Short Term Rental Guide

If you are converting a property into a Short Term rental, or registering for the first time, this is considered a change of use and inspections are required, and you will need a Short Term Rental Permit. See list below for explanations and requirements. 10 occupant's total, maximum per rental unit!

Conversion from a Single Family Residence to a:

- **Boarding House** (not owner occupied and 10 guest maximum), if home will be rented as a whole unit.
    - The codes set forth in the Kentucky residential code will apply
    - Interconnected smoke detectors in the sleeping rooms, and smoke, or smoke carbon combo detectors (required where a garage, and or gas fired appliances are present) adjacent to each sleeping area.
    - Building identification with minimum of 6 inch numbers with a ½" strike to be on front of building, visible from street

- **Bed and Breakfast Homes** (owner occupied and fewer than 5 guest), Shall require as follows:
    - If each suite of bedroom, is rented separate, then the hallway or corridor connecting the suite to the exit path shall be permanently illuminated, and battery backup Emergency lighting shall be provided.
    - Interconnected smoke detectors in the sleeping rooms, and smoke, or smoke carbon combo detectors (required where a garage, and or gas fired appliances are present) adjacent to each sleeping area.
    - Minimum of (2) remote exits to the outside from the ground floor.
    - Self-closing Doors connecting to the hallway of corridor.
    - Building identification with minimum of 6 inch numbers with a ½" strike to be on front of building, visible from street
    - If more than 2 stories above grade, fire protection systems may be required

- **Bed and Breakfast Inns** (owner occupied and 6 or more guest rooms)
    - Will require at least (1) accessible unit per building with a roll in type shower
    - If each suite of bedroom, is rented separate, then the hallway or corridor connecting the suite to the exit path shall be permanently illuminated, and battery backup emergency lighting shall be provided.
    - Interconnected smoke detectors in the sleeping rooms, and smoke, or smoke carbon combo detectors (required where a garage, and or gas fired appliances are present) adjacent to each sleeping area.

- Minimum of (2) remote exits to the outside from the ground floor.
- Self-closing doors connecting to the hallway of corridor.
- Building identification with minimum of 6 inch numbers with a ½" strike to be on front of building, visible from street
- If more than 2 stories above grade, fire protection systems may be required

- **Lodging Houses** (owner occupied and 5 or fewer Bedrooms for rent).
  - Interconnected smoke detectors in the sleeping rooms, and smoke, or smoke carbon combo detectors (required where a garage, and or gas fired appliances are present) adjacent to each sleeping area.
  - If each suite of bedroom, is rented separate, then the hallway or corridor connecting the suite to the exit path shall be permanently illuminated, and battery backup Emergency lighting shall be provided.
  - Self-closing doors connecting to the hallway of corridor.
  - Minimum of (2) remote exits to the outside from the ground floor.
  - Building identification with minimum of 6 inch numbers with a ½" strike to be on front of building, visible from street.
  - If more than 2 stories above grade, fire protection systems may be required
  - Shall be separated from other occupancy's by the minimum of 10 feet or have 1 hour fire rated fire protection assembly's in place.

If the property is has been constructed as an R-2 apartment building and is going to be used as a short term rental.

- Each apartment unit shall be considered a rental unit, and be limited to 10 or fewer guest each.
- The corridor exit path must be illuminated permanently, and emergency lighting provided.
- Self-closing doors connecting to the corridor
- Entire building must be used as a short term rental property due to the transient nature of the guest.
- Building and unit identification required as listed above

Filing Date: _____

City of Bowling Green
Neighborhood and Community Services
707 E. Main Ave
Bowling Green, KY 42101
Phone: 270-393-3676 & 270-393-3615
Fax: 270-393-3223 www.bgky.org
Email: building.division@bgky.org

SHORT TERM RENTAL APPLICATION

$ 45.00

Please Print Clearly in Ink or Type

Permit #	**STR 2026-**	

PERMIT LOCATION*REQUIRED*

Permit Address _____ Suite/Unit/Apt _____ Zip Code _____

Subdivision _____ Project/Development Name _____

Lot # _____ Building # _____

PROJECT INFORMATION*REQUIRED*

General Description of Work to Be Performed_____

_____

Square Footage _____ No. Of Guest Rooms _____ No. of Total Guest ____ Construction Cost $_____

Basement ☐ Yes ☐ No # of Stories _____

This Property is… ☐ New ☐ Addition/ Alteration ☐ Conversion of Single Family Home

I am creating… ☐ Bed and Breakfast Home ☐ Bed and Breakfast Inn ☐ Lodging House ☐ Boarding House

Bed and Breakfast Home – (Owner occupied, 5 or fewer Guest)

Bed and Breakfast Inn – (Owner occupied, 6 or more guest rooms)

Lodging House – (Owner Occupied with 5 or fewer bedrooms for rent.)

Boarding House - (Not owner occupied, where all, or a portion of the home is rented, 10 guest maximum)

All other types of rentals will be considered as a Group R-1 occupancy, and will be constructed to those regulations set forth in the International Building Code (IBC)

Applicant Information *REQUIRED*

Applicant _____ Street Address _____
City _____ State _____ Zip Code _____ Suite/Unit/Apt # _____
Email _____ Phone _____ Mobile _____
Check all that apply to Applicant's Role: ☐ Property Owner ☐ Contractor ☐ Other_____
Primary Contact _____ Office Phone _____
Email _____ Mobile Phone_____
Fax _____

*****SIGNATURE REQUIRED ON SECOND PAGE*****

Permit # _____

CONTRACTOR INFORMATION *REQUIRED IF NOT THE APPLICANT*

Contractor Business Name _____ Address _____

City _____ State _____ Zip Code _____ Suite/Unit/Apt # _____

Email _____ Phone _____ Mobile _____

Fax _____ Primary Contact _____

PROPERTY OWNER INFORMATION *REQUIRED F NOT THE APPLICANT*

Owner Name _____ Address _____

City _____ State _____ Zip Code _____ Suite/Unit/Apt # _____

Email _____ Phone _____ Mobile _____

I the Applicant of this Permit do hereby understand the following:

1. This Permit will be approved when ***ALL*** Reviews have been approved.
2. The Building Division may issue the Permit or Phases of the Permit with ***Conditions.***
3. It will be the Applicant's responsibility to meet ***ALL*** conditions required for Plan Review Approval.
4. Work cannot commence until the Permit is issued by the Building Division and ***ALL*** fees have been paid.
5. Kentucky Building Code, Current Edition with referenced Codes and City Ordinances will govern this Permit.
6. Phase 2 Erosion Prevention & Sediment Control Practices will be implemented during ***ALL*** phases of construction as defined in City Ordinance 21-2.03.
7. A list of Sub-Contractors is to be submitted to Occupational License Division prior to the issuance of this Permit.
8. It is the contractor's responsibility to call for inspections.
9. To the best of my knowledge ALL information given herein is true.

Required Signature _____ ***Date*** _____