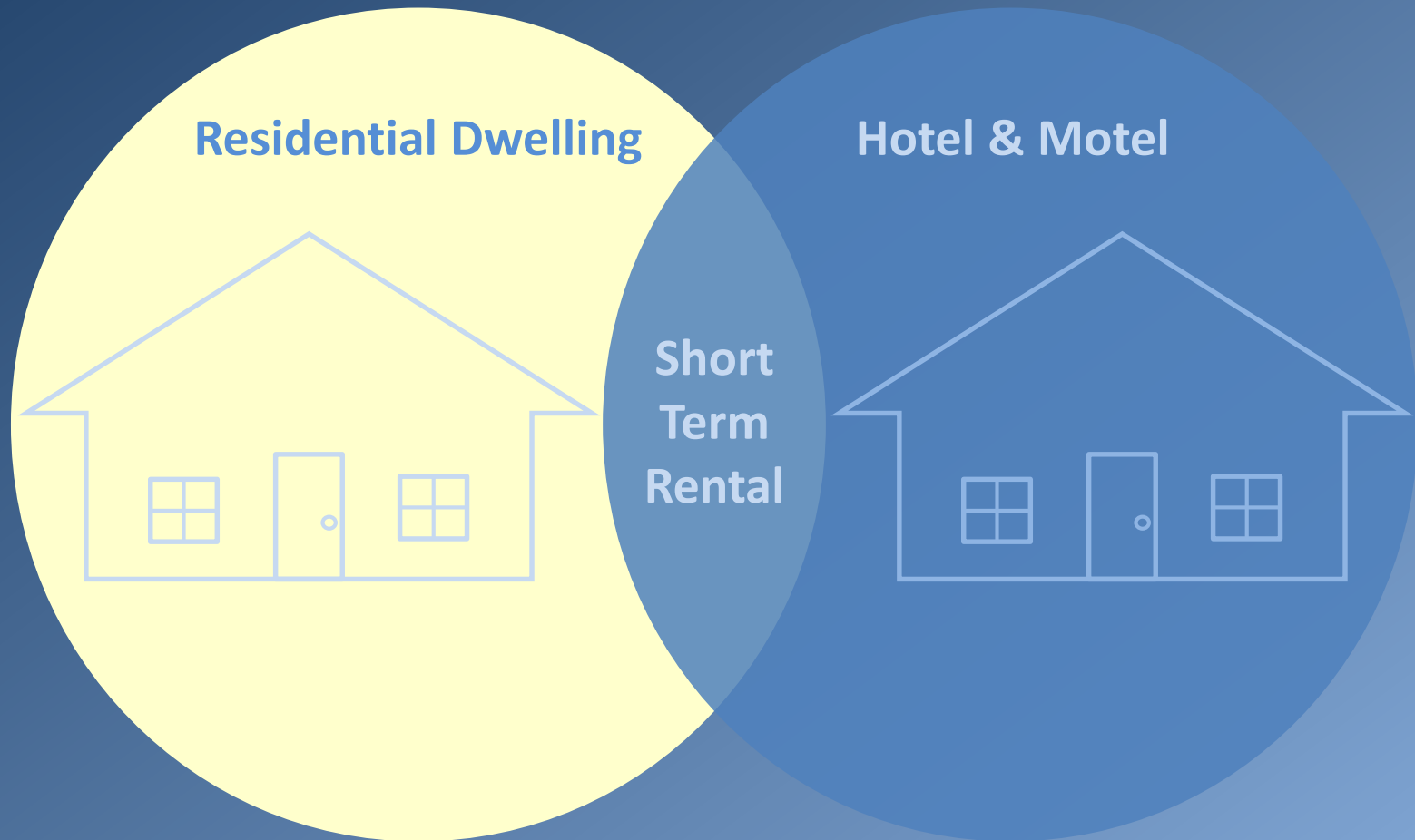


Louisville Metro Short Term Rental Regulations



DEPARTMENT OF
**DEVELOP
LOUISVILLE**
LOUISVILLE FORWARD

What Is A Short Term Rental?



A short term rental is a rental of a residential dwelling unit for a period of less than 30 consecutive days.

Forms of Short Term Rentals

In general, short term rentals take the following forms:

Hosted home sharing

- There is a primary occupant of the dwelling
- The primary occupant resides in the dwelling with guests

Un-hosted home sharing

- There is a primary occupant of the dwelling
- The primary occupant vacates the dwelling while it is rented to guests

Dedicated short term rental

- There is not a primary occupant of the dwelling

Frequencies of Short Term Rentals

Short-term rentals vary in rental frequencies:

- Some homes are rented only for special occasions (i.e. the Kentucky Derby)
- Some homes are rented often but not continuously
- Some homes are rented continuously, in some cases available for rent all 365 days in a year



< September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Popular Online Platforms for Short Term Rentals





Louisville, KY, United States

Become a Host

Help

Sign Up

Log In

Dates 09/12/2016 09/13/2016 1 Guest

Room Type Entire home/apt Private room Shared room



Filters

Your trip is coming up in 3 days. Use the Instant Book filter to see places you can book right now.

Additional fees apply. Taxes may be added.



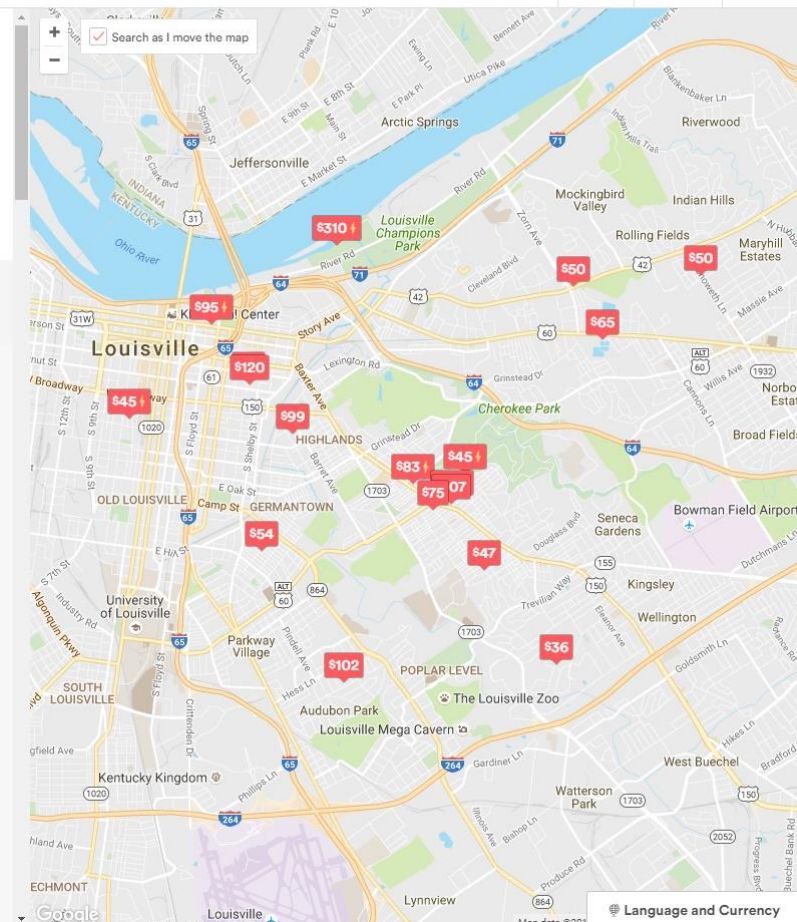
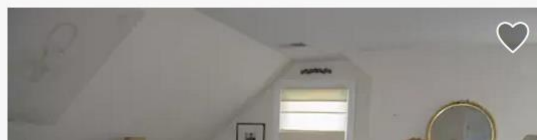
\$45

Private room/bath in beautiful SoBro loft
Private room · 2 guests · ★★★★★ · 28 reviews



\$45

A Castle in the Highlands
Private room · 1 guest · ★★★★★ · 118 reviews

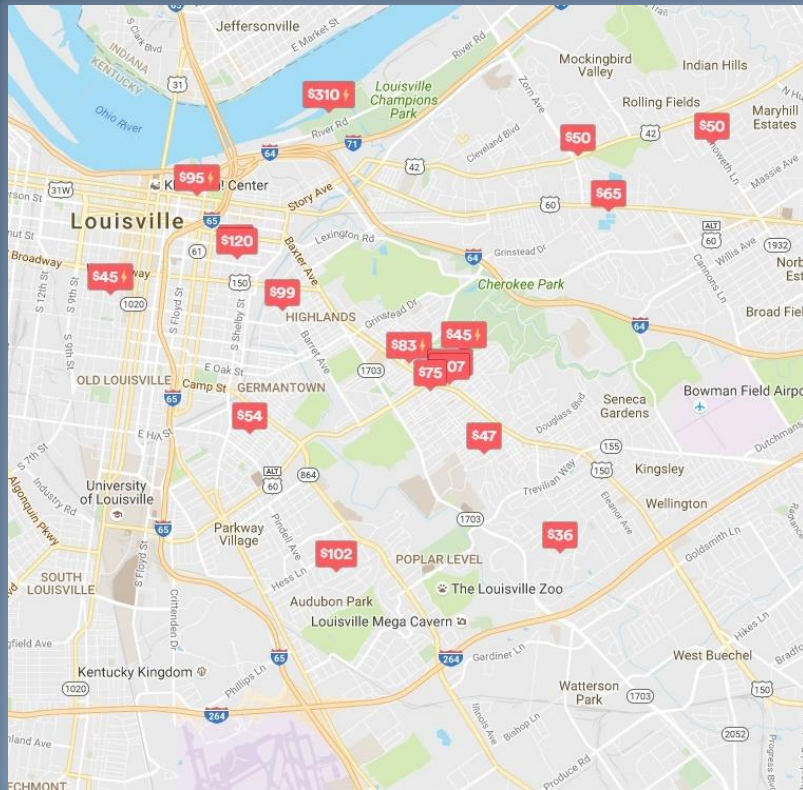


airbnb.com (2016)

Popular Online Platforms for Short Term Rentals

On September 9, 2016, in the Louisville area:

- 306 rentals were available for rental on airbnb.com for September 12, 2016:
 - 207 entire home
 - 145 private room
 - 5 shared room
- 34 rentals were available for rental on homeaway.com for September 12, 2016



airbnb.com (2016)



Louisville Metro Short Term Rental Regulations

METRO CODE & LAND DEVELOPMENT CODE (LDC) PROVISIONS

Short Term Rental Ordinance Timeline

- January 2015: Develop Louisville began receiving complaints regarding unlawful short term rentals
- March 2015: Louisville Metro Council (LMC) passed a resolution requesting that staff evaluate whether or not the current laws, and enforcement thereof, adequately address short term rentals
- December 2015: LMC adopted an ordinance amending Metro Code to require hosts to register short term rentals annually, to provide standards for such rentals and to require the remittance of applicable taxes
- December 2015: LMC passed a resolution requesting that the Planning Commission, through its staff, research short term rentals and recommend LDC amendments
- March 2016: Planning Committee reviewed LDC amendments
- April 2016: Planning Commission reviewed LDC amendments
- June 2016: LMC adopted an ordinance amending the LDC to provide additional land use-related standards for short term rentals and the zoning processes for their approval
- August 2016: LMC adopted an ordinance amending the LDC to remedy inadvertent errors in the June 2016 ordinance
- **August 1, 2016: Effective date of ordinances**

Metro Code

Summary of Short Term Rental Rules

- Requires hosts to register short term rentals annually
- Defines short term rental and short term rental host
- Limits a dwelling unit to a single short term rental contract at a time
- Caps occupancy at 2 x the number of bedrooms plus 4
- Restricts the provision of meals by the host
- Requires the dwelling unit to have smoke detectors and a posted evacuation plan
- Prohibits outdoor signage which identifies the short term rental
- Requires that a person, located within 25 miles, be available to respond to and address any maintenance and safety issues
- Requires hosts to remit applicable taxes
- Provides penalties for non-compliance

Land Development Code

Summary of Short Term Rental Rules

The ordinance addresses short term rentals in the following ways:

- Clarifies definitions
- Identifies appropriate locations and level of approval
- Provides required standards for all short term rentals

The term short term rental does not apply to hotel or motel rooms, extended stay lodging facilities, bed and breakfast inns or boarding and lodging hotel rooms; therefore the regulations do not apply to those facilities.

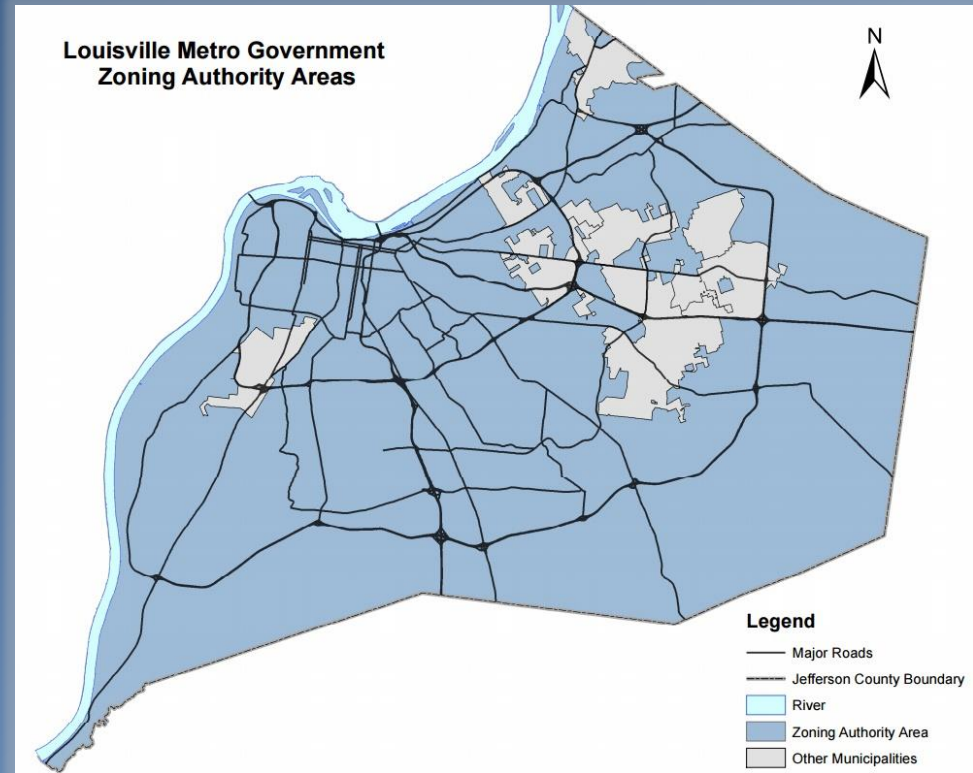
The regulations do not supersede lease agreements, homeowner's association bylaws, covenants, deed restrictions, or any other agreement, law or regulation that prohibits subletting or use of a dwelling as a short term rental.

Land Development Code

Short Term Rental Amendment Summary

At this time, the following cities that retain independent zoning authority have not adopted a zoning ordinance specifically addressing short term rentals:

Anchorage, Douglass Hills, Graymoor-Devondale, Hurstbourne, Indian Hills, Jeffersontown, Lyndon, Middletown, Prospect, Shively, St. Matthews & St. Regis Park.



Land Development Code

Short Term Rental Amendment Summary

Permitted with Special Standards Requirement - approved administratively by the Planning Director after the host submits a registration form

- Any rental in a residential zoning district where the dwelling is the primary residence of the host
- Any rental in a commercial or office district and any rental in most special districts

Conditional Use Permit (CUP) Requirement - approved/denied at a public hearing by the BOZA after the host submits a CUP application

- Any rental in a residential zoning district where the dwelling is not the primary residence of the host
- Any rental in the TNZD (Old Louisville and Limerick)

Land Development Code

Permitted Locations

OR, OR-1, OR-2, OR-3, OTF, C-N, C-R, C-1, C-2, C-3, C-M, W-1, W-2, PVD, PTD & PRD:

- Regardless of residency of host, permitted with special standards

R-R, R-E, R-1, R-2, R-3, R-4, R-5, U-N, R-5A, R-5B, R-6, R-7 & R-8A:

- If residence of the host, permitted with special standards
- If not the residence of the host, may only be permitted with a CUP

TNZD:

- Regardless of residency of host, may only be permitted with a CUP

EZ-1, M-1, M-2, M-3, EZ-1, PRO, PEC & W-3:

- Regardless of residency of host, prohibited

Land Development Code

Provisions Applicable to All Short Term Rentals

- The maximum stay for a guest shall be 29 consecutive days
- *Only a single short term rental contract at a time is permitted at any time*
- *At no time shall more persons reside in the short term rental than two times the number of bedrooms plus four individuals*
- The dwelling unit shall be a single-family residence or duplex unless the dwelling unit is located on property zoned C-N, C-R, C-1, C-2 or C-3 and it meets all of the following criteria 1) the property is within 200' of a TARC route; 2) the property is within .75 miles of a public park; and 3) the property is within one mile of a National Register District or Local Preservation District (Note: This provision shall not be waived or adjusted)
- Food and alcoholic beverages shall not be served or otherwise provided by the host to any guest
- *Outdoor signage which identifies the short term rental is prohibited*
- There shall be a sufficient amount of parking available for the host and guests. The amount and location of parking shall be based on the land uses and density of the immediate vicinity. Any parking surface that is added to accommodate the short term rental use shall be removed when the short term rental use is terminated
- If the property is subject to 2 or more substantiated civil and/or criminal complaints, the BOZA/Planning Director may revoke the approval

Statistics

As of September 9, 2016:

66 OPEN COMPLAINTS

9 CONDITIONAL USE PERMIT PRE-APPLICATION FORMS SUBMITTED

36 REGISTRATION FORMS SUBMITTED



Louisville Metro Short Term Rental Regulations

CONDITIONAL USE PERMIT (CUP) PROCESS



Short Term Rental Conditional Use Permit Process / Timeline

Develop Louisville
Office of Planning & Design Services
444 South 5th Street • Louisville, KY 40202
(502) 574-6230
<https://louisvilleky.gov/government/planning-design>

PRE-APPLICATION

DAY 1	Pre-Application Submitted	\$	- Deadlines are Mondays at 2:00 p.m. - Optional Pre-App Meeting (encouraged for new applicants)
DAY 17	Comments sent to applicant		Comments are finalized 17 days after the deadline
	Neighborhood Meeting held	★	Informative meeting held by applicant

FORMAL APPLICATION

DAY 21-28	Formal Application submitted	\$	Deadlines are Mondays at 2:00 p.m.
	Comments sent to applicant		Any agency comments must be addressed to proceed to the public hearing process

Resubmittals

PUBLIC HEARING

DAY 42-56	BOZA Public Hearing	★	Notices required: 14-days notice to 1st and 2nd tier adjoining property owners; sign(s) posted on site
DAY 54-72	Public Hearing Minutes approved		Minutes of the meeting are approved at the following BOZA meeting

Note: Days represent the expected amount of time to complete the process. Various factors may increase the amount of time it takes to receive a Conditional Use Permit.

\$ Fees due
★ Public Meeting

CUP Application Requirements

At this time, CUP applications must be submitted at the office of Planning & Design Services. There is not an online option.

Please submit the completed application along with the following items:

Project application and description

- ☐ Land Development Report¹
- ☐ A copy of the current recorded deed² (*must show "End of Document" stamp on last page*)
- ☐ Legal description on a separate 8.5 x 11" sheet of paper
- ☐ Letter of explanation for the proposal (including owner occupations, number of dwelling units, and whether all or part of the dwelling will be rented)
- ☐ Completed Land Use Restrictions form
- ☐ Any additional documentation deemed necessary during the pre-application process
- ☐ Louisville Metro Revenue Account Number (if known)

Aerial Map/Site plan

- ☐ Aerial map or site plan of property showing current site conditions (LOJIC Map or applicable images if current conditions vary from available aerial depiction)

Mailing labels to notify Adjoining Property Owners (APOs)³

- ☐ Two sets of mailing label sheets for: 1st tier APOs; the Mayor and City Clerk of 5th and 6th class cities (if applicable); owner(s) of the property; and those listed on the application
- ☐ One copy of the APO mailing label sheets

Documentation of the Neighborhood Meeting⁴

- ☐ Copy of neighborhood meeting notice
- ☐ List of APOs and neighborhood group representatives who received the meeting notice
- ☐ Neighborhood meeting attendance sheet
- ☐ Summary of the meeting detailing specific items of concern and proposed resolutions

Fee (Cash, charge or check made payable to Planning & Design Services)

- ☐ Application Fee: \$ 215.00
Clerk's Fee: \$ 25.50
(*If two or more applications are submitted simultaneously for the same site, only one Clerk's Fee is required.*)

CUP Process

There are currently 3 important differences to note between a short term rental CUP and another type of CUP:

1. To encourage compliance, the formal application fee has been reduced to \$215 until October 29, 2016 (normally \$1,000).
2. There is a special CUP application for short term rentals.
3. There is not a site plan requirement for the application.



Louisville Metro Short Term Rental Regulations

REGISTRATION PROCESS

Registering a Short Term Rental

- All hosts must register each of their short term rentals annually. There are no exemptions to this requirement.
- You can register a short term rental three ways:
 - In office
 - Bring the completed office form to Planning & Design, 444 S 5th St, 3rd Floor, Louisville KY 40202
 - Form must be accompanied by the \$25 fee (payable by cash, check, money order, VISA, MasterCard) and proof of residency (if applicable)
 - Mail
 - Mail the completed office form to Planning & Design, 444 S 5th St, Suite 300, Louisville KY 40202
 - Form must be accompanied by the \$25 fee (payable by check or money order only) and proof of residency (if applicable)
 - Online (using Louisville Metro's Online Business Portal)
 - Form must be accompanied by the \$25 fee (payable by VISA or MasterCard only) and proof of residency (if applicable)

Registration Form Requirements

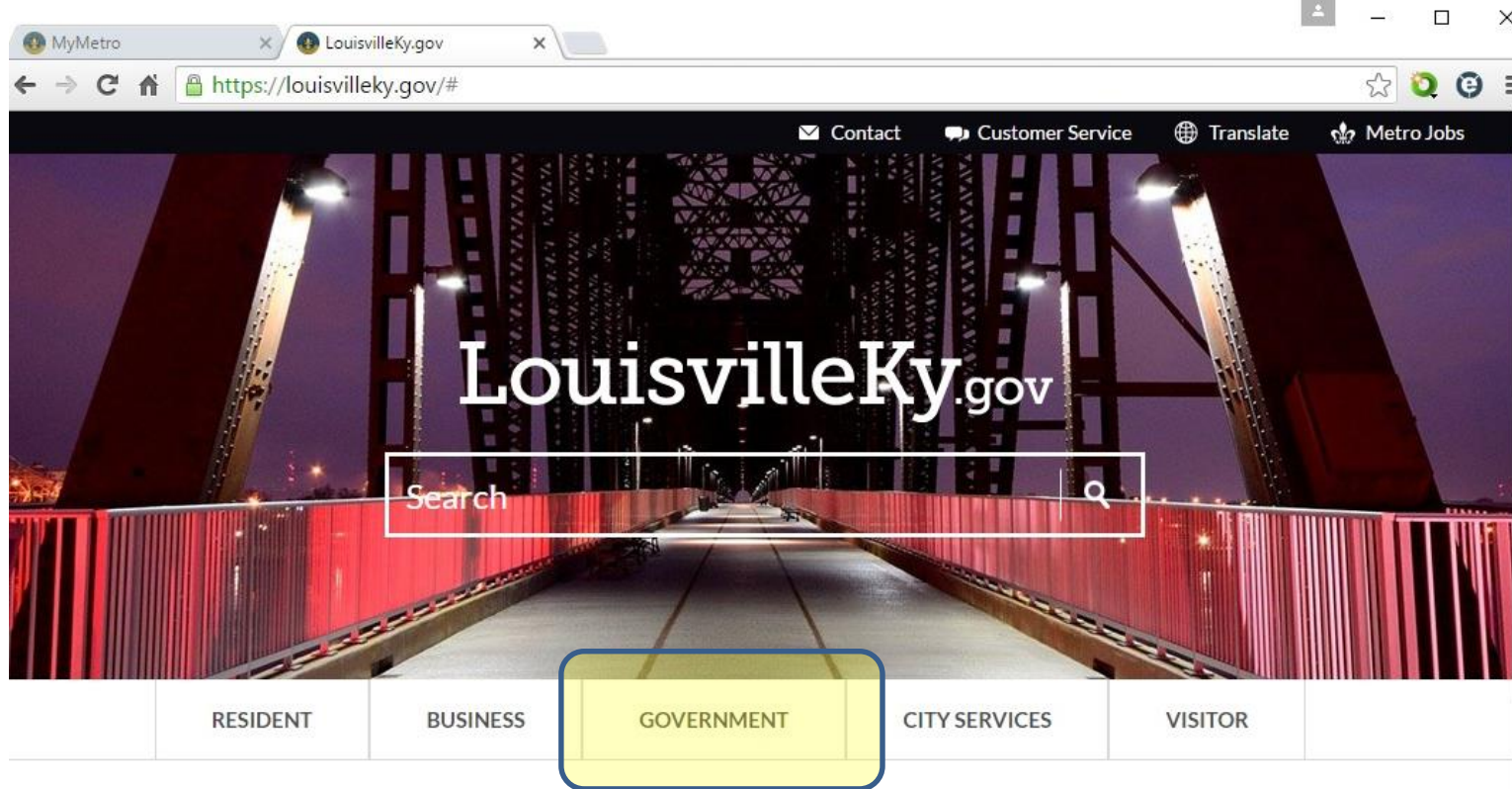
- Property/Host Information
- \$25 Fee
- Proof of Residency (if applicable)
- Emergency Contact Info (if applicable)
- Revenue Commission ID#

The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at:

<https://dp.louisvillemid.org/dpcdr8/Views/AgencyLogin.aspx>

Online Registration Step #1:

Access
Louisville
Metro's
Online
Business
Portal



The New Dixie Highway Project Kicks Off

The New Dixie Highway project, a series of transit &



Healthy Babies Louisville Advises Parents How to Help Prevent Infant Deaths



City News

SEP 7 City Website Ranked Among Best in the Nation

SEP 7 MPLX Terminals, LLC—Kramers Lane Terminal: Proposed FEDOOP Operating Permit O-0143-16-F

[View All News](#)

The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at: <https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>

Online Registration Step #1:

Access Louisville Metro's Online Business Portal

To access the Planning & Design page, select *See All City Departments* under the *Government* tab. You can access the *Construction Review* page directly.

The screenshot shows the LouisvilleKy.gov website. The browser tabs at the top include 'MyMetro' and 'LouisvilleKy.gov'. The address bar shows 'https://louisvilleky.gov/#'. The website features a large hero image of a bridge at night with the text 'LouisvilleKy.gov' overlaid. Below the hero image is a search bar. A navigation bar contains tabs for 'RESIDENT', 'BUSINESS', 'GOVERNMENT', 'CITY SERVICES', and 'VISITOR'. Under the 'GOVERNMENT' tab, there are several links: 'See City Programs & Initiatives', 'See All City Departments' (highlighted in green), 'Animal Services', 'Construction Review' (highlighted in blue), 'Corrections', 'Health & Wellness', 'Human Resources', 'Louisville Forward', 'MetroCall 311', 'Public Works', 'Parking Authority (PARC)', 'Parks', 'Police', and 'Revenue Commission'. To the right of these links are 'Mayor's Office', 'Metro Council', and 'Metro Ordinances'. Further right is a 'metrotv' logo and a 'Metro TV Videos' section. Below the navigation bar, there is a news section with a large article titled 'The New Dixie Highway Project Kicks Off' and a smaller article titled 'Healthy Babies Louisville Advises Parents How to Help Prevent Infant Deaths'. A 'View All News' button is located at the bottom right of the news section.

MyMetro LouisvilleKy.gov

https://louisvilleky.gov/#

Contact Customer Service Translate Metro Jobs

LouisvilleKy.gov

Search

RESIDENT BUSINESS GOVERNMENT CITY SERVICES VISITOR

See City Programs & Initiatives
See All City Departments
Animal Services
Construction Review
Corrections
Health & Wellness
Human Resources

Louisville Forward
MetroCall 311
Public Works
Parking Authority (PARC)
Parks
Police
Revenue Commission

Mayor's Office
Metro Council
Metro Ordinances

LOUISVILLE metrotv
Metro TV Videos
Metro Council

Kramers Lane Terminal:
Proposed FEDOOP
Operating Permit O-0143-16-F

View All News

The New Dixie Highway Project Kicks Off

Healthy Babies Louisville Advises Parents How to Help Prevent Infant Deaths

https://louisvilleky.gov/government/departments

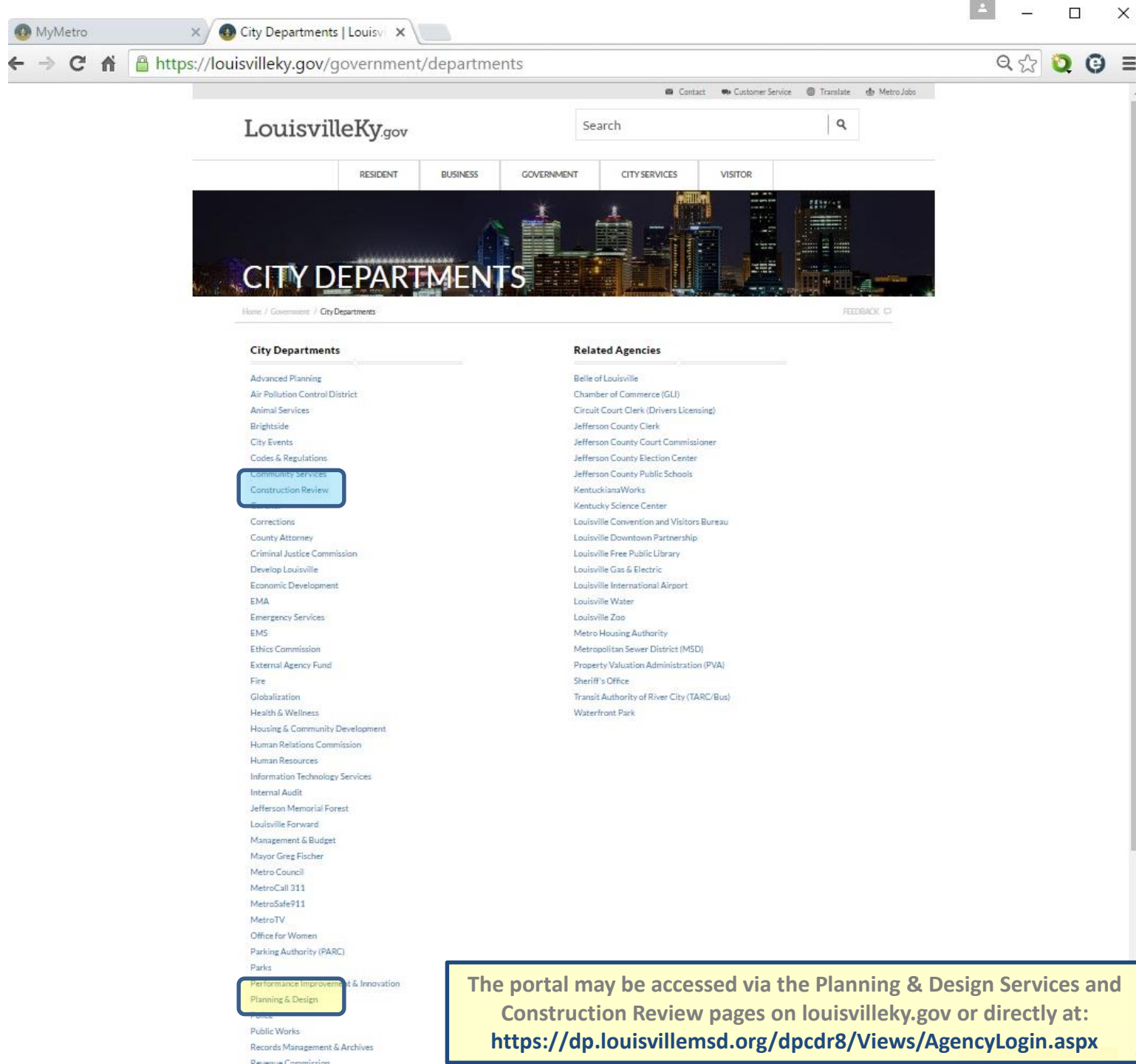
The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at:
<https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>

Online Registration Step #1:

Access Louisville Metro's Online Business Portal

To access the
Planning & Design
page, select
Planning & Design.

To access the
Construction
Review page, select
*Construction
Review.*



The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at:
<https://dp.louisvillemetro.org/dpcdr8/Views/AgencyLogin.aspx>

Online Registration Step #1:

Access Louisville Metro's Online Business Portal

*Construction
Review Page:*

*Select Online
Permitting Portal.*

MyMetro Construction Review | Louisville

https://louisvilleky.gov/government/construction-review#

Contact Customer Service Translate Metro Jobs

LouisvilleKy.gov

RESIDENT BUSINESS GOVERNMENT CITY SERVICES VISITOR

CONSTRUCTION REVIEW

Government / See All City Departments / Construction Review

FEEDBACK

Department Home

About Us

Permits & Licensing Info >

Search for Permits >

Inspections

Frequently Asked Questions >



Online Permitting Portal

You can access the Online Permitting Portal to apply for permits, track the status of reviews, and follow department updates more!



Update License Information

- GENERAL INFORMATION NEWS & EVENTS
- UPCOMING CEU OPPORTUNITIES
- NEWSLETTERS & CUSTOMER SERVICE SURVEY

Construction Review News

MAR 31 Mayor Fischer names Deborah Bilitski as Director of Develop Louisville

SEP 29 Three Northern Additions of Colonial Gardens to be Removed

[View All News](#)

Contact

Construction Review
(502) 574-3321
louisvilleky.gov/government/.../online-permitting-portal

The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at: <https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>

Online Registration Step #1:

Access Louisville Metro's Online Business Portal

*Construction
Review Page:*

*After selecting
Online Permitting
Portal, select Login.*

MyMetro Online Permitting Portal

https://louisvilleky.gov/government/construction-review/online-permitting-portal

Contact Customer Service Translate Metro Jobs

LouisvilleKy.gov

RESIDENT BUSINESS GOVERNMENT CITY SERVICES VISITOR

CONSTRUCTION REVIEW

Home / Government / City Departments / Construction Review / Search for Permits / Online Permitting Portal

FEEDBACK

Department Home

About Us

Permits & Licensing Info

Search for Permits

Online Permitting Portal

Inspections

Frequently Asked Questions

Online Permitting Portal

Need a construction permit? All applications can now be submitted online!

What can you do on this portal?

- Apply for a Permit
- Submit drawings for review - Remember the file name cannot contain any special characters.
- Pay permit fees - **If you receive any sort of error message, do not proceed with payment, Contact our office immediately!**
- Request an inspection - Inspections no longer allow for walk-through requests. You must request an inspection as you submit your application.

Already have an account?

Login

Need an account?

Register

This site is used by contractors only

The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at: <https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>

Online Registration Step #1:

Access Louisville Metro's Online Business Portal

*Planning & Design
Page:*

*Select Short Term
Rental Registration
Information.*

MyMetro Planning & Design | Louisville

<https://louisvilleky.gov/government/planning-design>

Contact Customer Service Translate Metro Jobs

Search

RESIDENT BUSINESS GOVERNMENT CITY SERVICES VISITOR

PLANNING & DESIGN

Government / See All City Departments / Planning & Design

FEEDBACK

Department Home

About Planning & Design Services

Boards, Commissions and Committees >

Land Development Code >

Comprehensive Plan

Applications

View meeting agendas

Stay up to date on planning and zoning

Department Home News

AUG 31 Mayor Fischer announces Comprehensive Plan update process

JUL 18 City proposes rules limiting biodigesters to industrial areas, away from homes, churches and schools

Short term Rental Registration Information

View All News

The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at:
<https://dp.louisvillemetro.org/dpcdr8/Views/AgencyLogin.aspx>

Online Registration Step #1:

Access Louisville Metro's Online Business Portal

*Planning & Design
Page:*

After selecting
Short Term Rental
Registration
Information, select
*Short Term Rental
Annual Registration
Application Form
(Online Submittal
Option).*

The screenshot shows a web browser window with the URL <https://louisvilleky.gov/government/planning-design/short-term-rental-information>. The page features a navigation menu with links for RESIDENT, BUSINESS, GOVERNMENT, CITY SERVICES, and VISITOR. A highlighted 'PLANNING & DESIGN' button is visible. The main content area is titled 'Short Term Rental Information' and includes a list of frequently asked questions and a section for 'Additional Links'.

Short Term Rental Information

On August 1, the regulations for short term rentals approved by Metro Council went into effect. Please use the Frequently Asked Questions, Metro Council Ordinances or other links below as a guide and a starting point to have your questions answered if you are interested in using a home as a short term rental.

A few things to know:

- All short term rental hosts must submit an annual registration form, register with the Revenue Commission, post an evacuation plan and meet smoke detector requirements. All short term rentals are prohibited from serving or providing food and alcohol and from posting outdoor signage.
- The short term rental does not apply to hotel or motel rooms, extended stay lodging facilities, bed and breakfasts or boarding and lodging hotel rooms therefore those exact regulations do not apply to those facilities.
- At no time shall more persons reside in the short term rental than two times the number of bedrooms plus four individuals. For example if a short term rental has 3 bedrooms, then 10 people may reside in the short term rental.
- Short term rental regulations do not supersede lease agreements, homeowner's association bylaws, covenants, deed restrictions, or any other agreements, law or regulation that prohibits subletting or use of your dwelling as a short term rental.
- Short term rentals are currently not permitted in Anchorage, Douglasville, Gwynn-Parkville, Harbourside, Italian Hill, Jeffersonville, Lyndon, Middletown, Prospect, Shively, St. Matthews and St. Regis Park. All those places have their own zoning authority and have not yet adopted the short term rental ordinance that Metro Council adopted. Metro Council has zoning authority over all of Metro Louisville except the aforementioned places.
- Failure to register a short term rental is equivalent to operating without a permit and will result in enforcement action.

Based on where you live and if you live in the home you are using as a short term rental, your application process could vary from someone else. Those variations are spelled out below.

If you are allowed to have a short term rental by right, you still need to take note of and follow the Metro Council short term rental ordinance. Highlighter from the ordinance are in the bullet points above.

Residential zoning: R-1, R-2, R-3, R-4, R-5, R-6, R-7, R-8, R-9, R-10, R-11, R-12, R-13, R-14, R-15, R-16, R-17, R-18, R-19, R-20, R-21, R-22, R-23, R-24, R-25, R-26, R-27, R-28, R-29, R-30, R-31, R-32, R-33, R-34, R-35, R-36, R-37, R-38, R-39, R-40, R-41, R-42, R-43, R-44, R-45, R-46, R-47, R-48, R-49, R-50, R-51, R-52, R-53, R-54, R-55, R-56, R-57, R-58, R-59, R-60, R-61, R-62, R-63, R-64, R-65, R-66, R-67, R-68, R-69, R-70, R-71, R-72, R-73, R-74, R-75, R-76, R-77, R-78, R-79, R-80, R-81, R-82, R-83, R-84, R-85, R-86, R-87, R-88, R-89, R-90, R-91, R-92, R-93, R-94, R-95, R-96, R-97, R-98, R-99, R-100, R-101, R-102, R-103, R-104, R-105, R-106, R-107, R-108, R-109, R-110, R-111, R-112, R-113, R-114, R-115, R-116, R-117, R-118, R-119, R-120, R-121, R-122, R-123, R-124, R-125, R-126, R-127, R-128, R-129, R-130, R-131, R-132, R-133, R-134, R-135, R-136, R-137, R-138, R-139, R-140, R-141, R-142, R-143, R-144, R-145, R-146, R-147, R-148, R-149, R-150, R-151, R-152, R-153, R-154, R-155, 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  **DEVELOP LOUISVILLE**
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Lookup an Application, Permit or Inspection

Welcome to the online Business Portal for Louisville Metro Government. At this time you can obtain building permits from the Department of Develop Louisville, Division of Construction Review. We hope this service facilitates your permitting experience and helps you successfully complete your project safely and legally.

We will provide helpful TIPS along the way to help guide you along.

- ☐ If you have an account, enter your User Name and Password and click "Sign In".
- ☐ If you have an account but can't remember your password. [Click here.](#)
- ☐ If you are new to the system, click on **Enroll**

For additional information on Building Codes, Permits, and construction related information, please visit our website:
<http://www.louisvilleky.gov/ipl/Construction+Review/> or call our office at (502) 574.3321. Staff email addresses are (firstname).(lastname)@louisvilleky.gov. For example, Joseph Smith's email would be joseph.smith@louisvilleky.gov.

< **IE 9 Browser and above required**

Sign In

User Name:

Password:

☐ Remember me on this computer

Sign In

Forgot your password? [Click here](#)

If you do not have an account, follow the link below to set up an account. [link](#)

TIP: To obtain a permit online you must have an account. Permits are only issued to licensed/identified contractors, or the property owner. There may be additional requirements for Property Owner permits, including proof of property ownership. Property Owner permits can be obtained by visiting our offices at 444 S. Fifth Street, Suite 100 and making application in person. Some permits require submittal and review of documents prior to issuance of permit.

TIP: Purposefully providing inaccurate project scope and detail is a violation of the building code, and state and local ordinances and will subject the applicant to penalties.

TIP: Particularly helpful are our Homeowner's Toolbox pamphlet series, available on our website by clicking [here](#) which provide basic information about the permitting process for a variety of common projects.

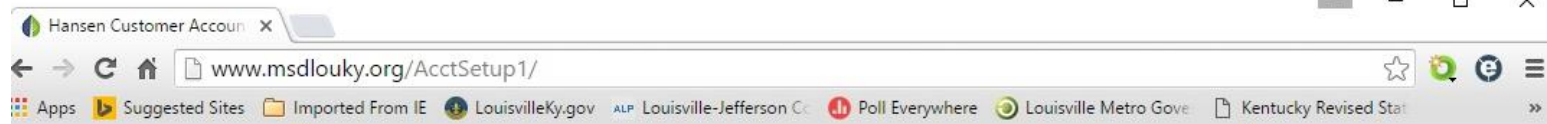
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Online Registration Step #2 (continued):

Create account to access Online Business Portal

The host should be
holder of the
account.

If you already have
an account,
proceed to Step #3.



Metro Inspections, Permits and Licenses New Account Setup

NO BUILDING/GENERAL CONTRACTOR CAN GET PERMITS ONLINE

Enter personal information about the person requesting service.

1. Enter your preferred User ID for login purposes (You will be advised if your preferred User ID is acceptable).
2. Enter your email address. This will be used to email your initial User ID/password and for submission notifications. You will be able to change your password later in "Modify Account".
3. Enter your contact information to be used with your permits.
4. You will receive information concerning your credentials via email within 3 business days. If not, please contact Metro IPL at (502) 574-XXXX
5. Click "Next".

* = Required Information

User ID *	
Email *	
Title	
First Name *	
Middle Initial	
Last Name *	
Company Name *	
Position	
Address *	
City *	
State *	KY
Postal Code / Zip *	
Country	
Daytime Phone *	
Evening Phone	

Next

Clear Form

Cancel

Online Registration Step #3:

Sign in to Online Business Portal

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https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx

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For additional information on Building Codes, Permits, and construction related information, please visit our website:
<http://www.louisvilleky.gov/ipl/Construction+Review/> or call our office at (502) 574.3321. Staff email addresses are (firstname).(lastname)@louisvilleky.gov. For example, Joseph Smith's email would be joseph.smith@louisvilleky.gov.

< **IE 9 Browser and above required**

Sign In

User Name:

Password:

☐ Remember me on this computer

[Sign In](#)

[Forgot your password? Click here](#)

If you do not have an account, follow the link below to set up an account. [link](#)

TIP: To obtain a permit online you must have an account. Permits are only issued to licensed/identified contractors, or the property owner. There may be additional requirements for Property Owner permits, including proof of property ownership. Property Owner permits can be obtained by visiting our offices at 444 S. Fifth Street, Suite 100 and making application in person. Some permits require submittal and review of documents prior to issuance of permit.

TIP: Purposefully providing inaccurate project scope and detail is a violation of the building code, and state and local ordinances and will subject the applicant to penalties.

TIP: Particularly helpful are our Homeowner's Toolbox pamphlet series, available on our website by clicking [here](#) which provide basic information about the permitting process for a variety of common projects.

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Online Registration Step #4:

Start application

Under the Apply
menu options,
select *Apply for a
Business License*.

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Portal Home

My ACCOUNT

- Modify Account

APPLICATIONS

- Construction Permits
- Business License
- Use Application

PAY FEES

- My Construction Permit Fees
- My Business License Fees
- My Use Fees

Look Up

Lookup your issued Permits to check their status and view details. You can search for permits by permit number, applicant name, or address/parcel ID.

- Construction Permit
- Business License
- Use Permit

Apply

To apply for a Permit you will need to provide information such as the type of application, site location, and specific details regarding your application. Visit our website <http://www.louisvilleky.gov/lpl/Construction+Review/> for a full explanation of all available permits and associated submittal requirements. Once your application is successfully submitted and completed, you will receive a confirmation via email.

- Apply for a Construction Permit
- Apply for a Business License**
- Apply for a Use Permit

Pay Fees

Pay fees for your Permit. Online payments can be made only with Visa or MasterCard.

- My Construction Permits to be Paid
- My Business Licenses to be Paid
- My Use Permits to be Paid

 **Apply for a Permit Online**

Online Registration Step #5:

License Type

Within the License
Type drop-down
list, select *Short
Term Rental*.

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https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/ApplicationType.aspx

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CDR Home

Business License Home

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- My Fees

LOOKUP LICENSE

- License Number
- Applicant
- Address

New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

Business License Type

- Enter the required field(s)
- Click "Next"

License Type: *

-- Select One --

-- Select One --

Event Permit

Short Term Rental



Apply for a Permit Online

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Online Registration Step #5 (continued):

License Type

Enter business
information and
select *Next*.

If you will not be
operating the short
term rental as a
formal business,
select *None* within
the Business Type
drop-down list; do
not enter any
information in the
three info fields;
and select *Next*.

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https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/ApplicationType.aspx

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- License Number
- Applicant
- Address

New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

Business License Type

- Enter the required field(s)
- Click "Next"

License Type: *

Short Term Rental

Business Name:

Business Type:

None

DBA Name:

Business Description and/or comments regarding your license:

Cancel Next

 Apply for a Permit Online

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Online Registration Step #6:

Business Site Location

Enter the address
of the Short Term
Rental. Once
entered, select
Search.

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https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/SiteLocation.aspx

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New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	-------------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

Business License Location

Address Search: Search application address

- Enter the Address
Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St"
- Select the correct location by clicking on the appropriate address
- If you do not see the correct location, make changes to your search and try again
- Click "Search"

Number Dir Street Name* Suffix Unit/Apt.

City State Zip

Search

Cancel Previous

 **Apply for a Permit Online**

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Online Registration Step #6 (continued):

Business Site Location

Select the correct
location by clicking
on the appropriate
address.

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LOOKUP LICENSE

- License Number
- Applicant
- Address

New Application for PAUL

License Type: **Business Site Location** Applicant Information Additional Applicants Details Attachments Application Confirmation

Business License Location

Address Search: Search application address

- Enter the Address
Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St"
- Select the correct location by clicking on the appropriate address
- If you do not see the correct location, make changes to your search and try again
- Click "Search"

Number: 444 Dir: S Street Name*: 5th Suffix: ST Unit/Apt.:

City: Louisville State: Kentucky Zip:

1 Matches Found

Street #	Dir	Street Name	Suffix	Apt	City	State	Zip
444	S	5TH	ST		LOUISVILLE	KY	40202-0000

Search

Cancel Previous

Apply for a Permit Online

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Online Registration Step #7:

Applicant Information

Confirm Applicant
Type and select
Next.

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← → ↻ 🏠 🔒 <https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/ApplicantInfo.aspx> ☆ 🔍 ⓘ ☰

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 ☐ Applicant
 ☐ Address

New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	------------------------------	-----------------------	---------	-------------	--------------------------

Applicant Information

☐ Select the applicant
☐ Click "Next"

Applicant
Name: PAUL
Address: 444 S. 5TH STREET
SUITE 200
LOUISVILLE KY 40202

Applicant Type

☒ As the business owner, I am the primary applicant (individual/sole proprietor).
☐ The business owner of the address is: (corporation, LLC, partnership)

Cancel **Previous** **Next**


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Online Registration Step #8:

Additional Applicants

If applicable, enter
additional contact
information by
selecting *Add
Contact*.

Additional contacts
include co-hosts,
emergency contact
persons and
property owners.

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https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/AdditionalApplicants.aspx

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[Address](#)

New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
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Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.
To add additional contacts to this license:

- ☐ Click "Add Contact"
- ☐ Enter required contact information
- ☐ Click "Search"

[Add Contact](#)

[Cancel](#) [Previous](#) [Next](#)

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Online Registration Step #8 (continued):

Additional Applicants

Within the *Contact Type* drop-down list, select the contact type (i.e. *Short Term Rental Host, Short Term Rental Emergency Contact or Owner*), enter his or her info and select *Search*.

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- ☐ Modify Account

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- ☐ Apply

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- ☐ My Fees

LOOKUP LICENSE

- ☐ License Number
- ☐ Applicant
- ☐ Address

New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	------------------------------	---------	-------------	--------------------------

Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.
To add additional contacts to this license:

- ☐ Click "Add Contact"
- ☐ Enter required contact information
- ☐ Click "Search"

Add Contact

Contact Type*
Short Term Rental Emergency Contact ▼

Company Name n/a

First Name* Joseph

Last Name* Haberman

Address* 444 S 5th St

Suite 300

City* Louisville

State Kentucky ▼

Zip

Phone

Fax

Email Address

Comments
Emergency Contact

[Search](#) [Clear](#)

[Cancel](#) [Previous](#)

Apply for a Permit Online

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Online Registration Step #8 (continued):

Additional Applicants

Select the correct
contact by clicking
on the applicable
name.

If the contact is not
in the system,
check *Create New
Contact As Entered*
and select *Add
Selected Contact*.

Repeat this process
for additional
contacts.

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https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/AdditionalApplicants.aspx

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New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.
To add additional contacts to this license:

- ☐ Click "Add Contact"
- ☐ Enter required contact information
- ☐ Click "Search"

Add Contact

Contact Type*
Short Term Rental Emergency Contact ▼

Company Name

First Name*

Last Name*

Address*

City*

State

State

Zip

Phone

Fax

Email Address

Comments

Search **Clear**

The contact you want to add is not in the system.

- ☒ Select the check box, *Create New Contact As Entered*
- ☒ Click *Add Selected Contact* to add this contact to the system.

☐ Create New Contact As Entered

Contact Type: Short Term Rental Emergency Contact
Contact Name: Joseph Haberman
Address: 444 S 5th St Louisville KY

Add Selected Contact

Cancel **Previous**



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Online Registration Step #8 (continued):

Additional Applicants

After all additional
contacts have been
entered, select
Next.

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New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.
To add additional contacts to this license:

- Click "Add Contact"
- Enter required contact information
- Click "Search"

Name	Address	Contact Type	
Joseph Haberman	444 S 5th St	Short Term Rental Emergency Contact	Remove

Add Contact

Cancel Previous Next

Apply for a Permit Online

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Online Registration Step #9:

Application Confirmation

Confirm
that entered
information is
correct. If correct,
select *Apply*. If
incorrect, edit as
necessary using the
appropriate *Edit*
options.

Note: If you need to
upload an
attachment (i.e.
proof of residency),
before selecting
Apply, select *Edit*
next to *No
attachment
uploaded*.

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New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

Business License Information Confirmation

To submit your application:

- Confirm the license information is correct. If changes need to be made click the appropriate "Edit" button.
- Click the "Apply/Save" button to submit your license.

License Information To Be Submitted

Edit Business Type: None
License Type: Short Term Rental

Edit Business Location: 444 S 5TH ST LOUISVILLE KY 40202-0000

Edit Primary Contact Name: PAUL
Address: 444 S. 5TH STREET SUITE 200 LOUISVILLE KY 40202
Phone: (123)123-1234

Name	Address	Contact Type
Joseph Haberman	444 S 5th St	Short Term Rental Emergency Contact

Edit Detail page information.
Edit No attachment uploaded.

Cancel Previous **Apply** Save For Later

Apply for a Permit Online

Online Registration Step #10:

Attachments

If you need to upload an attachment (i.e. proof of residency), select *Choose File*. Follow the file path and choose the file to be uploaded. After the file has been selected, select *Upload*.

Please provide attachments in pdf format when possible.

Select *Summary* to return to Application Confirmation page and confirm that information is correct. If correct, select *Apply*.

The screenshot shows a web browser window with the URL <https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/Attachments.aspx>. The page header includes the LouisvilleKy.gov logo, the 'DEVELOP LOUISVILLE LOUISVILLE FORWARD' logo, and a 'Contact Us' link. A shopping cart icon shows '0 items in My Cart \$0.00' with 'Check Out' and 'Sign Out' buttons.

The main content area is titled 'New Application for PAUL' and features a tabbed interface with the following tabs: License Type, Business Site Location, Applicant Information, Additional Applicants, Details, **Attachments** (selected), and Application Confirmation.

The 'Attachments' tab contains the following text: 'The required documents must be submitted or attached to your application. You may also submit the documents via mail or in person. Please include the License number.'

Below this text is a section titled 'To Upload Documents:' with the following instructions:

- Click "Browse" to select the files/documents from your computer to attach to your application
- NOTE: EACH FILE CAN NOT EXCEED 10MB.**
- Enter the description
- Click "Upload" to add files
- Click "Next"

There are two input fields: 'File Path' with a 'Choose File' button and 'No file chosen' text, and 'File Description' with a text box. An 'Upload' button is located below these fields.

At the bottom of the form are 'Cancel' and 'Summary' buttons.

The left sidebar contains a navigation menu with the following sections:

- CDR Home
- Business License Home
- My ACCOUNT**
 - Modify Account
- APPLY**
 - My Saved Applications
 - Apply
- BUSINESS LICENSE**
 - My Licenses
- REVIEWS**
 - My Reviews
- INSPECTIONS**
 - My Inspections
- FEES**
 - My Fees
- LOOKUP LICENSE**
 - License Number
 - Applicant
 - Address

Online Registration Step #11:

Pay the
\$25.00 Fee

Select *Add to Cart*
and then select
Check Out.

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 ☐ License Number
 ☐ Applicant
 ☐ Address

New Application for PAUL

Application Status

You have successfully submitted a(n) Short Term Rental application. In order to complete this process, you will need to pay the required fee in application fee table below. You may wish to check the information on your application is correct by selecting the View or Edit key prior to paying. Once your application has been paid, you will not be able to edit your application.

License Number: 16STR1011
License Type: Short Term Rental
License Description:
Site Location: 444 S 5TH ST LOUISVILLE KY 40202-0000
Business Name:
Primary Applicant: PAUL
Milestone: Collect Fees

Application Checkstatus

All Fees Must Paid	Pending
- SHORT TERM RENTAL INITIAL LICENSE FEE(\$25.00) - Unpaid Amount (\$25.00)	Unpaid

Application Fees

Description	Fee Amount	Action
SHORT TERM RENTAL INITIAL LICENSE FEE	\$25.00	Add to Cart

[View](#) | [Clone](#) | [Edit](#)

 **Apply for a Permit Online**

Online Registration Step #11 (continued):

Pay the \$25.00 Fee

Check box next to
item description
and select *Next*.

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https://dp.louisvillemisd.org/dpcdr8/Views/CDR/PaymentCheckOut.aspx

Contact Us

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☐ Applicant
☐ Address

Pay Fees
☐ Review the selected application(s) to be paid and the amount due.
☐ Click on "Next" to proceed with payment.
☐ Otherwise, click "Cancel" to exit.

☐ **My Cart**

Item Description	Amount
☐ 16STR1011 - Short Term Rental 444 S 5TH ST LOUISVILLE KY 40202-0000 SHORT TERM RENTAL INITIAL LICENSE FEE	\$25.00
Subtotal: \$25.00	

[Remove Selected Fees](#)

[Cancel](#) [Next](#)

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Online Registration Step #11 (continued):

Pay the
\$25.00 Fee

Enter payment
information.

Please note that
Visa and
MasterCard are the
only forms of
accepted payment
on the Online
Portal at this time.

DynamicPortal 8 x

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/AgencyPayFee.aspx

Contact Us

LouisvilleKy.gov

DEVELOP LOUISVILLE
LOUISVILLE FORWARD

1 items in My Cart \$25.00 [Check Out](#) [Sign Out](#)

CDR Home
Business License Home
My ACCOUNT
 Modify Account
APPLY
 My Saved Applications
 Apply
BUSINESS LICENSE
 My Licenses
REVIEWS
 My Reviews
INSPECTIONS
 My Inspections
FEES
 My Fees
LOOKUP LICENSE
 License Number
 Applicant
 Address

Payment
 Enter the required payment information.
 Click "Pay".

Subtotal: \$25.00

Method of Payment (Select one)
 Pay By Credit Card(Visa or MasterCard)

Credit Card Information
 Credit Card (Visa or MasterCard) 
 Card Type:* -- Select Card Type --
 Cardholder First Name*
 Cardholder Last Name*
 Cardholder Address*
 Cardholder City
 Cardholder State Kentucky
 Cardholder Zip*
 Cardholder Country
 Card Number*
 Expiration Date:* -- / --
 Card Security Code:*

[Cancel](#) [Pay](#)


Pay Fees Online

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After the Form is Submitted

- Staff will review the form and contact the applicant if a CUP application or additional information is necessary.
- If a CUP is not required, the registration process typically takes less than a week.
- Host will need to register with the Revenue Commission if not already registered.

Revenue Commission Form

MyMetro x E-Services | LouisvilleKy.gov x Registration Application for x

https://www.metrorevenueservices.org/registration/Forms/nDisclaimer.aspx

 **Louisville Metro
Revenue Commission** 

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Thank you for choosing on-line registration with the Louisville Metro Revenue Commission. It is important to ensure that all data entered is accurate before submitting your registration application. All data entered will be reviewed by the Louisville Metro Revenue Commission for compliance and accuracy before a new account is established. If all requirements are met for the business type being registered, an account will be established and a 'Certificate of Registration' will be forwarded to the primary mailing address entered. The 'Certificate of Registration' will contain the account number assigned to your business. If you do not receive a 'Certificate of Registration' within two (2) weeks, you may call Taxpayer Services at (502) 574-4860. Provide the Taxpayer Service Representative with the confirmation number provided at the end of your registration process.

Note: If you leave a screen idle for 1 hour, your session will expire. All data entered will be lost and you will have to START OVER.

[Continue](#)



Louisville Metro Revenue Commission • P.O. Box 35410, Louisville, KY 40232-5410 • 502-574-4860 

How do I report an unlawful short term rental?

- You may report an unlawful short term rental, or any other violation, via the MetroCall 311 system.
- Failure to register is equivalent to operating without a permit and will result in enforcement action. Any person who violates any provision shall receive a notice of violation as a warning for a first offense. A second offense will be subject to a civil penalty of not less than \$100 and no more than \$500. A third offense will be subject to a civil penalty of not less than \$500 and no more than \$1,000. Each day that a violation continues after notice has been served shall be deemed a separate offense.