

## RENTAL REGISTRY & PERMIT APPLICATION

PROPERTY INFORMATION	
Rental Property Address: (see reverse for multi-family complexes)	Rental Type: <input type="checkbox"/> Single-Family <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-Family
Parcel #:	Year of Building Construction:

RENTAL SPECIFICATIONS			
# of residential buildings:	Total # of residential units:	# and type of accessory structures on lot (e.g., 1 shed):	# of parking spaces used for dwelling:

OWNER INFORMATION	
Owner Name:	Business Name: (if applicable)
Owner Address:	Owner Phone:
Owner City/State/ZIP:	Owner E-mail:

DESIGNATED AGENT FOR PROPERTY	
*Must be located in the state of Ohio*	
Agent Name:	Business Name: (if applicable)
Agent Address: (PO Boxes not accepted)	Agent Phone:
Agent City/State/ZIP:	Agent E-mail:

ADDITIONAL CONTACTS	
*Please list all applicable contacts for correspondence*	
Name(s)	Contact Information (phone/e-mail)
Applicant Name:	Applicant Contact Information (phone/e-mail):

*CONTINUED ON NEXT PAGE....*

**INTERNAL USE**

Zoning File No. \_\_\_\_\_

RECEIVED: \_\_\_\_\_  
 DATE: \_\_\_\_\_

PAID: \_\_\_\_\_  
 DATE: \_\_\_\_\_

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### TO BE COMPLETED BY APPLICANT:

1. Review Gahanna Code [Chapter 780](#) (visit [www.municode.com](http://www.municode.com)).
2. Provide a list of addresses for each rental unit (for multi-family complexes only; *see table below*).
3. Pay registration & permit fees (in accordance with the [Building & Zoning Fee Schedule](#); *see table below*).
4. Submit application & all supporting documents in either digital or hardcopy format.

### REGISTRATION & PERMIT FEES

\*Registration Fee + Permit Fee = Total Fee\*

	Single Family/Duplex	Multifamily	
<b>Registration Fee:</b>	\$50	\$50	
<b>Permit Fee:</b> <i>(Based on # of units)</i>	\$100	\$200	Less than 10 units
		\$400	10-59 units
		\$600	60-99 units
		\$800	100 or more units

### ADDRESSES OF EACH DWELLING UNIT (MULTI-FAMILY ONLY)

\*If additional space is needed, please attach a list with the following details\*

Building Address/Identifier	Address(es) of Each Dwelling Unit in Building	# of Dwelling Units in Building
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

### SHORT-TERM RENTAL INFORMATION (SHORT-TERM RENTALS ONLY)

Hosting platforms where registered/advertised (e.g., Airbnb):	Is the rental host the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If the host is not the owner, the owner's written permission must be provided.)</i>
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### APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED

I certify that the information on this application is complete and accurate to the best of my knowledge, and that an exterior property inspection is required prior to permit issuance.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_