Short-term Rental Permit Application Check List

Permit Application fee of $250.00 for the initial application and $200.00 annually thereafter. (Note: A Permit Application is required for each STR even if the STR is owned by the same owner and/or the STRs are in the same dwelling.)

Required Information

1) STRP information - Street address, tax block and lot, and ward

2) STRP owner personal contact information – Name, address, email, telephone number

3) If the owner of record is not a natural person, names and personal contact information for all partners, officers and/or directors of the owner entity

4) STRP Agent - 7 day a week, 24-hour a day contact information

5) STRP Responsible Party - 7 day a week, 24-hour a day contact information

6) Parking Spaces - The number and location of all parking spaces available to the STRP, which shall include the number of legal off-street parking spaces and on-street parking spaces directly adjacent to the premises.

Required Documents

- Proof of the owner's current ownership of the STR unit (ie – tax bill)
- Proof of principal residence (ie – driver’s license or State ID card)
- Copies of two (2) recent (less than 30 days old) utility bills
- Proof of general liability insurance in a minimum amount of $500,000.00
- Copy of the Bylaws, Master Deed, or other relevant governing document if the STR is in a condominium or other association.
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- **Zoning Compliance Certificate**
  
  The Certificate must be obtained from:
  Division of Zoning Enforcement
  City Hall Annex
  1 Jackson Square
  Jersey City, New Jersey 07305
  (201) 547-4832
  Email: Paganos@jcnj.org or Ntaylor@jcnj.org

  The applicant must specify that he/she is requesting the Zoning
  Compliance Certificate required for a STR permit and must provide the
  property address including the unit no. if applicable.

- **Proof of no outstanding fines or penalties with Jersey City Municipal Court**

  Confirmation must be obtained from:
  Office of the Municipal Prosecutor
  365 Summit Avenue, Room 219
  Jersey City, New Jersey 07306
  (201) 209-6755
  Email: prosecutor@jcnj.org

  This request must be made by email. The applicant must specify that
  he/she is requesting confirmation that (1) there are no outstanding fines or
  penalties with Jersey City Municipal Court and that (2) there are no noise
  violations under Local Ordinance Chapter 222 in the last two years, as
  required for a STR permit. The request must include the name, address,
  email address and telephone no. of the owner or, if the owner is not a
  natural person, names and personal contact information for all partners,
  officers and/or directors of the owner entity.

- **Proof of no outstanding taxes, water and sewer charges**

  Confirmation must be obtained from:
  Division of Collections
  City Hall
  280 Grove Street, Room 101
  Jersey City, New Jersey 07302
  (201) 547-5124
  Email: jsisk@jcnj.org

  The applicant must specify that he/she is requesting confirmation that
  there are no outstanding taxes, water and sewer charges as required for a
STR permit. The request must include the property address including the unit no. if applicable and the name and current address of the owner.

- Affidavit of Owner with Notice to Transient Occupants attached
- Certification of STRP Agent
- Certification of Responsible Party

These forms – Affidavit of Owner, Certification of STRP Agent, Certification of Responsible Party, and Notice to Transient Occupants available online at:

https://cityofjerseycity.com/CityHall/HousingAndDevelopment/housingpreservation

**Required Inspections** (scheduled after the Permit Application is reviewed for compliance)

- Housing Code Enforcement
- Fire Official

**Permit**
Upon satisfactory inspections, the permit will be issued within thirty (30) days.