

City of Huron
Planning and Zoning Department
417 Main Street Huron, Ohio 44839
P: 419-433-5000
F: 419-433-5120
Email: zoning@huronohio.us



Transient Rental Waitlist Request Form

(PLEASE WRITE CLEARLY)

Property Owner Information:

Owner Name(s): _____

Owner Mailing Address: _____

Owner Phone #: _____

Owner Email: _____

Rental Property Address: _____

Review the code requirements and regulations before making application. Check with the HOA, if applicable, to ensure rentals are allowed and/or if approval is needed.

Submit this form with the COMPLETED and SIGNED transient rental application (included) to be valid. Incomplete applications will not be accepted. Application, insurance certificate, and off-street parking plan are required at time of submission. DO NOT INCLUDE THE FEE. The Wait List shall be maintained and administered by the Planning and Zoning Department. Certificates will be issued on a first come first serve basis. This form will be used to notify the owner of availability. Owner has 72 hours from notification from the department to submit the transient rental fee and schedule the required safety inspection within the 14 days. **Wait list applications are not transferable.**

Owner Acknowledgement Signature: _____

Date: ____/____/____

1369.03 LIMITATIONS ON T1369.03 LIMITATIONS ON TRANSIENT RENTAL PROPERTIES.

Beginning on the effective date of this Ordinance, there shall be a maximum combined aggregate total of one hundred sixty-five (165) Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificates, and Renewal Transient Rental Registration Certificates issued for Transient Rental Property located within the City at any one time, provided that no renewal Application for a Renewal Transient Rental Registration Certificate will be denied solely on the basis that approving the Application will cause the foregoing maximum combined aggregate total number of Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Occupancy Registration Certificates, and Renewal Transient Rental Registration Certificates to be exceeded.

- (a) Subject to the provisions of the foregoing paragraph, Applications accepted for an available Transient Rental Registration Certificate are on a first come basis. The Department shall maintain a waiting list in the event the maximum number of Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificates, and Renewal Transient Rental Registration Certificates issued for Transient Rental Property located within the City at any one time equals one hundred sixty-five (165). At such time as there are a combined aggregate total of one hundred sixty-five (165) Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificates, and Renewal Transient Rental Registration Certificates issued for Transient Rental Property located within the City, new Applications shall only be considered on a "one (1) new Application for every one (1) Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificate or Renewal Transient Rental Registration Certificate that is cancelled, revoked, lapses or terminates for any reason" basis, to ensure the total combined maximum aggregate number of Transient Registration Occupancy Certificates (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificates, and Renewal Transient Rental Registration Certificates issued does not exceed one hundred sixty-five (165). Subject to limitations found elsewhere in this Chapter, renewal Applications shall continue to be accepted and Renewal Transient Rental Registration Certificates issued in accordance with Section [1369.02](#) provided that the Application for a Renewal Transient Rental Registration Certificate is submitted to the Department before the expiration of the existing Transient Occupancy Registration Certificate (issued prior to the effective date of this Ordinance) or before the expiration of any Renewal Transient Rental Registration Certificate. (Ord. 2021-7. Passed 3-23-21.)
- (b) No Transient Rental Property which had a Transient Registration Occupancy Certificate (issued prior to the effective date of this Ordinance), Transient Rental Registration Certificate, or Renewal Transient Rental Registration Certificate revoked under Sections [1369.02\(d\)\(3\)-\(6\)](#) shall be eligible for issuance of a Transient Rental Registration Certificate for a period of two (2) years from the date of revocation unless a change in ownership or control of the Residential Premises has occurred, as determined by the Department in its reasonable discretion.

----- Do not write below this line -Office use only -----

Application reviewed and received by: _____

Date: ____/____/____

Time: _____

Waitlist #: _____



2026 TRANSIENT RENTAL
REGISTRATION APPLICATION

1. Applicants are advised to review the City's Codified Ordinances for regulations and requirements affecting transient rental operations: Chapter 1369-Transient Rental Property, Chapter 1133 -Off Street Parking, Chapter 189- Lodging Tax.
2. Beginning on the effective date of this Ordinance, every Transient Rental Property must be issued a Transient Rental Registration Certificate or a Renewal Transient Rental Registration Certificate before being used, advertised, promoted, offered, listed with a Hosting Platform, or otherwise made available for use as Transient Rental Property.
3. "Transient Rental Property" means any Residential Premises, or part thereof, being utilized or otherwise made available to a Transient Guest within the City, if such Residential Premises is used by or made available to a Transient Guest for a period in excess of a combined period of thirty (30) days in any calendar year. "Transient Rental Property" does not include any Residential Premises which is the primary residence of the Owner if such Residential Premises is not occupied or made available to a Transient Guest in excess of a combined period of thirty (30) days in a calendar year.
4. Transient Rental properties are allowed within the following Zoning Districts: R-1, R-1A, R-2, R-3, B-1, B-2, and B-3.
5. Pursuant to Section 1369.02 (b) (2) If your property is part of an HOA, refer to your Declaration or By-Laws to confirm the renting of the property is allowable and/or any processes required by your HOA
6. The city has established a maximum number of rentals to be operated within the city at any one time at 165.
7. The annual fee is \$400 per rental unit which includes an inspection, and \$50 for any re-inspections including Transfer/Assignment re-inspections.
8. An inspection of the property is required. You or someone you designate will need to be present at the property during the inspection. The Huron Fire Department will be conducting inspections.
9. Upon passing of the inspection, you will be issued a Certificate. Beginning with the date of issuance, the certificate is valid for a 12- month period or until suspended, revoked, denied, allowed to lapse, or when a change in ownership occurs. Your certificate must be on display in public view on the rental premises.
10. You are required to register the property with Erie County for the collection of lodging taxes. If you have questions regarding the lodging taxes, contact Erie County at 419-627-7743
11. If you have any questions regarding the city registration process, please contact the City of Huron Zoning Department at 419-433-5000 ext. 1302 or 1303.
12. Submit the completed application, and required documentation, along with the fee (made payable to the City of Huron) to the City of Huron, Zoning Department, 417 Main Street, Huron, OH 44839.
13. Owners/Representatives are responsible to renew certifications annually in advance of the expiration date by submitting an application, providing updated documents, fee, and scheduling the annual inspection. **The city does not issue reminder notices.**

INSPECTION INFORMATION

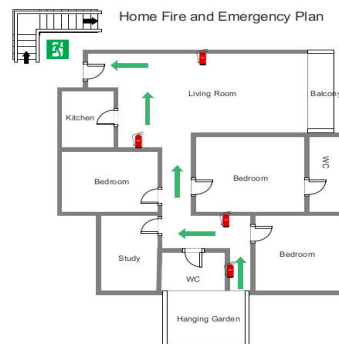


The Huron Fire Department will now be conducting all Transient Rental Inspections.

The application process will remain the same with applications submitted to the Planning and Zoning Department for processing and scheduling of your inspection

RECOMMENDATIONS & SUGGESTIONS....

While not currently required by the code, the Fire Department strongly recommends having Evacuation Plans posted on each door for the safety of your guests in the event of an emergency. This can be hand drawn or templates can be found online. This may be a requirement in the code in the future.



Something else to consider is the purchase of a Roperlock or Knoxbox; these boxes provide the Fire Department with access to your home and prevent property damage when trying to access the property in an emergency. We will be adding information on our Transient Rental and Fire Department website pages for these products as well as links to their websites. You can also contact the Fire Department for additional information and questions 419-433-5000 ext. 1610

**TRANSIENT RENTAL CODE
CHAPTER 1369**

**INSPECTION REMINDERS AND
INFO.....**

LABEL THE ELECTRICAL BOX,
PROPER WIRING

ELECTRICAL OUTLETS-
CHECKED FOR WORKING
CONDITION
*GFI OUTLETS REQUIRED
WITHIN 6' OF WATER SOURCES-
COMPLIANCE REQUIRED BY
2027 INSPECTION

FIRE EXTINGUISHERS- TYPE:
ABC *5LB- LOOK FOR "MIN.
2A10BC" (MEANS 5LB OF
CHEMICAL PRODUCT IN THE
EXTINGUISHER, NOT A 5LB
EXTINGUISHER)
EXTINGUISHERS MUST BE
WITHIN 6 YEARS OF
MANUFACTURED DATE.
COMPLIANCE REQUIRED
IF/WHEN THE 6 YR. DATE HAS
EXPIRED.

CHECK TO MAKE SURE SMOKE
AND CO DETECTORS ARE
WORKING & PROPERLY
LOCATED

BEDROOMS REQUIRE TWO
MEANS OF ACCESSIBLE INGRESS
& EGRESS



Planning & Zoning Dept.
417 Main Street
Huron, OH 44839
419-433-5000

TRANSIENT RENTAL REGISTRATION APPLICATION

____ New Application

____ Renewal Application: Current Certificate# _____ Expiration Date: _____
____ Transfer/Assignment Application : Current Certificate # _____, Expiration Date: _____

Section A. PROPERTY OWNER/CORPORATION INFORMATION

Date _____ Owner/Corporation Name: _____

Corporate Officer Name & Title _____

Phone: _____ Email: _____

*Mailing address: _____ City: _____ State: _____ Zip: _____

*** If this is more than one (1) hour away from the rental property, you are required to complete Section B.**

Ownership Type (check one): Individual __ Sole Proprietorship __ Partnership __ Corporation __ Trust __

Section B. AUTHORIZED REPRESENTATIVE. Pursuant to 1369.02 (c) (2): Provide the contact information of the authorized representative who can arrive and access the rental property within one (1) hour of notification.

Authorized Representative Name: _____ Phone: _____

Company Name: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Section C. TRANSIENT RENTAL PROPERTY BEING REGISTERED

1. Rental Property Address: _____ # of Bedrooms; _____

Zoning District: _____ Parcel#: _____

Neighborhood: _____

Section D. REQUIRED DOCUMENTATION TO BE SUBMITTED WITH APPLICATION

- **Parking Plan 1369.06 (a) (2)** Prepare a parking site plan to designate off-street parking (Ordinance 2021-9: Chapter 1133) for the use of all vehicles associated with the transient rental property. Each parking space must adhere to a minimum of 9'-0 x 18'-0" or 162 sf. Dimensions must be clearly marked on the site plan. ***Note this requirement applies only to NEW applications from and after 4-22-21, pursuant to Ordinance No. 2021-7.**
- **Proof of Insurance 1369.05 (d) (1)** Provide proof of general liability and premises liability insurance coverage of not less than \$300,000 on the transient rental property.
- **Fees:** \$400.00 per Rental Unit (includes (1) initial inspection) – annual fee.
\$ 50.00 Re-inspections (upon inspection failure)
\$ 50.00 Transfer/assignment inspection.

Lodging Tax Registration Required: Register your Transient Rental property with Erie County in order for lodging taxes (Erie County and City tax) to be collected. If you have questions regarding the lodging taxes, contact Erie County at 419-627-7743.

I hereby certify that I am the owner of record of the named property and/or I have been authorized to make this application as an authorized representative of the owner, and agree to conform to all applicable laws, regulations, and ordinances of the city. All information contained within this application is true and accurate to the best of my knowledge and belief. In addition, I/we the undersigned do hereby consent to the entry upon said property by the City of Huron and its officers, employees, and/or agents for the purpose of inspection of said property pursuant to the code. I further certify that I have authority to grant access to said property.

Date: _____ Applicant Signature _____

Date: _____ Property Owner Signature _____
(required)

INCLUDE ALL REQUIRED DOCUMENTS AND FEE WITH APPLICATION

Zoning Department Use Only

Date received: _____

Application complete _____ Comment: _____

Fee included: _____ Method of payment: _____