

**CITY OF LONG BEACH, MISSISSIPPI**  
**APPLICATION FOR SHORT-TERM RENTAL**

**PHYSICAL ADDRESS:**  
201 JEFF DAVIS AVENUE  
LONG BEACH, MS 39560

PHONE: (228) 863-1554  
FAX: (228) 863-1558

**MAILING ADDRESS:**  
POST OFFICE BOX 929  
LONG BEACH, MS 39560

**PROPERTY INFORMATION:**

ADDRESS: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_  
(Location of Short-Term Rental)

**OWNER'S INFORMATION:**

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Mailing Address, if different from above:

\_\_\_\_\_  
City State Zip

Property Owner's Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Is there a homeowner's association for the neighborhood? \_\_\_\_\_ If so, please provide written statement of support of short term rental?

**PROPERTY MANAGER INFORMATION:**

Property Manager's Name: \_\_\_\_\_

Property Manager's Address: (Must be a local contact)

\_\_\_\_\_  
City State, Zip

Property Manager's Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING:**

- Mississippi Sales Tax ID # \_\_\_\_\_
- Recorded Warranty Deed
- Parking Rules & Plan
- Trash Management Plan
- Copy of Proposed Rental Agreement
- Proof of Liability Insurance, which includes short term rental coverage

**ADDITIONAL INFORMATION:**

- Completed written statement of compliance.
- FEES: \$250, nonrefundable application fee. \$500, yearly renewable fee. Checks should be made payable to the City of Long Beach.
- LICENSE: A Privilege Tax License must be applied and paid for after approval.
- INCOMPLETE APPLICATIONS will not be processed.

**AFFIDAVIT**

I HEREBY CERTIFY THAT I HAVE READ THIS APPLICATION AND THAT ALL INFORMATION CONTAINED HEREIN TRUE AND CORRECT; I ACKNOWLEDGE RECEIPT OF AND AGREE TO COMPLY WITH THE RULES & REGULATIONS OF SHORT-TERM RENTALS (Ordinance 660), ALL APPLICABLE CODES, ORDINANCES AND STATE LAWS. VIOLATION OF ANY CODES OR REGULATIONS SHALL RESULT IN THE SUSPENSION OR REVOCATION OF THE PERMIT.

PRINT NAME SIGNATURE DATE

**BELOW IS FOR OFFICE USE ONLY**

Maximum Occupancy:	Maximum Vehicles allowed:	Number of bedrooms:	Number of people home can accommodate:
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I AFFIRM THAT THE APPLICANT IS IN COMPLIANCE WITH ALL APPLICABLE ZONING REQUIREMENTS, BUILDING & FIRE CODES; AND THAT ALL APPLICABLE TAXES, FEES AND OTHER CHARGES HAVE BEEN PAID.

Building Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Date Received: _____	_____
Agenda Date: _____	_____
Amount Due/Paid: _____	_____
Payment Method: _____	_____



I \_\_\_\_\_, owner of the property located at \_\_\_\_\_, Tax Parcel \_\_\_\_\_, affirm that I am in compliance with building codes, deed restrictions and/or covenants, and have paid all applicable taxes, fees and other charges. I acknowledge that a violation of the ordinances of the City of Long Beach shall result in the suspension or revocation of the permit.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

ORDINANCE NO. 660

AN ORDINANCE BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF LONG BEACH, MISSISSIPPI, AMENDING ORDINANCE NO. 598, Section 131: SHORT-TERM RENTALS—RESIDENTIAL, OF THE CITY OF LONG BEACH.

**WHEREAS**, the Mayor and Board of Alderman of the City of Long Beach, Mississippi having made due investigation, therefore, do find, determine, adjudicate and declare as follows:

A. That heretofore the Mayor and Board of Aldermen of the City of Long Beach at a regular meeting held pursuant to legal notice did adopt and recommend approval of Short-Term Rentals—Residential.

B. That on March 1, 2022, the Mayor and Board of Alderman considered the Minutes and recommendation of the Long Beach Planning Commission dated February 10, 2022, and after due deliberation, the Mayor and Board of Aldermen did then find and do now find, determine and adjudicate and declare that amendment as follows:

**Section 131: Short-Term Rentals—Residential**

(a) Definition

The following words, terms and phrases, when used in this article shall have the meanings ascribed to them in this section:

(1) **Short-Term Rental:** Short-Term Rental means any dwelling or condominium or portion thereof that is available for use or is used for accommodations or lodging of guests paying a fee or the compensation for a period of less than thirty (30) consecutive days. For the purpose of House Bill No. 1836 (1998) regarding a tax levy on lodging rentals, short-term rental "means any establishment engaged in the business of furnishing or providing rooms intended or designed for dwelling, lodging or sleeping purposes to transient guests and which are known in the trade as such". The term "Short-Term Rental" does not include any hospital, convalescent or nursing home, shell houses, group homes, or sanitarium or any facility associated with a hospital providing rooms for medical patients and their families. The term "Short-Term Rental" shall also not include mobile homes, manufactured homes, group homes, travel trailers, tents, recreational vehicles, campers or other similar vehicles or structures nor does the term include a bed and breakfast permitted by City ordinances.

(2) **Local Property Manager:** The person specifically named on the application and permits who is responsible for the day-to-day operation of the short term rental unit, and who may be contacted and available twenty-four (24) hours a day if there is a problem with the unit. The local property manager may be the owner or agent of the owner. The local property manager and owner shall be responsible for the management and upkeep of the rental unit in compliance with the provisions set forth herein. The name, address and telephone number of the owner and the local property manager shall be submitted at the time that the application is filed and said information shall be made available to the public. The owner shall be responsible for providing written notice of any change with respect to the name, address and telephone number of the local property manager to the City within five (5) days of any such change.

(b) Permit Required

It is unlawful to conduct or operate a Short-Term Rental without having obtained a permit. Therefore:

- (1) A short-term rental permit and occupancy tax registration is required for each short-term rental unit.
- (2) The Planning Commission must review all permit requirements and grant Planning Commission Approval prior to a permit being issued.
- (3) The permit process requires an application completed in accordance with the following, which may be obtained at the City Building Department.
  - (A) Application shall contain such information as the Building Official shall from time to time require, including, but not limited to, the location/address of the short term rental, number of rooms therein contained, the number of persons the short term rental proposes to accommodate, the name of the property owner, the name of the local property manager, sales tax collection, and the name, address and telephone number of the local contact person who is available for contact, copy of the rental agreement, proposed parking plan (reviewed and determined upon signing and inspection by Building Official rules, and a plan for trash management, and a copy of the proposed rental agreement.
  - (B) It shall be the duty of the applicant to notify the City Building Department of any Homeowners Association, which may have jurisdiction over the applicant's property. It shall be the further duty of the applicant to notify the affected Homeowner's Association of the application process and to provide the City Building Department with a written statement of support from the Homeowner's Association which approves the request of the applicant for use of the owner's property as a short term rental. Failure to notify the City Building Department of the existence of a Homeowner's Association shall result in the suspension or revocation of the permit.
  - (C) It shall be the duty of the applicant to produce proof to the City Building Department of homeowner's liability insurance coverage, which does not exclude short-term rentals from coverage. Further, the applicant shall provide proof that the insurer has been notified of the insured's intent to use the property as a short-term rental.
  - (D) It shall be the duty of the applicant to produce proof of any mortgage or deed of trust, which may encumber the property and submit proof that the mortgage or deed of trust does not prohibit the use of the property as a short-term rental.
  - (E) The application shall include a statement from the applicant affirming that the applicant is in compliance with all applicable zoning requirements, building codes, deed restrictions and/or covenants, and has paid all applicable taxes, fees and other charges.
  - (F) The applicant shall execute a written statement acknowledging that a violation of the ordinances of the City of Long Beach shall result in the suspension or revocation of the permit.
  - (G) A non-refundable application fee of two hundred fifty dollars (\$250.00), plus mailing costs or the most recent fee established by the Board of Aldermen shall be paid by the applicant at the time of filing the application. Said application fee is to offset the costs associated with the processing of the application.
  - (H) Upon the filing of an application in accordance with Subsections B (2), the Planning Commission shall consider the application for approval. One (1) copy of the application shall be available at City Hall.
  - (I) The Planning Commission shall approve or disapprove the application and send its decision, along with the reason for its decision, to the Board of Aldermen.
  - (J) Any party aggrieved by the decision of Planning Commission may appeal the decision to the Board of Aldermen within ten (10) days from the time

of the decision. Any aggrieved party shall file a written notice of appeal with the City Clerk. The City shall hold a hearing to hear the appeal as set forth in the code.

- (K) In the event no appeal is filed, the decision of the Planning Commission shall be final and the permit shall be issued or denied based upon such after approval by the Mayor and Board of Aldermen. If an appeal is filed, the Board of Alderman shall consider the appeal and render its decision with respect to the issuance or denial of the permit, setting forth its reasons for such.
- (4) The short-term rental unit is in accordance with all applicable fire and health codes as would apply if the unit was located within a commercial zone and designated as a commercial venture therein.
- (5) Each short-term rental permit shall expire one (1) year from the date of issuance of the permit. If permit is not renewed by the expiration date on the permit, said permit shall be declared terminated. A grace period of 30 days from the termination date shall be allowed with a penalty of \$250.00. Any failure to renew the permit prior to the expiration date of the grace period shall require the applicant to apply for a new permit in accordance with this Section.
- (6) Upon approval of a short-term rental permit, the annual permit fee shall be five hundred (\$500) dollars or an amount designated by the Board of Aldermen, due and payable through the City Building Department. Permit renewal process will include staff review of City records and other documentation pertaining to complaints, if any, that have been received about the specific short-term rental unit under consideration. Filed complaints that are in violation of the zoning codes, building codes, property maintenance, codes and/or applicable laws or regulations will be considered as part of the renewal process. Applicable local, State and Federal laws or regulations may be a basis for denying a permit renewal. If permit renewal is denied, the City Building Department shall provide notice as to the reason for denial and the landowner shall be allowed ten (10) days to correct any deficiencies itemized. At the expiration of ten (10) days, a landowner may appeal the denial of permit renewal to the Board of Aldermen. The appeal must be in writing and must be filed within ten (10) days following the expiration of the ten (10) day period within which to file correct deficiencies.
- (7) Approval of short-term permit does not legalize any non-permitted use or structure. Short-term rental units are not to be used to distribute retail products or personal services to invitees for marketing or similar purposes. The outdoor display of goods and merchandise for sale is prohibited.
- (8) Short-term rental permits are not transferable. Upon sale or any type of transfer of the property, any permit issued pursuant to the terms set forth herein, shall automatically expire. Any new owner(s) or transferee(s) shall be required to apply for a new permit in accordance with this article, except no hearing is required, only planning commission approval. The new permit shall be for a period of one year from date approved.
- (9) Any structure or unit that is deed restricted for affordable housing shall not be used as a short-term rental.
- (c) **Occupancy**  
The maximum occupancy of each short-term rental shall be as determined by the Building Official and/or Fire Marshall based on the inspection of the premises and applicable laws, regulations and codes. Each permit shall specify the maximum number of occupants, which may be limited due to building or parking constraints.
- (d) **Number of Vehicles**  
The maximum number of vehicles will be determined upon site inspection by the Building Department and should be compatible with the zoning. This number will be based on off street parking availability and on-street conditions. It will be preferred that the applicant/owner provide off-street parking. In certain circumstances where no off-street parking exists and on-street constraints exist, the Building Official may require that an off

- street parking space to be constructed or secured.
- (e) **Registry of Guests**  
Each person granted a short-term rental permit shall keep or cause to be kept a registry of guests. Such registration or list shall be available for inspection upon ten (10) days written notice by the Building Official or his designee.
- (f) **Noise**  
Property owners and local property managers shall insure that the occupants of the short-term rental are aware of City noise ordinances and State laws regarding disturbing the peace.
- (g) **Premises and Garbage Management**  
It shall be the duty of every local property manager and/or owner to keep all of the rooms in connection with the short-term rental provided for the use of guests, in clean and sanitary condition; and to provide each guest with affective protection against flies, mosquitoes and other vermin. Garbage shall be disposed of in covered containers and placed in the scheduled pick-up location.
- (h) **Posting of Rules**  
Short-term rental unit rules shall be posted inside the rental unit in a location readily visible to all tenants. The rules shall include: occupancy; parking limits; noise, rules and garbage management. A written copy of this Ordinance shall be posted within the unit and displayed at all times.
- (i) **Local Contact Person**  
All short-term rentals shall designate a local property manager who will respond to the questions or concerns of the City twenty-four (24) hours a day. The name, address and telephone number of the local contact person shall be submitted to the Planning Department, Building Department and City Police Department during the permitting process. The name, address and telephone number of the local contact person shall be posted permanently inside the short-term rental unit. The local contact person, property manager and/or property owner shall be considered the responsible person for violations of the Short-Term Rental Ordinance.
- (j) **Complaint and Dispute Resolutions**  
Complaints regarding violation of this Ordinance must first be directed to the local contact person. If the local contact person is unable to resolve the issue and/or the issue relates to public safety, then the concerned party should contact the Long Beach Police Department. The Long Beach Police Department shall have an updated list provided by the Building Department of all local contact persons for short-term rentals in case complaints are received after hours. Verified complaints concerning non-compliance with the terms of this Ordinance may be considered in determining whether or not a permit should be revoked.
- (k) **Denial or Revocation of a License**  
Conditions for denial of permit or revocation of permit to operate a Short-Term Rental unit shall include but in no way limited to the following:
- (1) Property within a subdivision with an active homeowner's association with adopted covenants that do not allow short-term rentals will not be considered for a permit. A letter of acknowledgment and support will be required from the Homeowner's Association in order to continue in the pursuit of a permit. Failure of the applicant to notify the City that his/her property is a part of a Homeowner's Association shall result in denial of a permit or revocation of a permit.
  - (2) The applicant failed to conform to the conditions set forth herein for the current or previous year.
  - (3) Guests and/or users of the property were issued noise ordinance and/or disturbing the peace citations during the previous or current year.
  - (4) Any other reasonable or rational factors or combination of factors, including, but not limited to inadequate lot size, inadequate street parking, lack of response from local property manager or contact person, filed complaints of violation of the zoning code, building code, property maintenance code and/or applicable laws or regulations (may be a basis for denying permit).
  - (5) The Building Official is authorized to revoke permits. A permitted owner shall be

provided with written notice of the reason(s) the permit is subject to revocation. The applicant shall be allowed ten (10) days from the date written notice is issued to correct defective conditions. If the condition is not corrected within ten (10) days to the satisfaction of the Building Official, permit shall be revoked by issuing such order. Upon receipt of such order by the owner or local property manager, the unit shall cease operation as a short-term rental. The owner may appeal the order revoking the permit. The owner's appeal must be in writing and filed with the Building Department within ten (10) days of entry of the order. The revocation shall remain in full force and effect during the pendency of the appeal. The appeal should be presented to the Mayor and Board of Aldermen at the next scheduled meeting following the filing of the appeal. The owner should be afforded notice and the opportunity to be heard.

- (l) Violations  
Any persons or users who allow such use of a residential property in violation of this Ordinance shall be guilty of a misdemeanor.  
For purposes of prosecution of violations of this chapter, each day that any violation occurs (*rental without a permit*) is deemed to constitute a separate violation.
- (m) Constitutionality  
Should any portion, provision or section of this Ordinance be held void, unconstitutional or invalid, the remaining portion of the ordinance shall remain in full force and effect.
- (n) Conflicts  
It is hereby provided that the provisions of these regulations shall not be construed as being in conflict with the provisions of any of the regulations of Long Beach, Mississippi. In any case where the provisions in these regulations and the provisions of other regulations both apply, the provisions of this Ordinance shall govern for the purpose of short-term rentals of residential dwellings or condominiums,
- (o) Review  
The City shall review the Ordinance annually to evaluate the benefits recognized by the use of Short-Term Rentals, as well as, any adverse impact the use of Short Term Rentals may have.

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF LONG BEACH, MISSISSIPPI, AS FOLLOWS:

A. That the Mayor and Board of Aldermen having considered the amendments and their own knowledge and familiarity with the City of Long Beach, hereby find and adjudicate as follows:

That the clear and convincing evidence established is that the City of Long Beach, Mississippi is in need of amending the Ordinance, 598: Short-Term Rentals—Residential.

B. That the clear and convincing evidence establishes the public need for said amendment;

C. The changes will not be detrimental to present and potential uses, but will have a beneficial effect which could not be achieved without the amendment;

D. The proposed changes in conformance with the general intent of the Comprehensive Master Plan.

E. That the City of Long Beach Ordinance incorporated herein as Ordinance 598 Section 131, Short-Term Rentals—Residential is hereby amended. This ordinance and resolution of the Mayor and Board of Alderman of the City of Long Beach, Mississippi shall be deemed effective in the manner and time prescribed by law.

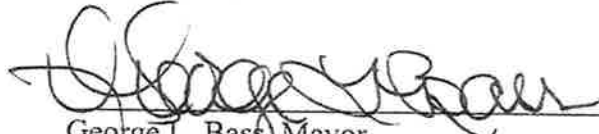
F. The City Clerk is hereby ordered to publish this ordinance and resolution in the manner and time required by law.

Alderman Brown made a motion to approve the ordinance creating the amended Unified Land Use Ordinance and Section 598, Section 131, Short-Term Rentals—Residential. Alderman McCaffrey seconded the motion and the question being put to a roll call vote, the result was as follows:

Alderman Timothy McCaffrey, Jr.	voted	Aye
Alderman Bernie Parker	voted	Aye
Alderman Donald Frazer	voted	Aye
Alderman Mike Brown	voted	Aye
Alderman Patrick Bennett	voted	Aye
Alderman Angie Johnson	voted	Aye
Alderman Pete McGoey	voted	Aye

The question having received the Affirmative vote of all of the Aldermen present and voting, the Mayor declared the motion carried and said Ordinance No. 598 Short-Term Rentals—Residential amended and approved, this 19<sup>th</sup> day of July, 2022.

APPROVED:

  
 \_\_\_\_\_  
 George L. Bass, Mayor

ATTEST:

  
 \_\_\_\_\_  
 Stacey Dahl, City Clerk




CERTIFICATE

STATE OF MISSISSIPPI  
COUNTY OF HARRISON  
CITY OF LONG BEACH

I, the undersigned, Stacey Dahl, City Clerk within and for the City of Long Beach, Mississippi, do hereby certify that the above and foregoing is a true and correct copy of that certain Ordinance #660 of the City of Long Beach, Mississippi, adopted by the Mayor and Board of Aldermen at a regular meeting duly held and convened on the 19<sup>th</sup> day of July, 2022, as the same appears of record in Ordinance Book #9, pages 197 - 203 , inclusive, in my office at the City Hall in said City.

Given under my hand and the official seal of my office this the 19<sup>th</sup> day of July, 2022.



  
\_\_\_\_\_  
Stacey Dahl, City Clerk

# **LONG BEACH FIRE DEPARTMENT**

Long Beach, Mississippi 228-863-7292

## **Short Term Rental Fire Inspection Requirements**

### **General Precautions Against Fire:**

- Address must be clearly marked in accordance with Arabic numbers and alphabetical letters. Numbers and letters shall be a minimum of 4 inches in height with a .5 inch stroke width.
- Combustible materials shall not be stored near heating appliances
- Open flame cooking devices shall not be used on balconies, or within 10 feet of combustible construction.

### **Fire Suppression & Detection Equipment:**

- Single Station Smoke Alarms must be provided. (One detector in each bedroom, one outside of the bedrooms, and on each floor.
- At least one 5lb ABC chemical fire extinguisher shall be mounted in a visible and accessible location.
- Fire Extinguishers shall be serviced annually by an approved company
- Structures with the exit above 10 feet of the finished grade shall be required to have a 13D type sprinkler system.
- Any installed fire alarm or sprinkler system must be inspected annually by an approved company.

### **Means of Egress**

- Each sleeping room shall have, in addition to the exit door, one other means to provide an emergency escape, which may be a second door that leads to the outside of the structure, or an openable window that is operational from within the area in which it serves without any special tools or keys. Windows are required to have 5 square feet of opening at least 24 inches wide. If the window opening is above 6 feet off the ground, it is required to have 5.7 square feet of opening, at least 24 inches wide.

### **Electrical Safety:**

- Multi-plug adapters, such as cube adapters, un-fused plug strips or any other devices not complying with the electrical code are prohibited.
- Extension cords shall not be used as permanent wiring.

### **IFC 2012**

- The International Fire Code is protected under copyright laws and cannot be distributed or photocopied. A copy of the IFC 2012 is on hand at the Fire Prevention office, located at 645 Klondyke Road. An appointment can be made with a Fire Inspector to review the codes by calling (228) 863-7292. Long Beach Fire Department Fire Prevention office hours are Mon.-Fri. 8 a.m. to 5 p.m. This office is closed on holidays and weekends.