

Please mail, fax, or email to:
P.O. Box 4
Staunton, VA 24402
(540) 851-4022
revenue@ci.staunton.va.us

HOMESTAY REGISTRATION

City of Staunton, VA

Maggie Ragon
Commissioner of the Revenue

QUESTIONS OR CONCERNS?

Please contact the
Commissioner of the
Revenue's office at
(540) 332-3829.

APPLICANT INFORMATION		Date:
Applicant:		
Property Address:		
Mailing Address:		
Phone:	Email:	

PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)	
Property Owner:	
Address:	
Phone:	Email:

RESPONSIBLE PARTY INFORMATION	
Individual or business entity located locally who will be available 24 hours a day, 7 days a week, to respond to, or resolve, issues and complaints (in person, if necessary) that arise during the period of time in which the dwelling is being used as a homestay. A Business License will not be issued if no local Responsible Party is named.	
Name of Responsible Party:	
Address:	
Phone:	Alternate Phone:
Email:	

I have read the City of Staunton code section, Chapter 3.37, on the back of this application concerning Homestays and understand that my permit may be revoked if I fail to comply with all provisions in this code. I give my consent to inspectors of the Zoning Administrator to verify compliance with current zoning requirements and grant a right of access to the Zoning Administrator to make such inspections.

Applicant Signature

Date

Property Owner Signature (if applicable)

Date

FOR OFFICE USE ONLY		Date Received: _____	☐ Approved	☐ Denied
Amt Due \$50.00	Amt Paid: \$ _____	☐ Cash	☐ Check # _____	Parcel #: _____
Comments: _____				

Staunton City Code

Title 3 Revenue and Finance

Chapter 3.37 Registration for Short-Term Rental

3.37.010 Purpose

This chapter prescribes the condition for the registration for short-term rental.

3.37.020 Definitions

As used in this section:

“Operator” means the proprietor of any dwelling, lodging, or sleeping accommodations offered as a short-term rental, whether in the capacity of the owner, lessee, sub-lessee, or mortgagee in possession, licensee, or any other possessory capacity.

“Short-term rental” means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for charge for the occupancy.

3.37.030 Registration

(1) A short-term rental operator shall within 30 days of holding or continuing to hold itself out as offering lodging to register with the Commissioner of the Revenue to allow for the assessment and remittance of business license as required under SCC §5.05.100 and transient occupancy taxes as provided in SCC §3.35.010.

(2) After initial registration under the provision of this chapter, a short-term rental operator shall register by not later than March 1 each year with the Commissioner of Revenue, providing the complete name of the operator and the legal and street address (and parcel identification number) of each property in the City of Staunton offered for short-term rental by the operator.

3.37.040 Fee

The annual registration fee shall be fifty dollars (\$50.00) for each property for which the operator is engaged in short-term rental and shall be paid to the City of Staunton.

3.37.050 Penalty

There is imposed a penalty of \$500.00 for each violation for any failure to register as required under the provision of this chapter.

3.37.060 Prohibitions and Restriction; Miscellaneous

(1) Until an operator pays the penalty and registers such property as required under the provision of this chapter, the operator shall not offer or rent such property for short-term rental.

(2) For any repeated violations of the provisions of this chapter as it relates to a specific property, the operator is prohibited from registering and offering that property for short-term rental.

(3) An operator required to register under the provisions of this chapter is prohibited from offering a specific property for short-term rental in the City of Staunton upon multiple violations on more than three occasions of applicable state and local laws, ordinance, and regulations, as they relate to the short-term rental of such property.

(4) Notwithstanding compliance with the provisions of this chapter, an operator shall comply with all other provisions of the Staunton City Code and other applicable law, including but not limited to those related to land use under Chapter 18.152 of Title 18 of the Staunton City Code.

Chapter 18.152 Homestay

18.152.010 Purpose

This chapter defined a “homestay” and other terms and prescribes the conditions under which such use is allowed.

18.152.020 Definitions

The following words and phrases, as used in this chapter, shall have the following meanings:

“Guest” means a person who occupies a homestay unit.

“Homestay” means the use of a residential dwelling unit or a portion thereof for occupancy for lodging purposes in exchange for charge for occupancy. The duration of any period of occupancy may not exceed 30 days; however, there shall be no limit to the frequency in which rentals to occupants may occur.

“Operator” means the propriety of a homestay, whether in the capacity of the owner, lessee, sub-lessee, or mortgagee in possession, licensee, or any other possessory capacity.

18.152.030 General Requirements

Any operator utilizing a dwelling as a homestay shall be in violation unless the operator complies with the following requirements:

(1) Shall only be rented on a daily or weekly basis. The duration of any period of occupancy may not exceed 30 days; however, there shall be no limit to the frequency in which rentals to occupants may occur.

(2) No meals shall be prepared for or served to guests, and the guest for which the property is authorized for use shall be at least eighteen (18) years of age.

(3) The homestay shall accommodate no more than two adult guests per bedroom.

(4) No signs, advertising, or any other display on the property indication the use as a homestay shall be allowed.

(5) At the request of the City of Staunton zoning administrator, operators shall grant the authority to enter the subject property, upon reasonable notice, at least one (1) time during the calendar year to verify compliance at the time with the provisions of this section.

(6) A homestay shall be exempt from providing additional off-street parking required under the provisions of SCC 18.125.

(7) Notwithstanding compliance with the provision of this chapter, an operator shall comply with all other provisions of the Staunton City Code and other applicable law, including but not limited to the provision of Chapter 3.37 of Title 3 of the Staunton City Code.