



## BEDFORD COUNTY SHORT TERM RENTAL PERMIT APPLICATION CHECKLIST

### INITIAL PERMIT Application requirements

The items below must be submitted as part of your application. All application forms must have original signatures (no copies or faxes).

- **Application/Short-term Rental Agreements**

The completed application and short-term rental agreement must be signed by the owner(s) and a representative of the rental agency if applicable.

- **Septic Permit**

A copy of the septic issued by the Bedford County Health Department *which indicates the number of bedrooms* the septic system for this dwelling will support. The phone number for the Health Department is 540-586-7952 (Environmental Health Division).

- **Certificate of Occupancy**

A copy of the Certificate of Occupancy issued by the Bedford County Division of Building Inspections indicating the number of bedrooms in the dwelling may be submitted *in lieu* of the septic permit for homes built since 2003.

- **Septic Tank pump out/inspection receipt**

A copy of the receipt from the septic company which reflects services provided and date the service was conducted.

- **Permit Fee**

A check for \$50.00 made payable to **Bedford County**.

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### RENEWAL PERMIT Applications

The items below must be submitted as part of your application. All application forms must have original signatures (no copies or faxes).

- **Application/Short-term Rental Agreements**

The completed application and short-term rental agreement must be signed by the owner(s) and a representative of the rental agency if applicable.

- **Septic Permit**

*Only required if you have updated your septic system which allows for an increase in the number of bedrooms the septic system will support.*

- **Septic Tank pump out/inspection receipt**

A copy of the receipt from the septic company which reflects services provided and date the service was conducted.

- **Permit Fee**

A check for \$50.00 made payable to **Bedford County**.



**BEDFORD COUNTY**  
**SHORT TERM RENTAL PERMIT APPLICATION**  
**(PLEASE PRINT INFORMATION)**

**PARCEL INFORMATION:**

Subdivision Name \_\_\_\_\_ Tax Map # \_\_\_\_\_  
Street Address \_\_\_\_\_  
of Rental Property \_\_\_\_\_

**OWNER INFORMATION:**

Name \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
Email \_\_\_\_\_ State & Zip code \_\_\_\_\_  
Phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

**RENTAL AGENCY/AGENT:**

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip code \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email address \_\_\_\_\_  
Agent name \_\_\_\_\_  
Evening phone # \_\_\_\_\_

**Directions to site from Bedford:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DWELLING INFORMATION:**

# Bedrooms \_\_\_\_\_ # Fire extinguishers \_\_\_\_\_ Year built \_\_\_\_\_

**Applications for properties managed by a rental agency must be sent to the rental agency for their signature before submission to Bedford County.**

**Applications for properties managed by the owner should be mailed to:**  
**Bedford County Department of Community Development**  
**122 E. Main Street, Suit G-03**  
**Bedford, VA 24523**

**Questions, please call 540-586-7616.**

**Sec. 30-100-18 Short-term Rentals**

(A) The following regulations shall apply to all short-term rentals for any period less than 30 days of residential dwelling units in R-1, R-2 and PRD zoning districts:

1. The owner of a dwelling unit to be used for short term rental shall apply and receive a permit from Bedford County prior to utilizing the dwelling unit for short term rental. The permit shall be valid for three years. The owner of the dwelling unit shall schedule an inspection with Bedford County within 6 months to ascertain compliance with all the performance standards. A copy of the approved septic permit and evidence of the septic tank being pumped out or inspected shall be submitted with the permit application. Bedford County may revoke a permit for repeated noncompliance with the performance standards. A copy of the permit shall be supplied to the rental agency and rental agent. The property owner and rental agent shall be required to present this permit when requested. The property owner and the rental agent shall be responsible to assure compliance with all requirements of this section.
2. There shall be no change in the outside appearance of the dwelling unit or premises, or other visible evidence of the conduct of such short-term rentals.
3. The maximum number of occupants in the dwelling unit for overnight accommodation shall be calculated as two (2) adults per bedroom. An adult, for the purpose of this regulation, is any person over the age of two. The number of bedrooms shall be determined by reference to health department permits specifying the number of bedrooms or the certificate of occupancy issued by the Bedford County Department of Building Inspections. Private septic systems shall be pumped out or inspected once every three (3) years.
4. All vehicles of tenants shall be parked in driveways or parking areas designed and built to be parking areas. In the case of multifamily dwellings, all vehicles must be parked in spaces specifically reserved for the dwelling unit being rented. No vehicles shall be parked in, along, or on the sides of roads at any time.
5. All boats and trailers of tenants shall be parked on the lot on which the dwelling unit is located. In the case of multifamily dwellings, boats and trailers must be parked in areas specifically reserved for the dwelling unit being rented. No boats or trailers shall be parked in, along, or on the sides of roads at any time.
6. There shall be a working, two-pound minimum, ABC rated, fire extinguisher located in a visible and readily accessible area (i.e. kitchen or hallway) within each dwelling unit. Working smoke detectors shall be installed in each bedroom of the dwelling unit as well as one on each floor (including the basement) outside of any bedrooms.

(Ord. of 12-13-04)

**The undersigned hereby certify I/we have reviewed and agree to abide by all of the regulations stated in Section 30-100-18 Short-term Rentals (listed above)**

*Printed Name of Owner(s)* \_\_\_\_\_

*Signature of Owner(s)* \_\_\_\_\_

*Date* \_\_\_\_\_

*Printed Name of Rental Agency representative* \_\_\_\_\_

*Signature of Rental Agency representative* \_\_\_\_\_

*Date* \_\_\_\_\_