GoodNight
HOME WHEREVER YOU GO

Permit Checklist

The documents highlighted are the necessary documents needed to submit to your OSM for the completion of the permit.

Proof of Payment of All Taxes Due	Proof of payment of all taxes due, including property taxes. For permit renewals, all applicable room, occupancy, and sales taxes required by state law or the Metropolitan Code.
Chain of Ownership	For ownership in the name of a trust, LLC, etc. Provide Articles of Organization and/ or other registered documents that link ownership to the individual within the organization applying for the permit.
Create floor plan	A floor plan OF THE ENTIRE DWELLING 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. For single and two family dwellings, the floor plan must be certified by a state licensed architect, engineer, or home inspector.
Proof of Liability Insurance	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.
Notarized Affidavit	Not-Owner Occupied Affidavit confirming that all information provided with the application is true and accurate.
Proof of notification to adjacent property owners	Property owners adjacent to the applicant property must be notified in-person or via certified mail.
HoA & Contact Information: **Homeowners Association Stement** **This is a requirement for every application, whether you have an HOA or not.**	A statement that 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 or any other agreement governing and limiting the use of the proposed
Contact Information	STRP property.
Same template for HoA & Contact	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.
Submit Application Documents	Once application documents are gathered, email a single pdf to: strpapplications@nashville.gov
Initiate Fire Marshal Inspection **This applies to Multifamily structures only (3+ dwellings on the property).**	For After the STRP permit application has been generated, applicants must schedule an inspection with the Fire Marshal's office.
$313.00 Permit Fee	Once application has been approved, pay $313.00 permit fee. Instructions for online payment will be emailed (a 2.3% processing fee will be applied to all credit card payments). Exact cash or check must be paid in person.
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.

Please consult with your GoodNight Stay team prior to making any ownership changes to your deed and/or LLC.
Once permitted, GoodNight Stay will manage the renewal process and ensure that your permit is renewed annually.