

# SHORT-TERM RENTAL (STR) APPLICATION FORM

## GENERAL INSTRUCTIONS

This application and supplemental application forms shall be submitted with any request seeking to use a dwelling unit **WITHIN** the City of Columbia's corporate limits as a short-term rental (STR) also known as an "AirBnB" or "VRBO". The STR Application and supplemental forms have been designed as form-fillable PDF documents.

**PRIOR** to completing this application or any applicable supplemental forms, **DOWNLOAD** and **SAVE** those documents to your computer, then **OPEN** each in a PDF reader program such as Adobe and completed them electronically. The Registrant's signature **SHALL** appear on page 6 of the STR Application and such signature may be digital. However, if a digital signature cannot be added, **PRINT** page 6 of the STR Application, manually **SIGN** where required, and upload page 6 as a separate PDF document to be included with your final application submission.

Under certain circumstances, as noted, a supplemental form may be delayed in its submission. However, please note that prior to issuance of a STR Certificate of Compliance or a Business License, as required, deferred forms must be submitted to obtain an STR Certificate of Compliance or Business License.

**Email** the completed STR Application and supplemental documents to [Planning@CoMo.gov](mailto:Planning@CoMo.gov) as **UNLOCKED PDF** files. Upon receipt, the STR Application and supplemental forms will be reviewed. A confirmation email of application acceptance or required deficiency corrections will be provided.

All fields within the STR Application and any required supplemental forms must contain a response. Failure to fully complete the STR Application or a supplemental form may result processing delays.

This application will be used by multiple city departments engaged in the administration of the short-term rental regulations. It should be noted that additional information may be sought by applicable city personnel with respect to this application to ensure compliance with the provisions of Chapter 29, Sec. 29-3.3(vv), Chapter 22, Article 5 (Rental Unit Conservation Law), and Chapter 13 (Business License), as necessary.

Review of this application will be processed as followed and will incur fees as described in the Section entitled "Application Fees":

1. Intake and zoning verification – Community Development Department **(No Fee)**
2. Conditional use permit processing, if applicable – Community Development Department, Planning and Zoning Commission, and City Council **(Application & Public Notice Fee)**
3. Short-term rental Certificate of Compliance and rental unit inspection – Department of Housing and Neighborhood Services **(Application & Inspection Fee)**
4. Business license issuance – Business License Division, Finance Department **(Application & License Fee)**  
**(License Fee suspended until July 1, 2026)**

The **STR flowchart** (see page 3) may be used to assist in completion of this application form. Applicants are encouraged to review the definitions, zoning district restrictions, and use-specific standards applicable to short-term rental prior to submitting their application to ensure it is complete and accurate. The full Chapter 29 [Unified Development Code] regulations adopted with respect short-term rentals can be obtained at the following link:

[Chapter 29 Short-term Rental Regulations](#)

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## CHAPTER 22, ARTICLE 5- RENTAL UNIT CONSERVATION LAW

The use of a dwelling for the purposes of short-term rental is also subject to compliance with the provisions of Chapter 22, Article 5 [Rental Unit Conservation Law] of the City Code. These regulations prescribe the process of obtaining the required STR Certificate of Compliance. Applicants are encouraged to review the regulations specific to obtaining a STR Certificate of Compliance prior to submission of this application given several of the supplemental application documents are specific to the certificate of compliance process. The full Chapter 22, Article 5 [Rental Unit Conservation Law] regulations adopted with respect to short-term rentals can be obtained at the following link:

[Chapter 22, Article 5 \[Rental Unit Conservation Law\] STR Amendments](#)

### APPLICATION FEES -

Fees associated with the use of a dwelling unit for short-term rental purposes will be assessed as follows. All fees will be collected at the initiation of application review as noted above in Items 1-4 as shown on page 1 of 7:

1. Conditional use permit (CUP) – \$300 application fee plus \$125 public notice fee
2. STR Certificate of Compliance - \$130 application fee. When applicable, \$70 reinspect fee and \$40 failure to meet inspector fee.
3. Business License Fee (**suspended until July 1, 2026**) – \$45 application fee plus \$75 license fee (up to \$300,000 annual revenue)

### APPLICATION SUBMISSION -

This application and all required supplemental application forms may be submitted electronically to the City of Columbia's Community Development Department at [Planning@como.gov](mailto:Planning@como.gov).

If a hardcopy is to be submitted, it may be hand-delivered to the Columbia City Hall (701 E. Broadway) or mailed to:

City of Columbia  
Community Development Department - Planning and Zoning Division  
701 E. Broadway  
Columbia, MO 65201

**Please note** that all applicants are required to establish a Citizen Self-Service (CSS) Portal account and contact. This account and contact will be used by the Community Development Department, Department of Housing and Neighborhood Services, and Business License Office, as applicable, to process this application. This application and its supporting documents will be uploaded into the Portal on your behalf. Payment of associated fees for services rendered as well as required submission of supplemental or deferred documentation will be processed through the Portal.

Instruction on how to establish a CSS account and contact can be found at the following link:

[Citizen Self-Service \(CSS\) Portal Account Registration Instructions](#)

Questions relating to this application should be directed to the Community Development Department at [Planning@como.gov](mailto:Planning@como.gov) or by calling 573-874-7239.

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## STR FLOWCHART

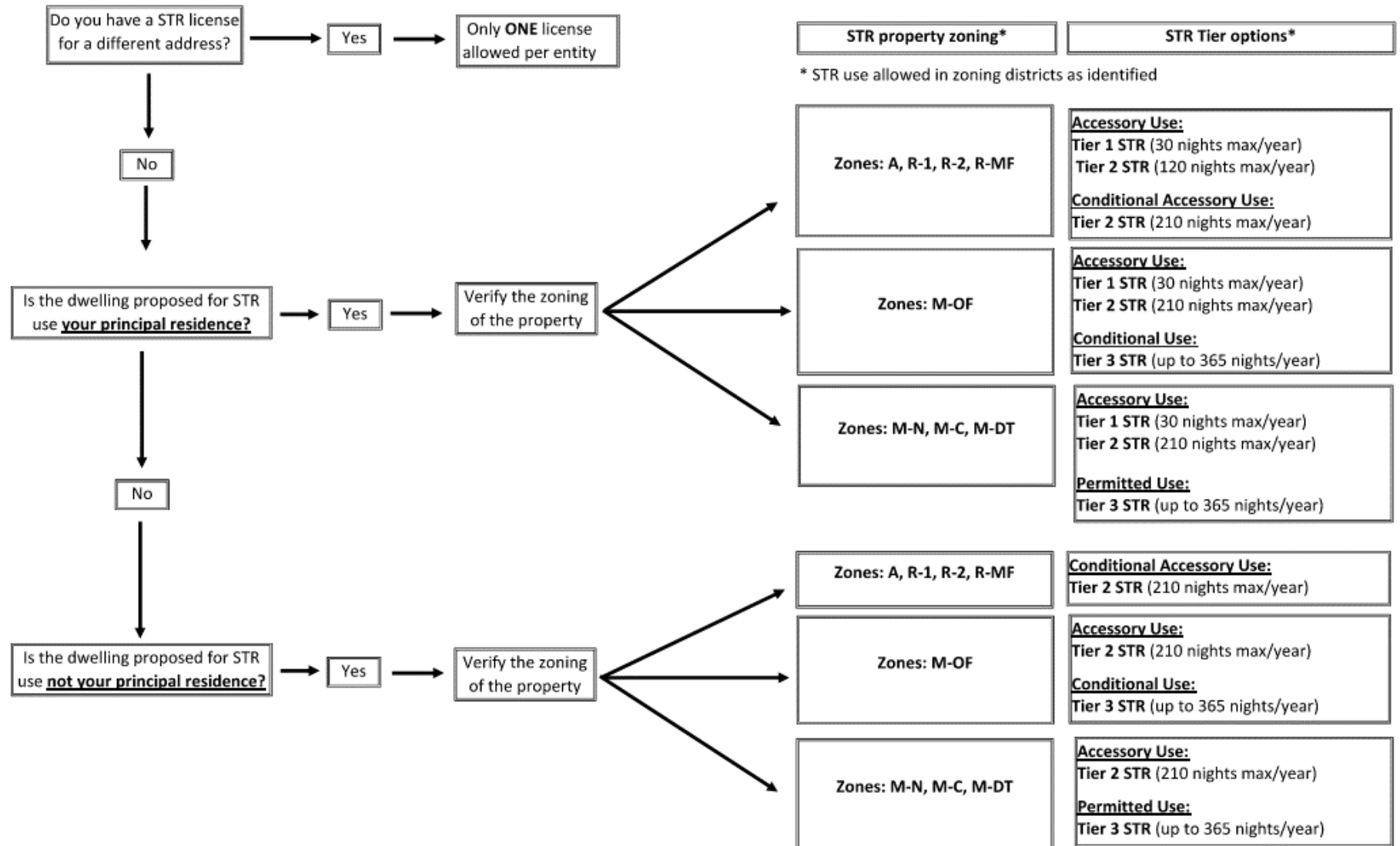


Diagram is for illustrative purposes only, see Chapter 29 [Unified Development Code] Sections 29-1.11 [Definitions], 29-3.2 [Permitted Use Table], and 29-3.3(vv) [Use-specific standards – Short-term rental] for full definitions and regulatory details.

Revised 5/28/2024

# SHORT-TERM RENTAL (STR) APPLICATION FORM

APPLICATION DATE -

THIS IS APPLICATION IS (Choose One) -

☐ NEW ☐ RENEWAL ☐ NEW CONSTRUCTION

## 1. LOCATION OF SHORT-TERM RENTAL -

Street address:

Zip code:

Boone County Assessor's Tax Parcel Identification Number:

Zoning district in which dwelling unit is located: (use [City View](#) to find your zoning): (Choose One)

What is the present use of the dwelling seeking STR authorization? (Choose one)

☐ Single-family ☐ Single-family, attached ☐ Two-family ☐ Multi-family ☐ Rooming House

Has this property previously been authorized for a STR? YES ☐ NO ☐ If NO, proceed to question # 2

If YES, was the STR Certificate of Compliance revoked? YES ☐ NO ☐

## 2. TIER OF SHORT-TERM RENTAL -

Is the dwelling unit the Registrant's principal residence? YES ☐ NO ☐ If yes, demonstrating documentation is required.

**"Demonstrating documentation"** is defined as one of the following documents: a valid motor vehicle or voter registration; federal or state tax returns or other financial documentation; a utility bill; a valid driver's license; or other legal documentation deemed sufficient by the Director of the Community Development Department.

Tier Designation (select one):

- ☐ Tier 1 (30 nights annually)  
☐ Tier 2 (120 nights annually), No CUP required must be principal residence  
☐ Tier 2 (210 nights annually), CUP required in A, R-1, R-2, R-MF zoning  
☐ Tier 3 (Up to 365 nights annually)

How will the dwelling be offered as a short-term rental (check those that apply)

☐ Entire Home ☐ Partial Home ☐ Room

Maximum "transient" guest occupancy desired? (Choose One)

Does the dwelling current possess a current "Rental Certificate of Compliance"? YES ☐ NO ☐ If NO, proceed to question # 3

If YES, provide Certificate of Rental Compliance number:

## 3. REGISTRANT (APPLICANT) FOR SHORT-TERM RENTAL -

Full name\*:

Address:

City, State, Zip code:

Date of birth (xx/xxxx):

Last 4-digits of social security number or Federal Tax Identification Number:

Telephone number:

Email address:

Will registrant be using the services of an agent to process this application? YES ☐ NO ☐ If NO, proceed to question # 4.

If YES, complete a **Property Owner Authorization Form (POAF)**. The POAF is available within the **STR Documents Library**.

**\* NOTE:** The registrant must be the owner or a long-term resident. If the registrant is not owner of dwelling unit, identification of each owner of the unit by full legal name, mailing address, date of birth (month/year), last 4-digits of SSN or Federal Tax Identification Number shall be provided on the form entitled **Ownership Interests** available within the **STR Documents Library**. If the dwelling unit is owned a corporation, limited liability company, partnership, limited partnership, trust or real estate investment trust, the name and telephone number of each member of the limited liability company or officers or owners of the corporation or business shall be provided on the form entitled **Ownership Interests** available within the **STR Documents Library**.

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## 4. REGISTRANT'S PROOF OF DWELLING UNIT POSSESSION –

*Is the registrant the legal owner of the dwelling as shown in the Land Records of Boone County Missouri? YES ☐ NO ☐*

*If YES, provide proof by valid warranty deed.*

*If NO, the following shall be supplied to support registrant's claim of legal possession of the dwelling and ability to obtain a STR Certificate of Compliance:*

- 1. Valid lease or other verification of the tenant's right to possession of the dwelling unit; and*
- 2. Notarized affidavit from the property owner allowing registrant to conduct a short-term rental within the dwelling. **Affidavit Form** is available within the **STR Documents Library**.*

## 5. DESIGNATED AGENT -

A designated agent located within the County of Boone who is accessible 24-hours per day, seven (7) days a week, must be specified. This agent will be responsible for addressing matters arising with the operation of the dwelling as a short-term rental in the absence of the registrant.

**Full name:**

**Address:**

**City, State, Zip code:**

**Telephone number:**

**Email address:**

**Relationship to registrant:**

## 6. WEBSITE OR LISTING PLATFORMS -

*Provide a complete list (name and web-address) of the sites upon which dwelling would be listed.*

## 7. DWELLING/SITE SPECIFIC INFORMATION –

**Total number of bedrooms within the dwelling:**

**Approximate size of each bedroom or sleeping space (in square feet):**

**Total number of on-site driveway parking spaces (a space measures 8.5-ft x 18-ft):**

**Does the dwelling unit or property presently have an accessory dwelling unit (ADU) within it or on-site? YES ☐ NO ☐**

## 8. CONDITIONAL USE PERMIT REQUIRED –

*Any dwelling unit that is or is not a long-term resident's principal residence located in the A, R-1, R-2, and R-MF zoning districts and sought to be offered as an STR for 210 nights annually as well as any dwelling unit that is or is not a long-term resident's principal residence located in the M-OF zoning district and sought to be offered as an STR for greater than 120 nights annually shall obtain a conditional use permit (CUP) prior to being eligible for issuance of a STR Certificate of Compliance or Business License.*

*Review of the STR Flowchart will determine if a conditional use permit (CUP) is required. Whenever a Tier identified as either "conditional accessory use" or "conditional use" is shown within the Flowchart a CUP is required. If a CUP is required, the **Conditional Accessory/Conditional Use Supplemental Questions Form** shall be completed and attached to this application at time of submittal. The Conditional Accessory/Conditional Use Supplemental Questions Form can be found within the **STR Documents Library**.*

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## 9. MECHANICAL EQUIPMENT CERTIFICATION/INSPECTION

Is the dwelling to be used classified as a Tier 1 STR (see question #2)? ☒ YES ☐ NO

If Yes, please proceed to application signature and acknowledgement of accuracy

If No, a *Heating and Ventilation Systems Certificate of Inspection and Approval* shall be required prior to the issuance of a STR Certificate of Rental Compliance. This form **IS NOT** required to be submitted with your initial application. Submission of this form will be requested as part of the Housing and Neighborhood Services review of your STR application. The Heating and Ventilation Systems Certificate of Inspection and Approval Form can be found within the **STR Documents Library**.

## 10. SUPPLEMENTAL APPLICATION QUESTIONS -

(a) Has the subject dwelling prior to this application been used as an STR? ☐ YES ☐ NO

(b) If "Yes" question (a), for how many days in the prior calendar year was the dwelling offered as an STR?

(c) In relationship to the subject dwelling, how far is the "designated agent" the dwelling in:

Miles  and Travel Time

## Signature and Acknowledgement of Accuracy **(ALL APPLICATIONS MUST BE SIGNED)**

(A digital/electronic signature is permitted. If such signature cannot be affixed, **PRINT THIS PAGE**, manually sign were required, and **ATTACH PAGE** as an **UNLOCKED PDF** to your STR Application submission).

The undersigned hereby certifies that the information contained on the above application is true and correct to his/her best knowledge and belief, and the undersigned is either the owner of the property or has the authority to sign such application as the operator/agent on behalf of the owner.

\_\_\_\_\_  
Owner

If Corporation: \_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

The owner/operator/agent may sign the following consent form to allow the city inspector to have access to the premises in the absence of the owner/operator/agent:

**CONSENT TO INSPECTION** I hereby consent and authorize the Director of Community Development, or designee, to enter upon and inspect the premises for which application is being made for the purpose of inspecting said premises to determine whether or not such premises is in compliance with Chapters 6, 9 (article II), 20, 23, 24, 25 and 29 of the City Code of the City of Columbia, Missouri for issuance of a certificate of compliance the Rental Unit Conservation Law.

\_\_\_\_\_  
Owner/Operator/Agent