



Village of Fairport Harbor

220 Third Street, Fairport Harbor, Ohio 44077
 Phone: 440-352-3620
 FairportHarbor.org/Zoning

OFFICE USE ONLY
App No.:
Penalty Fee: [] Yes
Payment Method: [] Cash [] Check No.:
Receipt No.:

SHORT-TERM RENTAL REGISTRATION APPLICATION

(Please Fill Out Entirely in Type or Legible Print)

Property Owner Information		
Company Name:		Contact Person:
Address:		
City:	State:	ZIP:
Phone:		Email:

Property Manager Information <i>(If the owner is the property manager, please leave blank)</i>		
<i>By completing this section, the applicant understands that the Property Manager is authorized to act as an agent of the owner, and may receive notices of violation and other documentation.</i>		
Company Name:		Contact Person:
Address:		
City:	State:	ZIP:
Phone:		Email:

Short-Term Rental Property Information
<i>A unique application must be submitted for each individual property</i>
Street Address:
Type: [] Whole House (Single-Family) [] Duplex [] Apartment Building [] Other:
Number of Units:
Was a Conditional Use obtained? [] No [] Use began before required [] Yes, Case No.:
<i>Conditional Use authorization is required on Short-Term Rentals started after February 20, 2025.</i>

Verification of Standards
By submitting this application, the applicant accepts and confirms compliance with the following standards outlined in Village Code §1381.07:
a) Short-term rental units shall be rented or let by the whole dwelling unit. The renting or letting out of individual rooms shall be prohibited.

OVER >

- b) Short-term rental units shall comply with the regulations in §1317 (Property Maintenance Code).
- c) The short-term rental unit shall have proper trash collection containers available for short-term tenants. Outdoor areas or containers holding or storing trash, garbage, or recycled materials shall be screened on three sides from adjoining properties, streets, and other public areas.
- d) The short-term rental unit shall have off-street parking for one vehicle per every two bedrooms within the dwelling unit.
- e) Electric mobility devices and/or lithium-ion powered devices shall not be stored indoors.
- f) Sleeping rooms shall not be permitted in the attic or basement levels without secondary means of egress.
- g) The short-term rental unit shall have operable smoke detectors in each sleeping area in each dwelling unit.
- h) The short-term rental unit shall have operable carbon monoxide detectors if there are solid, or fuel fired devices present.
- i) The short-term rental unit shall have at least accessible two (2) means of egress from the unit.
- j) The short-term rental unit shall have the address posted on the outside of the unit.
- k) The short-term rental unit shall have at least one 1A 10BC fire extinguisher that has been inspected and tagged by a licensed company annually and is in a visible location.
- l) The short-term rental unit shall have all fuses and/or breakers labeled in the electric panel.
- m) The short-term rental unit shall have the water utility shutoff labeled.
- n) The short-term rental unit shall have limited use of extension cords. Refrigerators and window air conditioning units shall be directly plugged into electrical outlets.
- o) The short-term rental unit shall have all electrical outlets, light switches, and junction boxes covered with appropriate material.
- p) The short-term rental unit shall have no exposed electrical wiring.
- q) Completion of an annual fire safety inspection conducted by the Fairport Harbor Fire Department.
- r) **Interior Signage Required.** The owner of any building having short-term rental units shall post, in at least two prominent places inside the unit, the address of the unit (including house number, street, city, state, and ZIP-code) and the words “*In Case of Emergency Call 9-1-1*”.
- s) **Records Required.**
 - 1) A short-term rental host that offers a short-term rental shall retain records to demonstrate compliance with this section, including, but not limited to, the name and primary residency of the short-term rental guest responsible for the reservation, dates and duration of stay, and the rate charged for each short-term rental on each night.
 - 2) A short-term rental host that provides units for short-term rental use shall retain records for a period of at least three (3) years.
 - 3) If a request to inspect the records is denied, any officer or employee of the Fairport Harbor Police Department, Fire Department, or Administrator’s Office may seek an administrative search warrant from a court of competent jurisdiction authorizing said inspection.

Forms Required:

- Proof of registration with the Regional Income Tax Agency (RITA) and the Lake County Lodging Unit Tax Office.

Application Fee: \$100.00 per short-term rental unit

Applicant Signature

The undersigned hereby declares that the information contained in this application, the attached schedules and forms, and the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a license is granted, I agree to comply with local ordinances and the conditions of the license. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership by signing below. I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

The undersigned certifies that the information in and with this application is true and accurate, and consents to agents of the Village entering the premises for inspection and verification of information submitted, as applicable; and if a permit is issued, to verify conformance to requirements and conditions of issuance.

If the applicant provided a Property Manager, the undersigned acknowledges that the property manager is authorized to act as an agent of the owner, and may receive notifications of complaints, damages, emergencies, substandard conditions, and other communications, including but not limited to service of process on the property owner’s behalf.



Signature of Applicant: _____ **Date:** _____

Incomplete applications will not be processed.

Forms of Payment Accepted:

- Cash
- Check (payable to “Village of Fairport Harbor”)
- Credit Cards (\$2.25 processing fee)

Mail completed applications to:

Zoning Department
 Village of Fairport Harbor
 220 Third Street
 Fairport Harbor, Ohio 44077

Email completed applications to:

Zoning@FairportHarbor.org