



## RENTAL REGISTRATION & PERMIT REQUIREMENT

### ACTION REQUIRED

Greetings Property Owner:

We wish to inform you that the City has adopted ordinance *Chapter 780- Rental Registration and Inspection* to promote the health, welfare, and safety of the community. The purpose of this ordinance is to create an accurate inventory and property contact database of rental housing units within the City. This will help to ensure all rental properties are in compliance with the City's property maintenance codes.

This ordinance requires all owners of residential rental properties located within the City of Gahanna to register all rental properties by March 15 biennially to obtain a Rental Permit. To register your rental property, please follow the steps on the back of this letter.

**A completed application must be submitted prior to March 15, 2023.**

### General Information

1. Registration is required of all rental property by persons owning, managing, leasing or renting the property. This will provide the City of Gahanna with current contact information should any emergencies or problems arise with the property.
2. Permits for the rental property will be required for owners renting one or more rental units.
3. Biennial Registration and Inspection of the rental dwelling exterior must be performed before a rental permit is issued.
4. As is outlined in this Ordinance, property representatives must allow access to an inspector from the City of Gahanna to inspect the exterior area of the rental property. Violations found during the inspection of the rental unit will be given ample time to be corrected. **This is an exterior inspection only.**
5. A rental housing standard is set forth in this Ordinance as being the basic human needs to ensure the comfort and well-being of the lessee.
6. An FAQ sheet and Rental Property Inspection Checklist are available online at <https://www.gahanna.gov/zoning-and-code-enforcement/>. It is strongly suggested that applicants review the inspection checklist to familiarize themselves with the areas that will be inspected and address any violations prior to the inspection.

If you have any questions regarding this letter or the Rental Property Registration and Inspection, please contact our office at 614-342-4022.

**If you have received this notice and are the tenant of a rental property, not the property owner, please notify your landlord or property manager immediately.**



## 2023 RENTAL REGISTRY & PERMIT INSTRUCTIONS

To register your rental property, please follow these steps:

1. Visit <https://www.gahanna.gov/zoning-and-code-enforcement/> to obtain a Rental Registration & Permit Application.
2. Completed applications and may be submitted via mail, in person, or online:
  - a. Mail or deliver in person to City Hall:  
 City of Gahanna Planning  
 Attn: Rental Registration  
 200 S. Hamilton Rd.  
 Gahanna, OH 43230
  - b. Submit online at <https://ohga.onlama.com/>
3. Completed applications must be submitted with the applicable fee prior to the March 15, 2023 deadline. *(Exception: If you received a Notice of Violation that specified a different deadline, you must comply by the deadline on the notice.)*
  - a. Applications mailed or delivered to City Hall must include payment at the time of submission.
  - b. Applications submitted online may be paid online. A payment link will be provided *after* the application has been reviewed for completeness by our staff.

### Rental Registration and Permit Fee Schedule

Registration Fee + Permit Fee = Total Fee Amount

	Single Family/Duplex	Multifamily	
Registration Fee	\$50	\$50	
Permit Fee: Based on # of Units	\$100	\$200	Fewer than 10 units
		\$400	10-59 units
		\$600	60-99 units
		\$800	100 or more units

4. Your *exterior* inspection will be performed by a Code Enforcement Officer. Property owners may be present during the inspection if desired, but it is not required. Property owners must contact Code Enforcement prior to the inspection if they wish to be present during the inspection. Please note that this is an exterior-only inspection; no inspection will be conducted inside the dwelling unit.
5. Applicants will be given ample time to correct any violations found during the inspection of the rental unit. Once all violations have been corrected, a Rental Housing Permit will be issued. Permits will be valid until December 31, 2024 and must be renewed on a biennial basis.