



Application for Residential Short-Term License

Community Development
(405) 677-5741 ext. 7314
3701 SE 15th Street
Del City, OK 73115
www.cityofdelcity.gov
permits@cityofdelcity.org

Short-term rental property address: _____

Property Owner Name: _____

Property Owner Mailing Address: _____ City: _____ State: _____ Zip: _____

Property Owner Phone: _____ Email Address: _____

Number of rooms for rent: _____

URL/website address of advertisement: _____

Required documents to be submitted with the residential short-term rental application to permits@cityofdelcity.org

SUBMITTED BY APPLICANT	DOCUMENT(S)	VERIFIED BY CITY
<input type="checkbox"/>	A typewritten list and mailing labels affixed to envelopes with postage prepaid and City of Del City return address listed in upper hand corner of the envelope, certified by the Oklahoma County Assessor, licensed abstractor, attorney, engineer, or architect, of all property owners within 300 feet of the subject property. The ownership list shall have been prepared no more than thirty (30) days prior to submission.	
<input type="checkbox"/>	Initial application fee of \$150.00 NOTE: Licenses shall expire on the last day of June after they are issued. The renewal grace period will be July 1-August 1 of each calendar year. Renewal licenses submitted after grace period are subject to a \$100 late fee.	
<input type="checkbox"/>	Completed Notarized Affidavit form verifying working smoke detectors, working carbon monoxide detector, and functioning fire extinguisher.	
<input type="checkbox"/>	Electronic floorplan to scale, depicting the location of: <ul style="list-style-type: none"> • Rooms provided for rent • Smoke and Carbon Monoxide detectors • Fire Extinguishers 	
<input type="checkbox"/>	Proof of Ownership by either a recorded deed, a recorded homestead exemption, or a screenshot of the ownership record from the Oklahoma County Assessor website.	
<input type="checkbox"/>	Sales Tax Permit issued by State of Oklahoma or evidence tax collection is done by a rental agent. Evidenced either by a completed or executed contract or notarized statement from the rental agent.	

Applicant Signature _____

Date _____