

How to Apply for a Short-Term Rental License

1) Visit the online citizen portal

- ❖ Click the link below to be brought to the online portal or input link into your browser address bar:

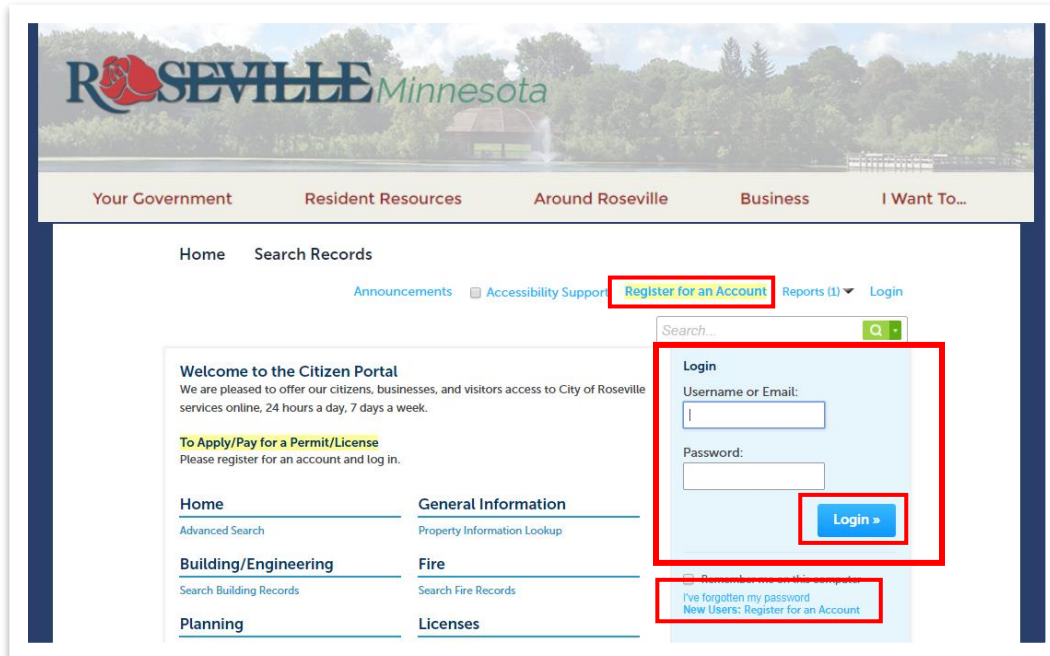
- ❖ www.cityofroseville.com/epermits

2) Log in (or create an account for new users)

- Enter your username or email
- Enter your password
- Click the **Login** button

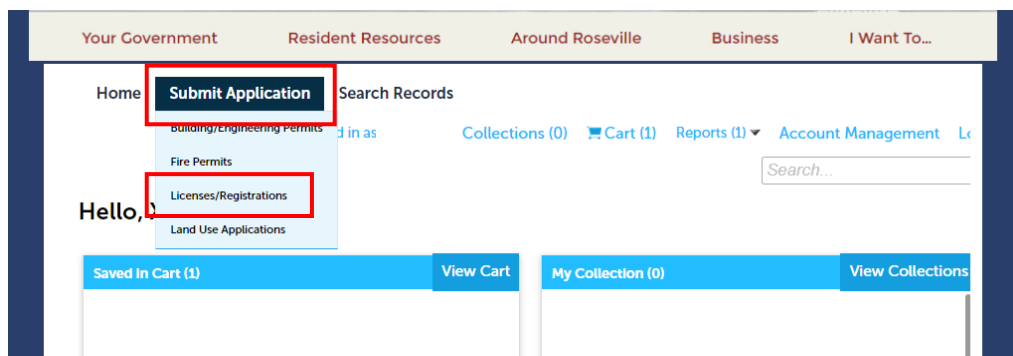
- ❖ If you do not have an account, you can create one by clicking **Register for an Account**

- ❖ If password is unknown, choose the **I've forgotten my password** option or call us at 651-792-7013 for a password reset



3) Submit an application

- Hover over **Submit Application**
- Select **Licenses/Registrations** from the dropdown menu



4) Read and accept the terms and conditions regarding use of online portal

- Check the **I have read and accepted the above terms** box
- Click the **Continue Application** button

Online License Application

Welcome to our Online Licensing System. Using this system you can submit information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the City of Roseville attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

I have read and accepted the above terms

Continue Application >

5) Select Short-Term Rental License Application

- Scroll downwards and click **Rental Housing** to expand
- Select the **Short-Term Rental License Application** option
- Click the **Continue Application** button

Select a License Record Type

First select the category of license you are applying for, then choose one of the listed available license application types. For assistance or to apply for a record type not listed below please contact us.

Tree Contractors: Complete a City Contractor License application. During the process a license type is required--choose "Tree Contractor".

Rental License Application: For owners of properties with 5 or more units. [Learn more about the Rental License program.](#)

Rental Registration Application: For owners of properties with 1-4 units. [Learn more about the Rental Registration program.](#)

Search

City Contractor

▼ Rental Housing

- Rental License Application
- Rental Registration Application
- Short-Term Rental License Application

Continue Application >

Step 1: Short-Term Rental

6) Address

- Enter **ONLY** the street **number** (for best results) and/or only the street **number** and street **name**
 - ❖ Entering in only a portion of the Street Name would also suffice
 - (i.e. "County" for "County Road B", "Lar" for Larpenteur," etc)
- Click the **Search** button

* Street No.: * Street Name:

Street Type: --Select-- Direction: --Select--

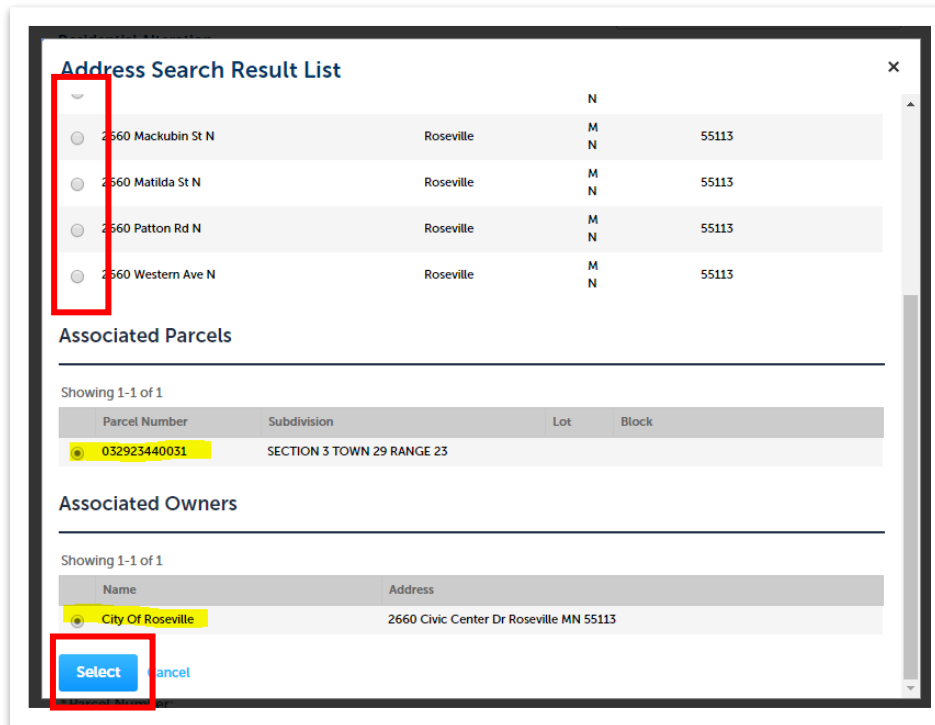
Unit Type: --Select-- Unit No.:

City: State: MN * ZIP:

Search **Clear**

❖ Parcel and owner information should fill automatically **OR** an Address Search Result List box will pop up

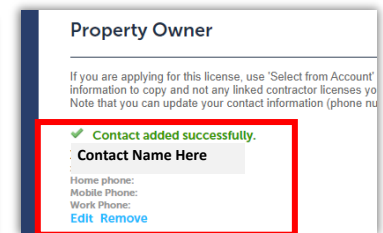
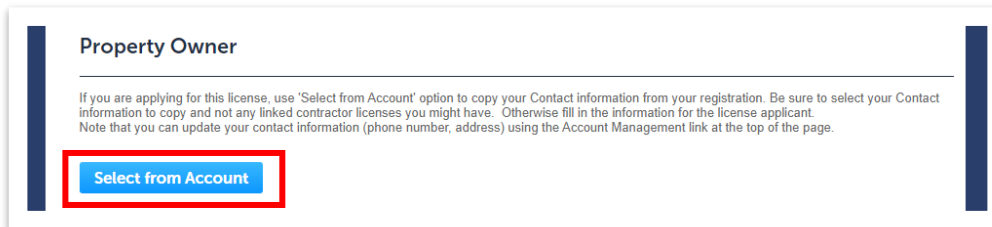
- c) Select the proper address by clicking the circle to the left
- d) Scroll down and click the **Select** button



- ❖ Parcel and owner information should fill automatically
- ❖ Owner information can be manually changed if it is not up to date

7) Property Owner

- a) Select the **Select from Account** button
- b) Your contact information should be automatically added

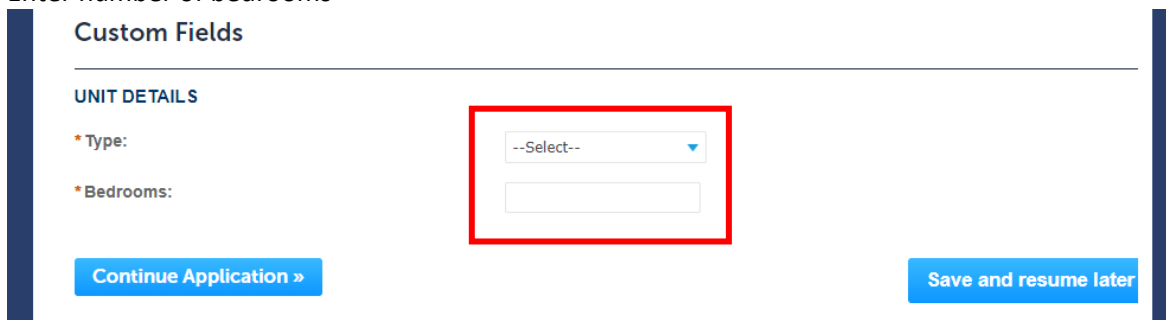


8) Agent

- ❖ This section is only to be filled in if another party manages the rental unit. If you own AND manage the unit yourself, LEAVE THIS BLANK.

9) Custom Fields

- a) Select type of unit from the dropdown menu
- b) Enter number of bedrooms



- c) Click the **Continue Application** button

Step 2: Review

10) Review Application Information

- Read terms at the bottom and check the **By checking this box, I agree to the above certification** box
- Click the **Continue Application** button after reviewing application

I certify that I have read and understand that the maximum occupancy per unit is either 4 or less unrelated adults or one family pursuant to Roseville City Codes 906.06 and 1001.10. I also certify that the information included in this application is true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: _____

[Continue Application »](#) [Save and resume later](#)

Step 3: Pay Fees

11) Submit Payment

- Review Fees: Select **Check Out** to pay now or **Continue Shopping** to apply for more applications and pay for all at once

Step 3: Pay Fees

Listed below are the license application fees based upon the information you've entered.

Application/Renewal Fees

Fees	Qty.	Amount
Processing Fee	1	\$2.00
Short-Term Rental License Fee	1	\$515.00

TOTAL FEES: \$517.00
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#) [Continue Shopping »](#) [Defer Payment »](#)

- Select Item(s) to Pay: Select **Checkout** to pay now or **Continue Shopping** to apply for more applications and pay for all at once

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

1 Application(s) | \$517.00

Short-Term Rental License Application 21TMP-001214	Total due: \$517.00
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Total amount to be paid: \$565.00
Note: You MUST click the Checkout button below to fully submit your application, even if no fees are due at this time.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

- Enter credit card information
- Select the **Submit Payment** button towards the bottom

Step 4: Application Submitted

Your application has been successfully submitted.

❖ Your license will be issued and emailed to you

For assistance, please contact us at 651-792-7013.