

City of Headland, Alabama

**Short Term Rental (STR) Application for Certificate of Use and Occupancy**

Application Type: New Short Term Rental \_\_\_ Renewal \_\_\_ Ownership Change \_\_\_

(\*Applications will be renewed every 3 years with the cost of \$ 60.00 per permit \*)

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Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

STR Property Address: \_\_\_\_\_

STR Homeowner's Name (if different from Applicant): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Responsible Party (24/7): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Total Number of Bedrooms: \_\_\_\_\_

Please attach the following documents to this application:

\_\_\_\_\_ Proof of Liability Insurance

\_\_\_\_\_ Proof of Notification of Adjacent Owners

\_\_\_\_\_ Copy of floor plan

\_\_\_\_\_ Lodging Tax Number if self-rented

Signature of Applicant/ Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Headland, Alabama

## Short Term Rental (STR) Permit Application Checklist

\_\_\_\_\_ **Create a floor plan.** Basic floor plan on letter sized (8.5"x11") paper. Plan MUST include all rooms with walls, doors, windows and smoke detectors, and fire extinguishers identified for each floor of the dwelling.

\_\_\_\_\_ **Proof of liability insurance.** Proof of insurance evidencing homeowner's fire, hazard, and liability insurance. Liability coverage shall have limits of not less than \$1 million dollars per occurrence.

\_\_\_\_\_ **Proof of notification to adjacent property owners.** Property owners adjacent to the applicant property must be notified in-person or via certified mail (detailed instructions).

\_\_\_\_\_ **Contact information for applicant and responsible party.** Name, address, phone number and email of the person that will be the responsible party for the STR operation.

\_\_\_\_\_ **Meet with the Building Official.** After the permit application has been completed, the Building Official Office will contact the applicant to set up a time for inspection.

\_\_\_\_\_ **Meet with the Fire Inspector.** After the permit application has been completed, the Fire Inspector's Office will contact the applicant to set up a time for inspection.

\_\_\_\_\_ **Paid \$ 60.00 permit fee.** Once permit is approved, pay \$ 60.00 permit fee.

\_\_\_\_\_ **Receive Permit.** Unless or until you receive a STR permit, you are not authorized to list your property for rent on a website.

\_\_\_\_\_ **Post permit number on listing.** The permit number or a picture of your permit must be included on all short-term rental postings.

\_\_\_\_\_ **Obtain City of Headland Business License.** Obtained at City Hall, Via e-mail [license@headlandalabama.org](mailto:license@headlandalabama.org), or On-line [headlandalabama.org/applications-and-forms/](http://headlandalabama.org/applications-and-forms/)

\_\_\_\_\_ **Signed and notarized document from HOA or Covenant Board.** Only applicable where required.

# City of Headland, Alabama

## Short Term Rental (STR) Fire Inspection Checklist

- Address is posted and visible from the road.
- Excessive vegetation or obstructions must be removed from around the structure to provide fire department access.
- Outside exit paths must be clear and unobstructed.
- Two (2) exit access doorways are required for occupant loads over 10 people.
- Exits, aisles, corridors and stairways shall be free from obstructions.
- Cooking devices shall not be located on combustible balconies or within 10' of combustible construction.
- 36" clearance shall be provided around fuel fired appliances.
- Fire safety plans shall be posted on each floor – plans shall include the address of occupancy, floor plans identifying location of exits, primary and secondary evacuation routes, fire extinguisher locations and emergency contact information for property owner or designee.
- Boiler, mechanical and electrical panel rooms shall not be used for storage.
- Portable unvented fuel fired heating equipment prohibited.
- Structure shall not have holes in walls, ceilings causing degrading of fire barriers.
- Deck railings and stair handrails must be in good, sturdy condition. Railings must have spindles spaced no more than 4" apart and shall be no less than 30" high or more than 42" from surface to the top of rail.
- Extension cords shall not be used as permanent wiring.
- 30" clearance must be provided at electrical service panel and panel must be clearly labeled.
- Electrical outlets, switches and junction boxes shall be covered.
- Smoke alarms shall be present in each bedroom, on every story and ways of egress. Single station smoke alarms are acceptable in single (1) level structures. Two (2) story structures or remotely located sleeping areas in single (1) story structures require smoke alarms to be interconnected. Smoke alarms shall not be over 10 years old.
- Carbon monoxide alarms shall be installed for structures using fuel-fired appliances.
- Fire extinguishers shall be installed, properly mounted and inspected per fire code.
- Storage of combustible liquids for grounds maintenance shall be limited to 10 gallons in a maintenance area attached to main structure.
- Occupant load is limited to 2 persons per bedroom, plus 2 persons. Example: a two (2) bedroom structure has an occupant load of 6; a three (3) bedroom structure has an occupant load of 8.

If you have questions, please contact the City of Headland Permitting Dept: 334-785-5612

**Neighborhood Notification**  
**Short Term Rental (STR) Permit – Headland, AL**

Date: \_\_\_\_\_

Dear Neighbor,

This letter is to make you aware that I am applying for a Short-Term Rental (STR) License for my residence as permitted by the City of Headland. You are receiving this notice because I am required to mail or deliver this notice with the information below to adjacent residents and property owners as part of the permit application process.

Owner: \_\_\_\_\_

STR Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Responsible Party Name: \_\_\_\_\_

Responsible Party Phone Number (24/7): \_\_\_\_\_

Maximum Number of Renters: \_\_\_\_\_

To report violations, please call: \_\_\_\_\_

Sincerely,

# City of Headland, Alabama

## Short Term Rental (STR) Operating License Good Neighbor Guidelines

**24 Hour Contact Information:** If at any time you have concerns about your stay or in regard to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.

**General Respect to Neighbors:** Be Friendly, courteous and treat your neighbors like you want to be treated. Respect your neighbors and their property.

**Occupancy Limits:** Short Term Rental (STR) occupancy shall be limited to no more than two (2) persons per bedroom plus 2.

**Noise:** Be considerate of the neighborhood and your neighbors.

**Maintenance of Property:** Be sure to pick up after yourself and keep the property clean, presentable, and free of trash.

**Garbage Disposal:** Place trash and recycling containers at the appropriate place and time for pickup, then return to the designated location. Cigarette butts should be properly extinguished and disposed of in the garbage. )  
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**Parking & Traffic Safety:** All occupants vehicles must park off the street and on the STR property. No recreational vehicles, buses, boats, or trailers may be stored on the street or forward of the front property line of the STR property. Drive slowly through the neighborhoods and watch for pedestrians and children playing.

**Pets:** Promptly clean up after your pet. Prevent excessive and prolonged barking and keep your pets from roaming the neighborhood. Control aggressive pets and be sure to abide by the local leash laws.

**No Events on Premise:** Using the STR as an event site is not allowed. No weddings, parties, concerts, or similar events.

**Tenant/ Guest Responsibility:** Approved guests and visitors are expected to follow the Good Neighbors Guidelines. Be sure to read your rental agreement for additional terms and restrictions and consequences for violating the STR Ordinance.