

JEFFERSON COUNTY, TENNESSEE SHORT TERM RENTAL APPLICATION

STR Operating Name: _____ Address: _____

STR Owner Name: _____

Address: _____ City, State, ZIP: _____

Phone #: _____ Email: _____

STR Representative (must be located within 2 hours of property): _____

Address: _____ City, State, Zip: _____

Phone #: _____ Email: _____

Alternate Phone #: _____ Alternate Phone #: _____

Jefferson County Business License Local Account Number: _____

STR rental type (select all that apply) _____ Direct Bookings _____ Online Marketplace

Maximum Occupancy: _____ Number of Sleeping Rooms: _____ Maximum Parking Spaces: _____

Sewage System: _____ Subsurface sewage disposal system (BR Rating _____)

_____ Non-traditional sewage system (BR Rating _____)

_____ Municipal sewer system (BR Rating _____)

I certify the above-mentioned items to be true and correct to the best of my knowledge and agree that my \$250.00 application fee is non-refundable. Additionally, I acknowledge and agree that in the event a permit is approved and issued by the County, the owner assumes all risk relating to the STR and shall indemnify, defend, and hold the County and its employees, agents, officials, and representatives harmless concerning the County's approval of the permit, the maintenance of the STR Unit, and any other matter related to the STR Unit.

Applicant: _____ Date: _____

Short-Term Rental Permit Program Info:

- A Short-Term Rental Permit is required for operations of short-term rental units within the unincorporated areas of Jefferson County as of November 1, 2025.
- A Short-Term Rental Permit shall be valid for 12 months from the date of issuance and renewal applications shall be submitted in the month the permit was originally issued.
- Operating without a permit may be assessed a penalty of \$50/day.

Issuance of a Jefferson County STR Permit does not authorize operation of an STR in areas where there may be deed restrictions, HOA restrictions, or restrictive covenants, etc.

Short Term Rental Application Submission Checklist

Please provide as evidentiary proof:

1. ☐ Legal Owner status
2. ☐ Current Property Tax Payments
3. ☐ Current Jefferson County Business License
4. ☐ Current Certificate of Insurance
5. ☐ A concept plan or drawing, indicating the subject property, the building(s) on the site intended for use as an STR Unit(s), proposed parking and guest access.
6. ☐ A narrative and/or drawing with the following:
 - A. A description of the area available for STR (i.e., the entire property and, and the residential dwelling unit or portion thereof etc.).
 - B. A description of the floor plan.
 - C. A description of the number of sleeping rooms for rental.
 - D. A description of the locations of required Life Safety Equipment consisting of smoke alarms, carbon monoxide detectors, and fire extinguishers.
 - E. The maximum number of Occupants and guests to be accommodated at one time.
 - F. The days of operation (all year, just holidays, weekend/weeknights, etc.).
 - G. How trash will be handled, and the method of informing Occupants about the proper method of disposal.
 - H. Disclosure and location of cameras and recording equipment installed on the exterior of the STR Unit and premises as outlined in Section 2L.
7. ☐ Written certification from the County Environmental Health Department- Ground Water Division of the capacity of the subsurface sewage disposal system and number of bedrooms said system may serve. If the STR is served by a non-traditional sewage system, the STR Owner must provide written certification from the County Environmental Health- Ground Water Division and the utility system managing said non-traditional system of the capacity of the non-traditional sewage disposal system with respect to the number of bedrooms in the STR served by the nontraditional system. If the STR is served by a municipal sewer system, the STR Owner must provide written certification from the County Environmental Health-Ground Water Division with respect to the number of bedrooms in the STR served by the municipal sewer system.
8. ☐ Affidavit from a Tennessee Certified Codes Inspector according to Sections 2J.
9. ☐ Affidavit of Life Safety Compliance according to Section 2K.

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LIFE SAFETY COMPLIANCE VERIFICATION FORM

The Applicant and Owner, if not Applicant, certify compliance by signing below as follows:

Verification of number and locations are required for the entire property, even those areas or rooms that are not available for occupancy as part of the Short-Term Rental Unit. Every smoke and carbon monoxide alarm must function properly with the alarm sounding after pushing the test button. Smoke alarms must meet Underwriters Laboratory (UL) 217 standards and must be installed inside sleeping rooms, outside sleeping rooms and within 15 feet of the door of all bedrooms, and on each story, including basements. Carbon monoxide alarms must be within 15 feet of the door of all bedrooms. There must be at least one (1) operable fire extinguisher in the Short-Term Rental Unit.

Number and location(s) of smoke alarms:

Number and location(s) of carbon monoxide alarms:

Number and location(s) of fire extinguishers:

By signing below, I affirm that the contents of this form are true and correct to the best of my knowledge and that the equipment noted above is fully operational. I also agree to maintain this equipment in fully operational condition at all times and replace it, should it stop functioning properly. I acknowledge that the county reserves the right to verify the placement and operation of the equipment by inspection.

OWNER: _____

Signature

Printed Name

Date

Representative: _____

Signature

Printed Name

Date

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