



# Lumpkin County, GA

Submit online or deliver original application to:

Lumpkin County Planning Department  
25 Short St, Dahlonega, GA 30533

All questions MUST be answered legibly in blue or black ink and application must be notarized. Additional information may be required.  
\*Incomplete applications will be denied\*

- Application for new STR     
  Application for renewal     
  Application for Change of Ownership

<b>STR RENTAL HOST CONTACT INFORMATION (Innkeeper) ** If applicant is a business entity, list the name of the authorized agent.</b>	Name: _____ Mailing Address for applicant: _____ Email address: _____ Daytime Phone _____ Mobile Phone _____ Emergency Contact: Name _____ Phone number _____
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<b>RESPONSIBLE PARTY CONTACT INFORMATION **24 hours/7days a week Respond within 2 hours of complaint/issue.**</b>	Name: _____ Mailing Address: _____ Email address: _____ Daytime Phone _____ Mobile Phone _____
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<b>PROPERTY INFORMATION</b>	Street Address of Property: #1. _____/City _____ #2. _____/City _____ #3. _____/City _____ #4. _____/City _____ Unit/Suite/Apt _____ Owner of record of the property: _____ Current use of dwelling unit/small lodging/B&B: _____ Does property <b>owner owe any Lumpkin County property tax?</b> YES or NO <input type="checkbox"/> YES <input type="checkbox"/> NO Total number of bedrooms in the STR _____ Total number of parking spaces on property _____ Residential Structure      Small Lodging      B&B      Other <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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<b>DWELLING INFORMATION</b>	<p><b>Is the STR equipped with any of the following:</b></p> <p>Monitored smoke alarm/detection system monitored by 3rd party? <input type="checkbox"/> YES or NO <input type="checkbox"/></p> <p>Stand alone or interconnected smoke detectors? <input type="checkbox"/> YES or NO <input type="checkbox"/></p> <p>Fire Sprinkler System? <input type="checkbox"/> YES or NO <input type="checkbox"/></p> <p><b>Are you making any of the following changes to accommodate this use:</b></p> <p>Structural or layout changes to the building? <input type="checkbox"/> YES or NO <input type="checkbox"/></p> <p>Adding or changing heating, ventilation, or air conditioning systems? <input type="checkbox"/> YES or NO <input type="checkbox"/></p> <p>Adding or changing plumbing systems? (sinks, toilets, showers, etc)? <input type="checkbox"/> YES or NO <input type="checkbox"/></p> <p>Adding or changing electrical (lights, switches, outlets, etc.)? <input type="checkbox"/> YES or NO <input type="checkbox"/></p>
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<p><b>APPLICATION CHECKLIST:</b></p> <p>The following information and documentation must accompany the application (please attach or upload ALL documents)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Copy of driver's license.</b></li> <li><input type="checkbox"/> <b>Non-refundable application fee of \$100</b></li> <li><input type="checkbox"/> Responsible Party Affidavit is complete and provided to the planning department.</li> <li><input type="checkbox"/> Set up hotel/motel tax proceeds account with Finance Department.</li> <li><input type="checkbox"/> How is the STR advertised?    VRBO    AirB&amp;B    Other</li> <li style="margin-left: 20px;">VRBO# _____ AirB&amp;B# _____ Other# _____</li> <li style="margin-left: 40px;">_____</li> <li style="margin-left: 40px;">_____</li> <li style="margin-left: 40px;">_____</li> <li><input type="checkbox"/> Direct link to property on STR Advertising Website(s): _____</li> <li><input type="checkbox"/> Establish a sales and use tax account with the state of Georgia.</li> <li><input type="checkbox"/> Provide the Georgia sales tax number to the Planning Department.# _____</li> </ul>
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I hereby certify and acknowledge by my initials and signature below that:

- \_\_\_\_\_ this application is complete and accurate, and
- \_\_\_\_\_ I have reviewed and understand the applicable Land Use and STR regulations for operating a STR,
- \_\_\_\_\_ I am the owner or agent of the property where the STR unit is to be located,
- \_\_\_\_\_ I will/will not reside overnight on the property while STR guests are present,
- \_\_\_\_\_ this property has no deed restrictions or covenants that prohibit STR's,
- \_\_\_\_\_ I will keep a guest register including names, addresses and dates of occupancy of all guests,
- \_\_\_\_\_ I will comply with all business license and revenue collection laws of the County and State,
- \_\_\_\_\_ the portion of the premises used for the STR use may be inspected by County personnel on an annual basis to check for compliance as per Lumpkin County Ordinances,
- \_\_\_\_\_ I am aware that an annual renewal is required,
- \_\_\_\_\_ that I have no financial obligations with Lumpkin County.

\*\*STR must be reported to the Assessor in writing within 1 month of the change in use or beginning of the use.

**Signature of prospective STR owner or agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Notary Public

My Commission expires \_\_\_\_\_

Once an application is received and determined to be complete, the Planning staff will review the submitted documents to ensure land use compliance and additional information may be requested.

<b>OFFICE USE ONLY</b>	date & time application received:	fee:	STR Host license # _____
Results:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/ conditions	<input type="checkbox"/> Disapproved
Conditions:	Date: _____		