

Program Background

Short Term Rentals—(VRBO, AirB&B, etc)

In 2021, Roseville City Council adopted Ordinance No. 1596, establishing licensing for short term rentals. This ordinance went into effect February 10, 2021.

Short term rentals are defined as:

- *A non-owner occupied dwelling unit rented for a period of thirty (30) consecutive days or less.*
- *Rentals less than seven (7) consecutive days are prohibited between October 1st and May 1st and rental less than ten (10) consecutive days are prohibited between May 1st and October 1st.*
- *The use of recreational vehicles, campers or other similar vehicles as rentals is prohibited.*
- *Short-term rental periods from eight (8) to thirty (30) consecutive days require a license under Chapter 909 of the City Code.*



Thank You

for making Roseville
a desirable place to
live, work, and play!

**APPLY FOR YOUR SHORT TERM
RENTAL LICENSE AT:**

www.cityofroseville.com/epermits

Need More Information?

Call the Rental Registration Line

- 651-792-7013

Go Online

- **Apply for your Short Term Rental License at: www.cityofroseville.com/epermits**

Visit us at the
Community Development Dept
Roseville City Hall
2660 Civic Center Drive, Roseville, MN 55113



Short Term Rental License Program (VRBO, AirB&B, etc.)

Chapter 909 of Roseville City Code requires that non-owner occupied single family homes, townhomes, condominiums, duplexes, and twinhomes rented for stays of 30 days or less be licensed annually by the City.



Community Development Department
Short Term Rental License
2660 Civic Center Drive
Roseville, MN 55113

www.cityofroseville.com/rentalregistration

Phone: 651-792-7013

E-mail: rentalhousing@cityofroseville.com

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SHORT TERM RENTAL LICENSE PROGRAM

What type of property must be licensed?

Short Term Rental (examples: VRBO, AirB&B) - Properties must be licensed under the Short Term Rental License Program ,if not owner occupied during rental. Property types include:

- Single-family Dwellings
- Duplexes
- Triplexes
- Fourplexes
- Townhome units
- Twinhomes
- Condo units

What type of property is NOT required to be licensed?

The following properties are exempt from licensing:

- Individual sleeping rooms within an owner occupied residence.
- Rentals where the owner is present for the duration of the rental.
- Rentals that exist solely due to “rent-back” provision of property sales.
- Month to month rental leases that originated from a lease period in excess of 30 consecutive days.
- Rental Buildings with more than 4 units**
- Hotels/Motels and/or similar establishments.

****Rentals with more than 4 units must be licensed by the City of Roseville Fire Department. Call 651-792-7340**

How do I apply for a Short Term Rental License (VRBO, AirB&B, etc)?

- See information relating to Short Term Rental License on the City Website.
- Begin license application process online at: www.cityofroseville.com/epermits
- Contact City Staff at 651-792-7013.

Is a Short Term Rental License required before I rent my property?

Yes. Applicants are required to apply for their license online and pay the annual license fee.

What is the approval process for a Short Term Rental License?

Approval of the license application by City Council is required before rentals are allowed.

How many renters can I have?

City ordinance allows a maximum of 1 FAMILY or 4 UNRELATED ADULTS to occupy a single-family rental unit.

What happens if I sell my rental property?

Licenses are non-transferable. Once the property is sold, the new owners must apply for a new license within 30 days of the sale.

How often do I license my property?

Annually—the license expires one year (365 days) from date of issuance.

Is there a penalty for late Licensing?

- Yes. Any license not renewed after expiration, with continued short term renting, of the property is considered in violation of the ordinance and subject to fines and additional fees.
- Failure to obtain license or renew license may result in further action and fines.
- Property owners who are licensing a property for the first time must be issued a license before renting the property.

How do I review the requirements of the Short Term Rental License?

Please review City Ordinance No. 1596, City Code Chapter 909.

Does the City inspect my rental property?

No, an interior inspection is not required. The City may do a walk-by inspection, exterior inspection as part of its Neighborhood Enhancement Program.

I have a rental building that has more than 4 units. What should I do?

Rental buildings with more than 4 units must be *licensed* by the City of Roseville. Please call the City of Roseville Fire Department at 651-792-7340 for more about rental licensing.

What is the License fee?

The annual license fee is \$525.30* per rental unit. *Includes Processing fee. Apply and pay online at www.cityofroseville.com/epermits

Need to Apply for a Short Term Rental License?

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www.cityofroseville.com/epermits

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