels@austintexas.gov](mailto:hotels@austintexas.gov).

#### **WHAT IF I DON'T GET A LICENSE FOR MY VACATION RENTAL?**

Failure to register is equivalent to operating without a license and may result in enforcement action, including citations.

# City of Austin Vacation Rental Resources



## CITY OF AUSTIN, FINANCIAL SERVICES: CONTROLLER'S OFFICE

### [Hotel Occupancy Tax Information, Forms & Instructions](#)

**Email:** [hotels@austintexas.gov](mailto:hotels@austintexas.gov)

**Address:** 124 W. 8th Street, Suite 140

**Phone:** 512-974-2590, press 1

**Website:** [austintexas.gov/department/hotel-occupancy-taxes](http://austintexas.gov/department/hotel-occupancy-taxes)

## CITY OF AUSTIN, PLANNING & DEVELOPMENT REVIEW DEPARTMENT BUILDING INSPECTION DIVISION

### [Certificates of Occupancy](#)

**Address:** One Texas Center, 505 Barton Springs Road, 3rd Floor

**Walk-In Hours:** Monday - Friday; 7:30 a.m. to 3:30 p.m.

**Phone:** 512-978-4000

**Website:** [austintexas.gov/department/building-inspections](http://austintexas.gov/department/building-inspections)

## CITY OF AUSTIN, CODE DEPARTMENT

### [Vacation Rental Operating License](#)

**Email:** [STRlicensing@austintexas.gov](mailto:STRlicensing@austintexas.gov)

**Address:** 1520 Rutherford Lane, Building One

**Mailing Address:** PO Box 1088, Austin, TX 78767

**Walk-In Hours:** Monday - Friday; 9:00 a.m. to 3:00 p.m.

**Phone:** 3-1-1

**Website:** [austintexas.gov/STR](http://austintexas.gov/STR)

## TEXAS REAL ESTATE COMMISSION (TREC)

### [Professional Inspector](#) \*

**Website:** [trec.state.tx.us/inspector](http://trec.state.tx.us/inspector) (on the left side of the webpage under Inspector Info, click on Find Inspectors by City, then select Austin)

## INTERNATIONAL CODE COUNCIL (ICC)

### [Certified Residential Combination Inspector](#) \*

do a web search for **home inspectors** and when contacting a company, verify the inspector holds this certification and the certification is current.

## QUESTIONS

email:

[STRlicensing@austintexas.gov](mailto:STRlicensing@austintexas.gov)

call:

3-1-1

visit:

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**AUSTIN**CODE  
DEPARTMENT

Vacation Rental Operating Licenses are  
monitored and issued by the  
City of Austin Code Department

\* The STR inspection checklist must be completed and a copy of the receipt for the service must be attached to the inspection.



# City of Austin

## Vacation Rental Definitions and Acronyms

**ACD** - Austin Code Department. ACD is located at 1520 Rutherford Lane, Building 1.

**CO or Amnesty CO** - Certificate of Occupancy.

COs are issued by the City of Austin Development Assistance Center at 505 Barton Springs Road, 3rd Floor. If you do not have a certificate of occupancy, you can request one by filling out an [Amnesty Certificate of Occupancy form](#).

**Multifamily Property** - A residential site with three or more dwelling units, within one or more buildings, and includes condominium residential use.

**Notification Fee** - The cost incurred by the City of Austin to notify adjacent neighbors as outlined in Section 25-2-792 (Notification Requirements) in Ordinance No. 20130926-144.

**Partial Unit** - Part of a dwelling includes at a minimum a sleeping room (with shared full bathroom) and is limited to a single party of individuals.

**PDR** - Planning and Development Review Department. PDR is located at 505 Barton Springs Road.

**STR** - Short-Term Rental Property. STRs include the rental of a residential dwelling unit or accessory building on a temporary basis for periods of **less than 30 consecutive days**.

**Type 1** - owner occupied short-term rental (full or partial unit).

Type 1 short-term rentals are owner-occupied or associated with an owner-occupied principal residential unit, include the rental of an entire dwelling unit or if only part of the unit include at a minimum a sleeping room (with shared full bathroom), is limited to a single party of individuals, and the owner is generally present during the rental.

**Type 2** - not owner occupied short-term rental.

Type 2 short-term rentals are single or two-family properties, not owner-occupied or associated with an owner-occupied principal residential unit, include the rental of an entire dwelling unit, and must not be more than 3% of the single-family detached residential units within the census tract.

**Type 3** - multifamily / commercial short-term rental.

Type 3 multifamily / commercial short-term rentals are not owner-occupied, part of a multifamily use (apartments, condos, etc.), include the rental of an entire dwelling unit, and must comply with applicable geographic caps.

### QUESTIONS

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