



CITY OF FRANKFORT
Planning and Community Development
P.O. Box 697
Frankfort, Kentucky 40602
Phone: (502) 352-2094 Fax: (502) 875-3579
www.frankfort.ky.gov

SHORT TERM RENTAL REGISTRATION

Please Note that Short Term Rentals are Valid from May 1st until April 30th of each year.

APPLICANT INFORMATION:

Name: _____ (This is the Primary Contact Person for Guests)

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

MANAGING AGENT INFORMATION (If Different From Applicant):

Name: _____ (This is the Primary Contact Person for Guests)

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

RENTAL UNIT INFORMATION:

Address of Property: _____

Number of Bedrooms: _____

Type of Rental Unit:

"Owner-Occupied" – Having guests stay in rooms while I am also residing at my unit during their stay.

"Non-Owner Occupied" – Having guests stay in a unit I own but do not reside in.

Please list any and all hosting platforms on which you plan to list your unit, including personal webpages:

Short-Term Residential Rental Registration Affidavit

I affirm, under penalty of perjury, that the information contained in this application and all documents tenured in connection with this application are accurate and complete. Furthermore, I certify that I have reviewed and will comply with all other requirements of the City of Frankfort Code of Ordinances, City of Frankfort Zoning Ordinance, the Kentucky Building Code, the Kentucky Residential Code and the City of Frankfort Nuisance Code, including, but not limited to:

- A. The maximum stay for short term rentals shall be 29 consecutive days for the same occupant.
- B. The dwelling unit shall be limited to one single short term rental contract at a time.
- C. The maximum number of persons residing in the short term shall not exceed two times the number of bedrooms plus four individuals.
- D. No food or alcoholic beverages shall be prepared for or served to the guest by the host.
- E. Outdoor signage in conjunction with the short term rental is prohibited.
- F. If the short term rental is not the primary residence of the host, they shall provide information on how to be contacted by phone, email, and address. This information shall be provided in a conspicuous location within the short term rental.
- G. Each short term rental shall provide an evacuation plan and provide smoke detectors in compliance with the Kentucky Residential Code.
- H. Parking for short term rentals shall be provided in accordance with Article 12. Hosts shall provide one (1) parking space per short term rental contract.
- I. The short-term rental shall comply with the City’s Noise Regulations established in the Code of Ordinances – Section 131.01. Guests with pets are subject to the City’s provisions regarding animals, found in Chapter 90 of the Code of Ordinances. If the property is subject to two (2) or more substantiated civil and/or criminal complaints, the Planning Director may revoke the approval of the short term rental.
- J. All short term rental hosts must submit an annual registration form to the Department of Planning and Community Development to ensure that all requirements of Section 19.15 have been met, as well as obtain a business license through the City’s Finance Department.
- K. The short term rental host shall request a rental housing inspection at the time of annual registration through the Department of Planning and Community Development.
- L. If the short term rental ceases operations they shall notify the Department of Planning and Community Development in order to keep an up-to-date record of operating short term rentals within the City.

I understand that failure to comply with any of the above-listed conditions, in addition to those set forth in the Short-Term Rental Regulations, will be cause for enforcement action by the Department of Planning & Community Development, which may result in the accrual of fines and penalties and/or prohibition from operation of future short-term rentals.

Signature

Date

FOR OFFICIAL USE ONLY

Permit #: _____

Zoning of Property: _____

Conditional Use Required: Yes _____ No _____

Date Conditional Use Granted: _____

Date of Occupancy Inspection: _____

Business License Application Filed: Yes _____ No _____

Fee: _____

(Please note there is no fee for the Registration of your unit. The \$20.00 fee assigned is for the Occupancy Inspection).

Conditions of Approval, if any:

Planner Approval:

Building Inspector Approval:
