



# City of Clear Lake Shores

1006 South Shore Drive Clear Lake Shores, Texas 77565

Phone: 281-334-2799 Fax: 281-334-2866

www.clearlakeshores-tx.gov

## SHORT TERM RENTAL PERMIT APPLICATION

**BUSINESS/APPLICANT NAME:** \_\_\_\_\_ **RENTAL ADDRESS:** \_\_\_\_\_

**OWNERSHIP TYPE:**     SOLE PROPRIETORSHIP                       CORPORATION                       OTHER  
                                  GENERAL PARTNERSHIP                       LLC/LLP

BUSINESS START DATE:	FEIN:
TX TAX ID:	

**LOCAL CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

### OWNER

OWNER NAME:	PHONE:
MAILING ADDRESS:	EMAIL:

### PROPERTY MANAGEMENT COMPANY

COMPANY NAME:	CONTACT NAME:
MAILING ADDRESS:	PHONE:
	EMAIL:

### ZONING

ZONING DISTRICT:	SIZE OF PROPERTY/PARCEL:
SIZE OF HOUSE:	NUMBER OF BEDROOMS:
PROPOSED DAYTIME OCCUPANCY:	PROPOSED OVERNIGHT OCCUPANCY:

**NUMBER OF UNITS:** \_\_\_\_\_ **MAX. OCCUPANCY OF EACH UNIT:** \_\_\_\_\_

**LOCATION OF PARKING:** \_\_\_\_\_

**DESCRIPTION OF ANY FOOD SERVICE TO BE PROVIDED:** \_\_\_\_\_  
*(If serving food to overnight guests, the owner/manager shall successfully complete a food manager's certification course accredited by the State.)*

**IF THE STR IS LOCATED IN R1 ZONING, IS IT THE PRINCIPAL RESIDENCE OF THE OWNER?**     YES  NO

\_\_\_\_\_  
Applicant Name (Print)                      Date

\_\_\_\_\_  
Applicant Signature

### TO BE COMPLETED BY OFFICE

DATE RECEIVED:	DATE OF INSPECTION:
CONFIRMED DAYTIME OCCUPANCY:	CONFIRMED OVERNIGHT OCCUPANCY:
PAYMENT TYPE:	DATE APPROVED:

**INSPECTION NOTES:** \_\_\_\_\_

\_\_\_\_\_  
Building Official Signature



# City of Clear Lake Shores Hotel Occupancy Tax Quarterly Remittance Form

Report for quarter Ending: \_\_\_\_\_

Taxpayer ID #: \_\_\_\_\_ Taxpayer Name: \_\_\_\_\_

Business/Trade Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

*Pursuant to Chapter 74- Taxation, Article VI – Hotel Occupancy Tax of the Clear Lake Shores Municipal Code.*

Report along with remittance are due on or before the last day of the month following the Quarterly period:

March 31<sup>st</sup> - due by April 30<sup>th</sup>  
June 30<sup>th</sup> – due by July 31<sup>st</sup>

September 30<sup>th</sup> – due by October 31<sup>st</sup>  
December 30<sup>th</sup> – due by January 31<sup>st</sup>

June 30<sup>th</sup> (due by July 31<sup>st</sup>), September 30<sup>th</sup> (due by October 31<sup>st</sup>), December 30<sup>th</sup> (due by January 31<sup>st</sup>)

Total Taxable Receipts for the Quarter \_\_\_\_\_

1. Total Tax Due (7% of Line 1) \_\_\_\_\_

2. Reimbursement: If paid on or before due date and Hotel does not receive a tax rebate.

Reimbursement calculation (1% of Line 2) \_\_\_\_\_

3. Late charge if filed or paid after due date \_\_\_\_\_

Late charge calculation (15% of Line 1)

4. Interest if not paid within 15 days of due date \_\_\_\_\_

Interest calculation (1% per month of Lines 2 and 4)

5. Total tax due and payable \_\_\_\_\_

I, \_\_\_\_\_, certify that the above information is true and correct, to the best of my knowledge and belief, as shown in the records of \_\_\_\_\_ (name of business)

**Please Make Check Payable To:**

City of Clear Lake Shores  
City Secretary – HOT Tax  
1006 South Shore Dr.  
Clear Lake Shores, TX 77565

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# CITY OF CLEAR LAKE SHORES

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## **STR Inspection Checklist**

Short term rentals units are subject to inspection prior to issuance of a short-term rental operation permit. The inspection will include compliance with the 2018 Life Safety Code, 2018 International Fire Code, International Residential Code, and all applicable City of Clear Lake Shores Code of Ordinances. Contact the Building Department at 218-334-2799 Ext. 208 for information and to schedule an inspection.

- Address numbers clearly visible - 2018 IFC 505
- Portable fire extinguisher installed – 2018 IFC 906
- Smoke and CO detector alarm installed – 2018 IRC R-314 & 315
- Emergency egress escaped are adequate – 2018 IRC R-310
- Entry/exit door acceptable – 2018 IRC R-311
- Electrical panel labeled and in good order – 2018 IFC 604
- GFCI receptacle where required – 2018 IRC E-3902
- Extension cords/multi-plug adapters removed – 2018 IFC 604.5
- No exposed electric wires – 2018 IFC 604
- Emergency evacuation plan posted – 2018 IFC 404
- Water heater in good working order – 2018 IRC P-2801
- Applicable City Ordinances, to include zoning, sanitation, signs, STR, and all adopted building and property maintenance codes.

The City of Clear Lake Shores has adopted the 2018 International Codes, City of Clear Lake Shores Ordinance Chapter 14, Appendix A – Signs as found in the City of Clear Lake Shores Code of Ordinance. Inspection requirements are subject to change based on applicable building code.