

JEFFERSON COUNTY, TENNESSEE

SHORT TERM RENTAL RENEWAL

APPLICATION

STR Operating Name: _____ Address: _____

STR Owner Name: _____

- ☐ Information submitted on initial application remains current.
- ☐ Please change original application information based on supporting affidavit.

I certify the above-mentioned items to be true and correct to the best of my knowledge and agree that my \$200.00 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 Renewal Application Submission Checklist

Please provide as evidentiary proof:

1. ☐ Current Property Tax Payments
2. ☐ Current Jefferson County Business License
3. ☐ Current Certificate of Insurance
4. ☐ Affidavit from a Tennessee Certified Codes Inspector according to Sections 2J.
5. ☐ Affidavit of Life Safety Compliance according to Section 2K.

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.

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

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.