



November 19, 2021

**We heard you!**  
**Inspection/Certificate of Occupancy requirements are changing.**

## **STR Owner**

### **Renewal: 2021 Hot Springs Short-Term Rental License**

You may apply to renew the license on-line at [www.cityhs.net/str](http://www.cityhs.net/str). Renewal grace period expires April 30, 2022. Renewals take precedence over new applications; no exception to the grace period is possible as interest in new licenses is quite high. Licenses not renewed by the deadline will be treated as new applications subject to Special Use approval and fees.

**Inspection required:** Please note each renewal requires you to attach its "Short-Term Residential Rental Certificate of Occupancy" documenting that your rental complies with all items on the *Hot Springs Short-Term Rental Inspection Form*. You may apply beginning December 2, 2021, for a Certificate of Occupancy inspection at [www.cityhs.net/str](http://www.cityhs.net/str) or by calling 501-321-6846 or 501-321-6851. The Certificate of Occupancy inspection fee is \$50 per rental unit.

**Individual unit license required:** Each and every rental unit requires its own license and inspection; likewise each and every rental unit requires its own compliance documentation. This year you may have had a Short-Term Rental License that covered multiple units. Requirements for 2022 renewals more specifically require individual unit licensure.

If by some chance you acquired 2021 licensure for rental units that do not actually exist, please understand that non-compliance with Short-Term Rental requirements may render renewal impossible.

[www.cityhs.net/str](http://www.cityhs.net/str) is your source for information, updates and changes to Hot Springs Short-Term Rental code requirements. To help you prepare for Inspection you can view a sample form there. The Certificate of Occupancy is a prerequisite to initiate renewal. You may remit fees on-line.

Regards,

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Planning Manager