



CITY OF FLORENCE, ALABAMA

Building Department

Short Term Rental Application

Applicant Information

Are you a citizen or legal resident of the United States? Yes No

Name(s) of Applicant(s): _____

Applicant Address: _____

Email Address: _____

Daytime Phone #: _____ Cell Phone #: _____

Property Information

Rental Property Address: _____

Is this property in the Historic District? Yes No

What is the property zoned? _____

Current set room rates and fees: _____

Local Contact Name: _____

Local Contact Phone number: _____

Local Contact email: _____

Additional Information

❖ The applicant will need to provide the following information:

- A copy of a deed showing the applicant to be the owner of the premises for which the permit is sought.
- A copy of approval from the Lauderdale County Health Department if the property is on a septic system.
- A copy of the guest occupancy agreement as required.

❖ Upon determining that a permit application is complete, an inspection from the Florence City Fire Department and Florence City Building Department will be scheduled and must be passed to obtain a Certificate of Occupancy and Short Term Rental Permit.

❖ For properties located in the Historic District, approval for a special exception from the Board of Zoning Adjustment is required.

❖ Any permit and/or business license issued may be revoked following all applicable notices and/or hearings for any of the following causes:

- Any fraud, misrepresentation or false statement contained in the application.
- Any fraud, misrepresentation or false statement made in connection with any transaction.
- Any violation of article IX. Short-Term Residential Regulations.
- The conducting of the business in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.

Applicant(s) Signature(s): _____ Date: _____