

Short-Term Rental (STR) Application

Standards Overview

1. ****Permit Requirement****: No short-term rental (STR) can be offered without a permit from the Zoning Administrator. Permits can be applied through the online portal at <https://columbia.onlana.com/>. An account is required in order to submit permits, which can be completed through the onlana website.
2. ****Permit Expiration and Renewal****: STR permits expire one year from issuance, and failure to renew results in a change to Household Living use. Conditional Use approvals also expire after one year, but can be renewed by the Board with adherence to approval conditions.
3. ****Local Point of Contact****: Owners must designate a permanent local contact for each STR, who must be available at all times for communication with the City. This contact's information must be displayed for current guests and law enforcement.
4. ****Violation Protocol****: Upon notification of ordinance violations by guests, the local contact must inform the owner to take immediate remedial action.
5. ****Parking Requirements****: STRs must provide sufficient parking based on specific requirements depending on whether the STR is a principal or accessory use.
6. ****Event Restrictions****: Events and group assemblies such as weddings, private parties, banquets, receptions, etc. are not allowed in conjunction with STR use.
7. ****Construction Codes****: STR properties must comply with all applicable building, fire safety, and maintenance codes.
8. ****Legal Compliance****: STR operators and guests must follow Tennessee state laws and Columbia city ordinances. Violations may result in permit revocation by the Zoning Administrator.

Application Date: _____

Short-Term Rental (STR) Owner/Operator

Name		Phone	
Address		Email	

STR Site Information

Address/location of Short-Term Rental (STR)			
	Tax map:	Group:	Parcel:
Structure Information	Beds Advertised:	Total Square Footage of STR:	
Subdivision Name			
Zoning Designation/ Historic Zoning Designation (if applicable)			

- What is the Operator's relationship to the STR? **(check all that apply)**
 Owner Resident Lessee Other – Please Describe _____
- What type of dwelling is the STR?
 Single-Family Home Duplex or Townhouse Garage Apartment
 Condominium Apartment Carriage House
 Other – Please Describe _____

Note: If the Operator is a business entity, provide below the name, address, email address, and phone number of the entity's contact person. Also, attach proof that the entity is in good standing with the Tennessee Secretary of State.

Business Entity (STR) Owner/Operator

Contact		Phone	
Address		Email	

Local Point of Contact

Contact		Phone	
Address		Email	

Print Name

Signature

Date



Regulations

“Short-Term Rental Units (STRs)” shall be permitted in accordance with the applicable Use Table, subject to the following:

1. Permit Required
 - a. No dwelling unit, accessory dwelling unit, or portion thereof shall be offered for rent as an STR unless the Zoning Administrator has first issued a short-term rental permit.
 - b. Where the **Building, Lot and Building Site Principal Uses Table** identifies the principal use of a dwelling as an STR as permitted subject to **limited use standards (PL)**, an STR may be established

PRINCIPAL USE	CD-2	CD-3 L	CD-3	CD-4	CD-4C	CD-5	CD - 5C	SD-MHP	SD-INT	SD-LI	SD-HI	PUD - R	PUD-MU	CV
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Short-Term Rental Unit	NP	NP	NP	PL	PL	PL	PL	NP	NP	NP	NP	NP	NP	NP
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upon approval of an STR permit by the Zoning Administrator.

- c. Where the **Building, Lot and Building Site Accessory Uses Table** identifies accessory use of a dwelling, portion of a dwelling, or an accessory dwelling unit as permitted subject to **limited use standards (PL)**, an STR may be established upon approval of an STR permit by the Zoning

ACCESSORY USE	CD-2	CD-3 L	CD-3	CD-4	CD-4C	CD-5	CD - 5C	SD-MHP	SD-INT	SD-LI	SD-HI	PUD - R	PUD-MU	CV
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Short-Term Rental Unit	NP	NP	NP	PL	PL	PL	PL	NP	NP	NP	NP	NP	NP	NP
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Administrator.

- d. If the Zoning Administrator denies a request for an STR, or revokes a previously issued permit, the applicant may appeal the decision to the Board of Zoning Appeals.
 - e. An STR Permit shall expire one year from the date of issuance. Failure to renew the permit shall constitute a cessation of the STR and immediate change of use to Household Living.
 - f. An STR Permit is granted to a specific operator for a specific dwelling unit or portion thereof and may not be sold or otherwise transferred. Changes in the ownership will result in revocation of the STR permit. A new STR Permit is required when the dwelling unit is sold or conveyed.
2. Short-Term Rental Point of Contact
 - a. The owner of an STR shall designate a permanent local point of contact for each STR rental property.
 - b. If the owner is a natural person, the owner may serve as the local point of contact. Alternatively, the owner may designate another natural person over the age of eighteen as the STR rental point of contact.

- c. Where the STR is the principal use of a dwelling, the name and telephone number of the local point of contact shall be conspicuously posted where it can be seen by guests and law enforcement.
 - d. The STR local point of contact must be available to be contacted by the City at all times.
 - e. Failure of the local contact person to be available at all times for contact by the City constitutes an instance of non-compliance which may result in revocation of the STR Permit.
 - f. When the local point of contact is notified by phone or email that the guests at an STR are violating City ordinances or policies, the local point of contact person shall communicate with the owner, and the owner shall immediately commence remedial action and cause the violation to cease.
3. Short-Term Rental Operators shall provide a parking plan demonstrating sufficient parking for guests.
 - a. Where STR is the principal use of the dwelling, the minimum number of parking spaces shall be equivalent to that required by **Table 4.3.12.B-1 Vehicular Parking Requirements** for a Single-Family Detached Dwelling.
 - b. Where STR is the accessory use of dwelling, portion of the dwelling, or accessory dwelling unit, the minimum number of parking spaces shall be equivalent to that required by **Table 4.3.12.B-1 Vehicular Parking Requirements** for the principal use, plus one.
4. Events are not permitted in conjunction with STR use. Examples of events include, but are not limited to, weddings, receptions, anniversaries, private parties, banquets, and business seminars.
5. External alterations or site improvements that change the residential character of the Lot or Building Site upon which an STR is located are prohibited.
6. STR properties must meet all applicable requirements of the state and local building, fire safety, and property maintenance codes.
7. STR operators and their guests shall comply with the laws of the State of Tennessee and ordinances of the City of Columbia.
8. The Zoning Administrator may revoke an STR Permit for violations of these standards, violation of any City of Columbia Ordinances, or failure to adhere to conditions of approval imposed by the Board of Zoning Appeals.
9. Any property used as a short term rental unit prior to April 10, 2025 where the owner remitted taxes pursuant to T.C.A. title 67, chapter 6, part 5 for filing periods that cover at least six (6) months within the twelve (12) month period immediately preceding April 10, 2025 shall be allowed to continue use as a short term rental unit until the property is sold, transferred, ceases being used as a short term rental unit for a period of thirty (30) continuous months, or has been in violation of a generally applicable local law three (3) or more separate times as provided by T.C.A. 13-7-604. The permit requirement of 4.3.9. E.6.II(1) shall apply to any property to which this sub-section is applicable, and as a condition of permit issuance the owner shall provide evidence that taxes were remitted pursuant to T.C.A. title 67, chapter 6, part 5 for filing periods that cover at least six (6) months within the twelve (12) month period immediately preceding April 10, 2025. Any owner seeking a permit under this section shall do so no later than December 31, 2025 or forfeit all rights under this sub-section.