



City of Dalworthington Gardens
2600 Roosevelt Drive
Dalworthington Gardens, TX 76016
Phone: 817-275-1234

Short-Term Rental Permit Application

Permit Number: _____

Fees: Application for permit: \$200.00; Permit renewal: \$200.00;
Short-term rental inspection fee: \$130.00

Designated Local Operator Information:

Designated Operator Name: _____

Operator Address: _____

Operator Phone No. (Must be 24-hour contact): _____

Operator Email (not required): _____

Operator Signature: _____

Owner Information (if different from operator. Must indicate if owner is same as operator):

Owner Name: _____

Owner Address: _____

Owner Phone No.: _____

Owner Email (not required): _____

Owner Signature: _____

Property Information:

Property Address: _____

Legal Description/TAD Parcel ID: _____

Zoning District: _____

Property Type: _____

If property is located in area with active HOA, provide name, contact information, and rules for HOA:

Hotel Occupancy Tax Registration:

The City of Dalworthington Gardens imposes at 7% hotel occupancy tax per Ordinance #2022-04. Short-term rental owners must register with the City for payment of said fees.

Property Business Information: _____

Business Name (Note if no business name, enter name of HOT Taxpayer.): _____

Business Phone: _____

Physical Address of HOT Property: _____

Type of Business Operation: _____

Number of rental units on property: _____

Avg. nightly charge of unit: _____

Expected Date of Operating HOT Property: _____

Property Ownership _____

Ownership Classification of Property: _____

Texas ID of Operating Business: _____

Federal ID of Operating Business: _____

Driver's License Number – if operating business as a sole proprietorship: _____

Provide proof of registering with the State of Texas for Hotel Occupancy Tax. Failure to provide proof will result in permit denial.

Proof attached Yes No

Other Requirements:

The following are required to be included with completed application.

1. Parking plan of the premises identifying the location and quantity of parking spaces to be used in conjunction with the short-term rental, in relation to the residence
2. Dimensioned floor plan of the proposed short-term rental identifying the proposed maximum number of occupants, bedrooms, other living spaces, location of safety features, and emergency evacuation routes
 - a. Basic Sanitation: Each bedroom of a residence or portion of a residence used as a short-term rental must provide interior access to a bathroom, such that an occupant shall have access to a bathroom without exiting the residence, regardless of whether such bathroom is private or shared
3. Proof of liability insurance, which shall meet the following minimum requirements:
 - a. The city, its officials, employees, agents and officers shall be named as an “additional insured” on all policies;
 - b. The policy should provide a minimum liability coverage of \$1,000,000 (one million dollars); and
 - c. Each policy shall be endorsed to provide the city with a minimum of a 30-day notice of cancellation, non-renewal, and/or material change in policy terms or coverage; provided, however, a minimum 10-days’ notice shall be required in the event of non-payment of premium

4. A current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from Tarrant Appraisal District). Tax statements printed from the Tarrant County website (pdf) are acceptable in lieu of the original certificate(s)
5. A copy of the proposed host rules for the short-term rental, including a statement identifying the description and location of safety features as follows:
 - a. Life Safety.
 - i. The short-term rental must be equipped with:
 1. Working smoke alarms, meeting the requirements of Section 92.254 of the Texas Property Code, with a minimum of one on each floor level and one in each room used as a bedroom; and
 2. A minimum of one working carbon monoxide detector on each floor or level; and
 3. A minimum of one 2A:10B:C type fire extinguisher (a standard five-pound extinguisher) properly mounted within seventy-five (75) feet of all portions of the structure on each floor.
 4. All gas appliances shall be properly ventilated outside the home.
 5. Emergency escape openings shall comply with the city's currently adopted International Residential Code (IRC), with at least one emergency escape opening for each bedroom opening directly to the outdoors.
 6. An evacuation plan shall be posted in each bedroom.
 7. Any room that does not comply with these requirements shall not be used as a bedroom, and where equipped with a door, shall remain locked at all times when the dwelling is being used as a short-term rental. Any non-compliant bedroom shall not be included in the maximum occupancy calculation for the short-term rental, nor be advertised as a bedroom.

I, _____ (property owner), do hereby state I currently comply and will continue to comply with the standards and other requirements of the short-term regulations established by the City of Dalworthington Gardens, as well as all other applicable standards as required by the City of Dalworthington Gardens Code of Ordinances.

Property Owner Signature: _____

Date: _____