

Planning and Zoning Division
 300 S. Church
 Jonesboro, AR 72401

	Create floor plan	Basic floor plan on letter sized (8.5" x 11") paper MUST include all rooms with walls, doors, windows, and smoke detectors identified for each floor of house
	Proof of notification to adjacent property owners	Proof of insurance evidencing homeowner's fire hazard and liability insurance. Liability coverage shall have limits of not less than one 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).
	Provide two forms of identification showing proof of residence	Such documents must show property address and may include a AR driver's license, other state of AR ID card, Craighead County voter registration card, pay stub, work ID or badge, IRS W@ form, or bank statement.
	Proof of payment of all taxes due	Proof of payment of all taxes due, including property taxes and, for permit renewals all applicable room, occupancy, and sales taxes required by state law or the City Code.
	Contact information for applicant and responsible party	Name, phone number, address, and email of the person that will be the responsible party for the short term rental operation. The responsible party must reside within a 25 mile radius of the subject property.
	Homeowners Association statement	A statement that the applicant has confirmed that operating the proposed STRP would not violate any Home Owners Association agreement or bylaws, condominium Agreement, Covenants, Codes and Restrictions of any other agreement governing and limiting the use of the proposed STRP property (pdf template)
	Notarized affidavit	Affidavit confirming that all information provided with the application is true and accurate (pdf template)
	Meet with Planning Office	Provide the aforementioned documents to the planning official to begin the application process
	Initiate Fire Marshal Inspection	After the STRP permit application has been generated, applicants must meet with the Fire Marshal's Office to initiate an inspection of their property (pdf instructions).
	\$\$\$ Permit Fee	Pay \$\$\$ Permit fee – cash, check or credit cards are accepted (a 2.3% processing fee will be applied to all credit card payments)
	Receive Permit	Unless or until you receive a permit, you are not authorized to list your property for rent on a website.
	Post permit on listing	The permit number or a picture of your permit must be included in the listing on all short term rental postings.