CITY OF GULF SHORES™ ALABAMA

SMALL TOWN, BIG BEACH™

RENTAL PROPERTY LICENSE CHECKLIST

FINANCE AND ADMINISTRATION SERVICES

This checklist is designed to aid both the Applicant and the City in the completion and processing of the business license application for rental property. Completed application and all required documentation may be submitted in person or by mail, email, or fax [(251) 968-1470].

All business licenses expire December 31st. Renewals are due January 1st and are delinquent after January 31st. (Insurance company licenses are delinquent after March 1st.)

Completion of application:

- ☐ Completed business license application (separate application per business location)
  - Application must be typed or printed
  - Signed by owner, partner, or business officer (unless submitted electronically)
- ☐ Required documentation:
  - Copy of driver's license
  - Copy of lease agreement for long term rentals only

Processing of application:

- ☐ Physically located in Gulf Shores:
  - Revenue: reviews application and required documentation for completeness
  - Planning & Zoning: reviews for zoning compliance
  - Fire Marshal: performs safety inspection (if applicable)
  - Revenue: collects payment and issues certificate

Additional Information

- ☐ Safety Inspections are required every 3 years. Contact the Building Department at (251) 968-1142 for questions or to schedule a safety inspection. Attached is a checklist regarding the safety inspection.
- ☐ Lodging Taxes: 11% for City Limits or 8.5% Police Jurisdiction (4% State + 2% Baldwin County + 5% City of Gulf Shores or 2.5% Police Jurisdiction)
  - Monthly gross revenue including rental, parking, and cleaning fees
  - Due by the 20th of the month regardless of the amount of income
  - Management Company may remit payment on your behalf.
  - Self-remitter of lodging taxes:
    - Register with My Alabama Taxes (www.myalabamataxes.alabama.gov) for local and lodging tax account numbers.
    - Setup profile and add Gulf Shores to local tax account id
    - File and remit required lodging tax

CITY OF GULF SHORES ALABAMA	RESIDENTIAL RENTAL INSPECTION PROGRAM CITY OF GULF SHORES, ALABAMA 251-968-1150 EMAIL: tnorman@gulfshoresal.gov
OWNER NAME: _____ ADDRESS: _____ _____ PHONE: _____	RENTAL PROPERTY : _____ AGENT: _____ ADDRESS: _____ _____ PHONE: _____

C=COMPLIANT NC=NON-COMPLIANT NA=NOT APPLICABLE

CODE	INTERIOR INSPECTION	C	NC	NA	NOTES
704.2	**SMOKE DETECTORS**				
	Working properly				
	Installed on every floor				
	Installed in every sleeping room				
	FIRE EXTINGUISHERS				
	Installed in kitchen				
	Installed on every floor				
305.4 305.5	**STAIRS**				
	Handrails installed and secure				
	Guardrails installed where required				
	Stairway lighting				
702.4	**EMERGENCY RESCUE OPENINGS**				
	Required windows are operable				
	required doors are operable				
	sleeping rooms provided w/ openings				
605.1 604.3	**ELECTRICAL**				
	Electrical panels have covers				
	No open wiring				
606.1	**Elevators**				
	Yearly certification				
	EXTERIOR INSPECTIONS	C	NC	NA	NOTES
304.1	**BALCONIES AND DECKS**				
	secured properly				
	adequate support				
	guardrails meet load requirements				
303.1	**SWIMMING POOLS**				
	Proper gates / guards installed				
	required alarms at exterior doors				
304.12	**STAIRS**				
	Adequate support				
	Guardrails properly secured				
	Handrails installed				
304.4	**FOUNDATIONS**				
	Adequate support for pile structures				
	Adequate connectors installed				
304.3	**911 ADDRESSING**				
	4 inch numbers on street side				
	4 inch numbers on beach side				
●	APPROVED FOR RENTAL INSPECTION CERTIFICATE				
●	REINSPECTION REQUIRED				

_____ _____

INSPECTOR **DATE**