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## Vacation Rental Licensing within the City of Salem FACT SHEET

*Vacation rental* means a lodging use of a furnished dwelling unit, or portion thereof, for less than thirty (30) consecutive days per rental. Meals are not provided, although guests may have full access to kitchen facilities. Hotel, motel, or lodge rooms and B&Bs and inns are not considered a vacation rental. Offering the use of one's property where no fee is charged or collected is not considered a vacation rental.

1. Beginning March 2020, annual vacation rental licenses will be required for short term or vacation rentals within city limits.
2. There are no restrictions on number of licenses granted throughout the City or per applicant. A license is required for each physical unit. For instance, a property owner may have four rentals; each rental is required to have an annual license.
3. The annual license fee is \$25 for the first year. Renewals of the same unit are \$25 per year for the license fee. Application fees are non-refundable.
4. The license is revocable and non-transferable. If the unit is sold the new owner must reapply for a license.
5. In addition to the annual vacation rental license, a one-time Conditional Use Permit (CUP) is required if the unit is within a residential zoning district. A CUP is not required in all other zoning districts.
6. Annual inspections of the property by the City of Salem Building Inspector shall be part of the new and renewal license application process.
7. Operational Standards of the license include the following:
  - a. Parking shall be maintained to accommodate occupant vehicles and shall provide one (1) off-street parking space not located within the front setback area for each guest room
  - b. The number of guests at any given time shall not exceed two (2) adults per bedroom plus two (2) additional adults.
  - c. On-site snow removal shall be maintained
  - d. Regular trash collection is required

### MAYOR

Brad Nash

### ALDERMEN

Kimberly Steelman

Rachel Hinderliter

Kevin James

Greg Parker



### CITY ADMINISTRATOR

Ray Walden

### CITY CLERK

Mary D. Happel MRCC/CMC

### CITY ATTORNEY

James Weber

**PARKS AND RECREATION:** Melissa DuBois

**POLICE DEPARTMENT:** Joe Chase

**PUBLIC WORKS:** Mark Nash

**UTILITIES:** Jennifer Cochran

**ECONOMIC DEVELOPMENT:** Sally Burbridge

**BUILDING INSPECTION:** Jarred Brown



- e. Any/all signs proposed shall comply with the City's sign code requirements and require submittal of a sign permit application
- f. Monthly Dent County Tourism Tax reporting and remittance is required and must be in good standing
- g. All existing and future exterior lighting shall comply with the City Building codes
- h. Applicant is required to provide and maintain all required carbon monoxide (CO) and smoke detectors and fire extinguishers in good working order
- i. Applicant is required to post in a prominent location or at the beginning of a guest registry book emergency contacts for fire, police and an emergency contact for the property within 30 minutes
- j. Maintain approved address numbers on all buildings plainly visible from the street or road fronting the property