



Short Term Rental Registration Permit

PERMIT ID: STR

Please fill out this form in its entirety and mail it to our office along with the annual registration fee: City of Coppell, Building Inspections, 265 E Parkway Blvd, Coppell, TX 75019 – phone 972-304-3500.

Property Address (address of rental)	CHECKLIST	
	No External Signage	<input type="checkbox"/>
	Working Smoke Alarms	<input type="checkbox"/>
	Working Carbon Monoxide Detector	<input type="checkbox"/>
	Informational Brochure for Guests	<input type="checkbox"/>
	Maximum number of occupants permitted*	<input type="checkbox"/>
	Floor Plan Sketch w room dimensions	<input type="checkbox"/>
	Site Plan/Survey showing max vehicles	<input type="checkbox"/>
Primary Residence of Property Owner <input type="checkbox"/>		
Property Owner Information		
Name:		
Mailing Address:		
Phone Number:		24 hour contact number:
e-mail:		
Property Owner's Local Emergency Contact Representative (if other than above-REQUIRED)		
Name:		
Mailing Address:		
Phone Number:		24 hour contact number:
e-mail:		

I certify that I am the property owner and occupy this residence as my primary residence and I will provide an informative brochure to my guests that includes my 24 hour contact information and a local 24 hour contact number should I be out of town during the rental of my property, pertinent neighborhood information (such as noise restrictions, waste collection schedules and regulations, parking restrictions, etc), and information to assist guests in the case of emergencies. I understand that I shall include the correct limits of guests and vehicles when advertising the property as a short term rental based on City of Coppell ordinance 2018-1492 and will include the prohibition against the use of the property for having a party in every advertisement, listing or other publication offering the premises for rent and will include the permit number assigned to the property by the City of Coppell as a short term rental property in all advertisements. I understand that there are certain zoning uses that are strictly prohibited.

I understand that I must submit quarterly Hotel Occupancy Tax Reports and pay 7% directly to the City of Coppell.

Signature of Owner or Representative

Date Signed

* occupant limit – no more than 2 adult guests per bedroom (1 adult if bedroom is less than 120 s.f.) plus two additional adults with a cap of 10 persons total – adults and children combined. **Issuance of permits subject to review and approval.

OFFICE USE ONLY

RECEIVED BY:	DATE:	PAID:
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