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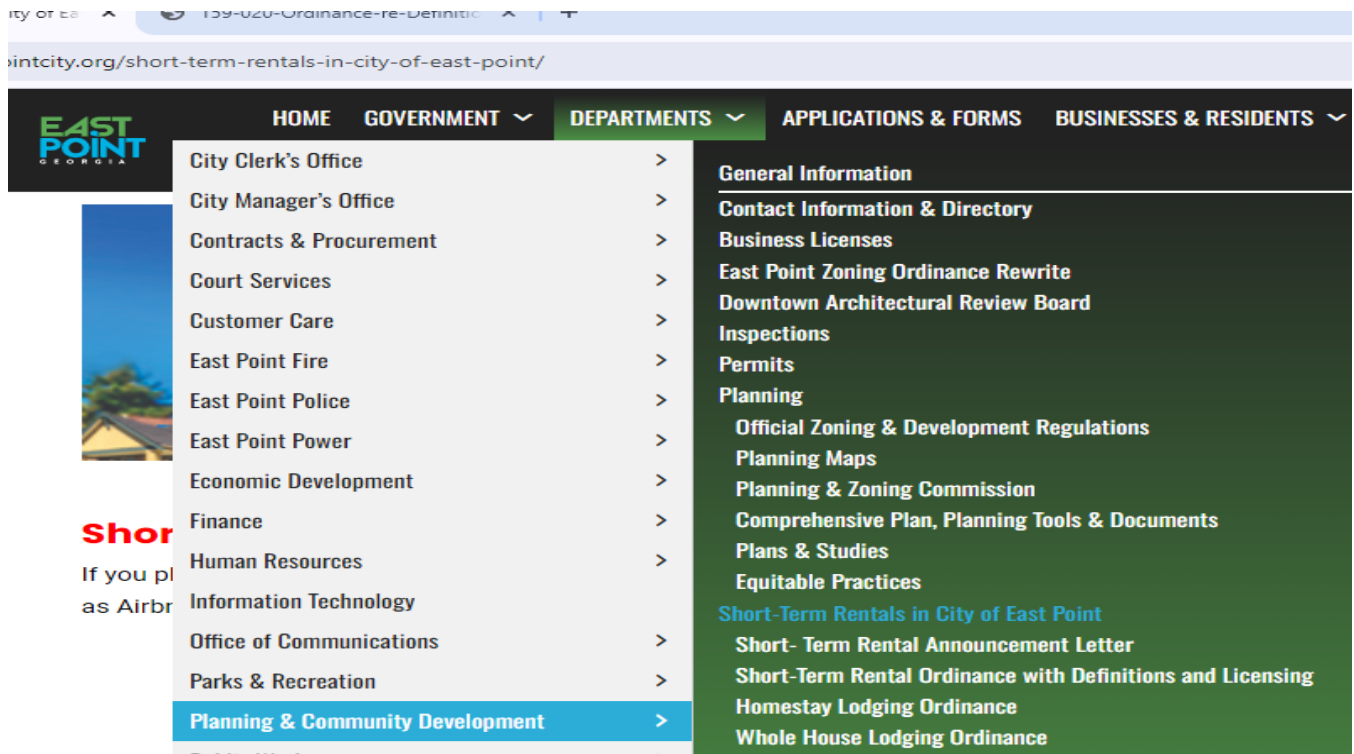
II. Instructions to Submit for a Short-Term Lodging Permit via BS&A.

To apply for a Short-Term Lodging Permit, in short complete the following steps:

- A. **Become familiar with the City Of East Point’s STL Ordinances**
- B. **Create BS&A Contractor Account.**
- C. **Download and complete the “Short Term Lodging Application – New/Renewal,”**
- D. **Apply for Permit through BS&A Portal**

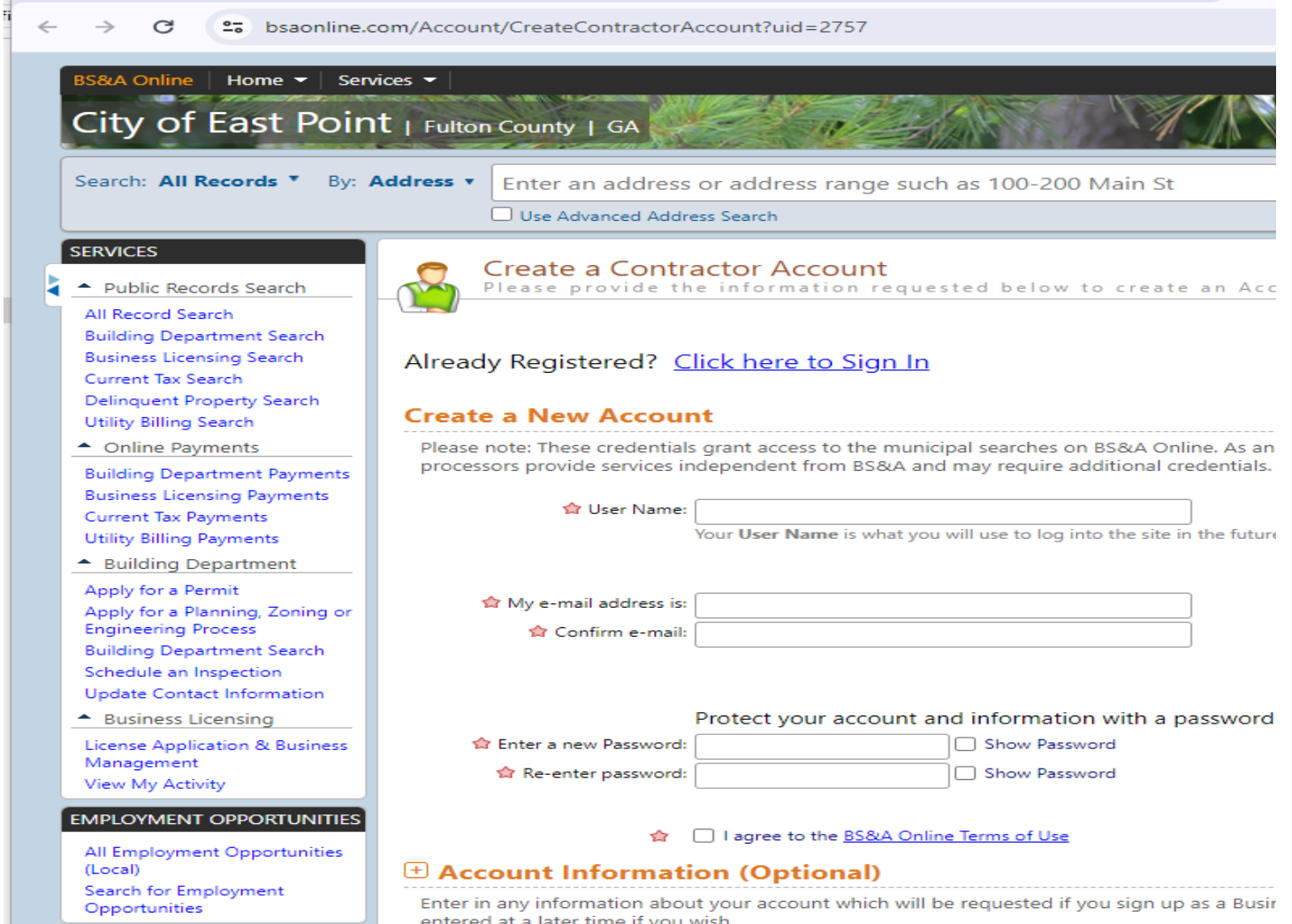
A. Becoming Familiar with the STL Ordinances

Use the links provided under www.eastpointcity.org → Departments → Planning and Community Development → Short-Terms Rental to become familiar with the STL Ordinances, requirements, Zoning and FAQs.



B. Setting Up BS&A Contractor Account or Linking Owner(s) Account:

1. If the property is registered under a company name and it will not be lived in as a primary home, then a contractor's account must be setup via the BS&A portal.
 - a. Go to: <https://www.bsaonline.com/Account/CreateContractorAccount?uid=2757>

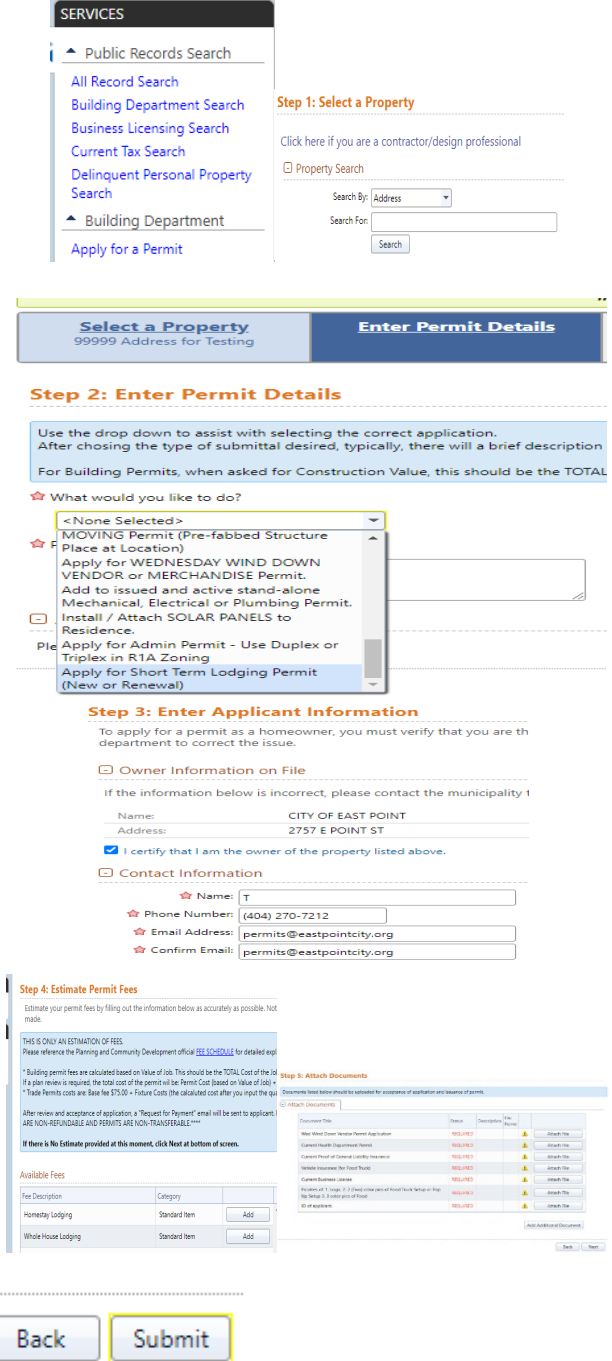


The screenshot shows the 'Create a Contractor Account' page on the BS&A Online website. The page has a header with 'BS&A Online' and navigation links for 'Home' and 'Services'. Below the header is a search bar with the text 'Enter an address or address range such as 100-200 Main St' and a checkbox for 'Use Advanced Address Search'. The left sidebar contains a 'SERVICES' menu with categories like 'Public Records Search', 'Online Payments', 'Building Department', and 'Business Licensing'. The main content area is titled 'Create a Contractor Account' and includes a sub-header 'Please provide the information requested below to create an Account'. Below this is a link for 'Already Registered? Click here to Sign In'. The 'Create a New Account' section contains several form fields: 'User Name', 'My e-mail address is', 'Confirm e-mail', 'Enter a new Password', and 'Re-enter password'. There are also checkboxes for 'Show Password' and 'I agree to the BS&A Online Terms of Use'. At the bottom, there is a section for 'Account Information (Optional)' with a note: 'Enter in any information about your account which will be requested if you sign up as a Business Owner entered at a later time if you wish.'

- b. Set up a Username and Password
 - c. Use the Request [WebPin Submittal Form](#) to request a pin. **Within 48 hours, your account will be linked (no need for pin) or you will be emailed your pin number.**
 - d. Activate the Account via the Activation Email that is sent to Your Email Address
2. If the property is registered under the owner's name and it will not be lived in as a primary residence, the applicant can move on and select the option to confirm that they are the property owner when submitting via the BS&A portal.

C. Applying for permit via BS&A Portal:

1. Download and complete the Short-Term Lodging Application (New or Renewal):
www.eastpointcity.org → Applications and Forms → Planning and Community Development.
2. Go to www.bsaonline.com/?uid=2757.
3. Login using your Sign In.
4. Under Building Department Heading to the left of screen, Click Apply for a Permit.
5. **Step 1: Select a Property:**
 - a. In "Search For" line, put in exactly as shown below:
2714 East Point St
 - b. Click on address to Highlight and Click on Next at bottom of screen.
6. **Step 2: Enter Permit Details:**
 - a. Select "Apply for Short Term Lodging Permit (New or Renewal)" under question "What would you like to do?" with correct date.
 - b. Select the corresponding permit type for question: "Enter the permit type for which you wish to apply:" – This should be "Short Term Lodging License"
 - c. For Category, Select the correct Year and Type of Lodging permit, New or Renewal.
 - d. In the description box, put in a quick summary. (Required Field, cannot be blank). Click Next.
7. **Step 3: Enter Applicant Information:**
 - a. **If you did not setup a Contractor's account and are the homeowner of the property, CHECK BOX for "I certify that I am the owner information." Move to Contact Information section.**
 - b. Input all required Contact Information. This should your contact information.
 - c. Click Next at bottom of screen.
8. **Step 4: Estimate Fees:**
 - a. Select the correct Fee, Homestay Lodging or Whole House by clicking on the Add button next to item
 - b. CLICK NEXT at bottom of screen.
9. **Step 5: Attach Documents:**
 - a. Attach all required documents clicking on the "Attach File" next to each item. You also add supporting documents by click on "Add Additional Document."
 - b. Click Next at bottom of screen.
10. **Step 6: Submit Application:**
 - a. Review information to confirm correct
 - b. Click Submit at the bottom of screen.



SERVICES

- Public Records Search
 - All Record Search
 - Building Department Search
 - Business Licensing Search
 - Current Tax Search
 - Delinquent Personal Property Search
 - Building Department
 - Apply for a Permit

Step 1: Select a Property

Click here if you are a contractor/design professional

Property Search

Search By: Address

Search For:

Select a Property
99999 Address for Testing

Enter Permit Details

Step 2: Enter Permit Details

Use the drop down to assist with selecting the correct application. After choosing the type of submittal desired, typically, there will be a brief description

For Building Permits, when asked for Construction Value, this should be the TOTAL

What would you like to do?

< None Selected >

- MOVING Permit (Pre-fabbed Structure Place at Location)
- Apply for WEDNESDAY WIND DOWN VENDOR or MERCHANDISE Permit. Add to issued and active stand-alone Mechanical, Electrical or Plumbing Permit.
- Install / Attach SOLAR PANELS to Residence.
- Apply for Admin Permit - Use Duplex or Triplex in R1A Zoning
- Apply for Short Term Lodging Permit (New or Renewal)

Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are the department to correct the issue.

Owner Information on File

If the information below is incorrect, please contact the municipality

Name: CITY OF EAST POINT
Address: 2757 E POINT ST

I certify that I am the owner of the property listed above.

Contact Information

Name:

Phone Number: (404) 270-7212

Email Address: permits@eastpointcity.org

Confirm Email: permits@eastpointcity.org

Step 4: Estimate Permit Fees

Estimate your permit fees by filling out the information below as accurately as possible, not made.

THIS IS ONLY AN ESTIMATION OF FEES. Please reference the Planning and Community Development official [FEE SCHEDULE](#) for detailed info.

* Building permit fees are calculated based on Value of Job. This should be the TOTAL Cost of the Job. If a plan review is required, the total cost of the permit will be Permit Cost Based on Value of Job + * Total Permit cost on Base fee \$7500 - Future Costs (the detailed cost after you input the fee)

After review and acceptance of application, a "Receipt for Payment" email will be sent to applicant. ARE NON-REFUNDABLE AND PERMITS ARE NON-TRANSFERABLE**

If there is No Estimate provided at this moment, click Next at bottom of screen.

Fee Description	Category	Add
Homestay Lodging	Standard Item	<input type="button" value="Add"/>
Whole House Lodging	Standard Item	<input type="button" value="Add"/>

Step 5: Attach Documents

Documents listed below should be submitted for acceptance of application and issuance of permit.

Document Title	Status	Description	File	Attach File
New Wind Down Vendor Permit Application	REQUIRED			<input type="button" value="Attach File"/>
Contractor's Equipment Permit	REQUIRED			<input type="button" value="Attach File"/>
Current Proof of General Liability Insurance	REQUIRED			<input type="button" value="Attach File"/>
Vehicle Insurance Not Road Block	REQUIRED			<input type="button" value="Attach File"/>
Current Business License	REQUIRED			<input type="button" value="Attach File"/>
Business License (if you are a contractor) or Proof of Insurance (if you are a homeowner)	REQUIRED			<input type="button" value="Attach File"/>

If successfully submitted, you will see a screen similar to below:

Application Submitted Successfully

Your Wind Down Vendor - 06232021 permit has been created. [Click here to view details.](#)

Permit Number: PWWWCR21-0001
Application Date: 05/20/2021
Application Type: Wind Down Vendor - 06232021
Email Address: tharris@eastpointcity.org
Address: 2714 EAST POINT ST
Parcel Number: 1401570004002
Total Estimated Fees: \$0.00

This amount is subject to change based on application review or subsequent inspections.

Apply for another permit:

III. Frequently Asked Questions About Short-Term Rentals

A. Who is eligible to host a short-term rental?

Short-term rentals can be hosted in the following zoning district classifications:

Home-Stay STR are allowed in the following Zoning District Classifications

R1A	Urban Residential
R-2	Two-Family Dwelling
R-3	Multifamily Development
R-4	Multifamily Development
R-T	Residential Townhouse
C-R	Commercial Redevelopment
AG-1	Agricultural
R-L	Residential Limited Single-Family Dwelling
R-1	Single Family Dwelling
CUP	Community Unit Plan
E-I	Educational Institution
M-I	Medical Institution
MIX	Mixed Use

Whole-House STR Allowed in the following Zoning District Classifications

R1A	Urban Residential
R-2	Two-Family Dwelling
R-3	Multifamily Development
R-4	Multifamily Development
R-T	Residential Townhouse
CR	Commercial Redevelopment



B. When do I have to apply for a permit for my short-term rental?

Applications should be done prior to renting or leasing out your property.

C. How much does a permit cost?

Homestay Lodging License- \$75.00 Whole-house

Lodging License- \$150.00

D. When will I need to renew my permit?

Permits need to be renewed annually.

E. What taxes and fees will I need to pay?

Short-term rental owners will need to pay an 8% monthly hotel/motel tax. The prior month is due the 20th of the following month.

F. What are my responsibilities while hosting a short-term rental? For Homestay Lodging:

- (a) A license number will be assigned to each licensed establishment, which shall be clearly displayed on site along with any advertisement for lodging.
- (b) A property owner shall comply with all federal, state, and local laws, including, but not limited to, hotel motel tax code, zoning ordinance, building code, fire code, and environmental health regulations for the level of occupancy of the *short-term* lodging.
- (c) All licenses shall renew licenses on an annual basis. If a license is not timely renewed the use shall be deemed terminated by the license.
- (d) Property owners shall be responsible for keeping liability insurance in full force and effect during all times the unit is used as a *short-term* lodging.
- (e) Written notice shall be conspicuously posted inside each *short-term* lodging unit setting forth the following information;
 - 1. The name and telephone number of the host/operator.
 - 2. The address of the lodging, the maximum number of overnight occupants, and the day(s) established for garbage collection.
 - 3. The non-emergency phone number for the City of East Point Police department 404-761-2177.
 - 4. The annual licensure documentation.
- (f) Preparation and service of food by host/operators for guests shall be prohibited. No cooking shall be permitted in individual bedrooms.
- (g) *Short-term* lodging licensees shall maintain records demonstrating that the home is the primary residence of the licensee, the dates of *rental* for the previous three hundred



sixty-five (365) days and the number of lodgers. Such records shall be made available upon request of the director of planning and community development.

- (h) Homestay lodging uses shall only be allowed in lawful dwelling units serving as the principal residence of a host. Only a property owner may license a homestay lodging.
- (i) The maximum number of guest rooms allowed shall be one (1) less than the total number of bedrooms in the dwelling unit, but shall in no event exceed three (3) guest rooms.
- (j) The host shall issue a parking placard to each guest parking on site.

G. For Whole House Lodging:

- (a) A license number will be assigned to each licensed establishment, which shall be clearly displayed on site along with any advertisement for lodging.
- (b) A property owner shall:
 - i) Comply with all federal, state, and local laws, including, but not limited to, occupational tax code, hotel motel tax code, zoning ordinance, building code, fire code, and environmental health regulations for the level of occupancy of the *short-term* lodging; and
 - ii) Not allow any party, event, classes, weddings, receptions, or other large gatherings on the premises.
- (c) All licensees shall renew licenses on an annual basis. If a license is not timely renewed the use shall be deemed terminated by the licensee.
- (d) Property owners shall be responsible for keeping liability insurance in full force and effect during all times the unit is used as a *short-term* lodging.
- (e) Written notice shall be conspicuously posted inside each *short-term* lodging unit setting forth the following information:
 1. The name and telephone number of the host/operator.
 2. The address of the lodging, the maximum number of overnight occupants, and the day(s) established for garbage collection.
 3. The non-emergency phone number for the City of East Point Police Department 404-761-2177.
 4. The annual licensure documentation.
 5. That parties, events, classes, weddings, receptions, and other large gatherings are not permitted.



- (f) No property shall exceed a maximum of two (2) guests per room and ten (10) guests in total.
- (g) Preparation and service of food by host/operators for guests shall be prohibited. No cooking shall be permitted in individual bedrooms.
- (h) *Short-term* lodging licensees shall maintain records demonstrating that the home is owned by the licensee, the dates of *rental* for the previous three hundred sixty-five (365) days and the number of lodgers. Such records shall be made available upon request of the director of planning and community development.
- (i) The name and contact information of a local operator or agent available twenty-four (24) hours per day, who must reside within a thirty (30) mile radius of the subject property must be provided to the city.

H. What happens if I don't have a permit for my short-term rental?

Any person violating any provision of this chapter shall be fined not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00) for each offense, and a separate offense shall be deemed committed on each day during or in which a violation occurs or continues.

Licenses issued under this ordinance may be suspended or revoked for any of the following reasons:

- (1) Fraudulent obtaining of the license by giving false information on any substantial matter in the application for the license;
- (2) Any violation of the provisions of this chapter;
- (3) Conviction of the license holder of any felony or crime involving moral turpitude during the time the license is held.
- (4) Any *short-term* lodging for which there are three (3) final determinations of violations of the City Code and/or criminal convictions related to the parcel (on, adjacent to, or within the property) by a property owner, tenant, guest, host, lessee, or individual otherwise related directly to the property within any rolling three hundred sixty-five (365) day period, shall constitute a violation of the *terms* of licensure and shall terminate the license. For any license that is terminated due to code/criminal violations, a property owner shall be ineligible for a license for a period of three (3) years.
- (5) Any licensee having his or her license suspended or revoked under this section may appeal to the city council. Such appeal shall be taken by filing with the city clerk a written statement of the grounds for appeal within seven (7) days after notice of such suspension or revocation. The city clerk shall set the time and place for hearing such appeal, and notice of the time and place shall be given at least fourteen (14) days prior to the date set for the hearing. A written decision shall be provided to the applicant within seven (7) days after the hearing.

I. How can I make a complaint about a short-term rental in my area?

To make a complaint, visit <https://secure.hostcompliance.com/east-point-ga/complaints/type>



Department of Planning & Community Development
2757 East Point Street * East Point, GA 30344 * 404-270-7185 * www.eastpointcity.org *
permits@eastpointcity.org

J. Where can I learn more about short-term rental regulations?

You can find a list of our ordinances on the East Point Planning & Community Development webpage at www.eastpointcity.org

Other Questions?

Use our hotline for complaints about a specific short-term rental: www.eastpointcity.org or call **1-404-777-4846**.

For all other questions, please contact epshorttermrental@eastpointcity.org or call the following departments:

Planning & Community Development: 404-270-7029 Property Tax: 404-

270-7083

Hotline for Code Violations: 404-559-6270