



City of West Chicago

Short-Term Home Rental Registration

New Registration Annual Renewal

Office Use Only
Date Received: ____/____/____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
By: _____
Date: ____/____/____

Applicant Information

(Name)

(Mailing Address)

(Email Address)

(Phone Number)

(Emergency Phone Number)

Property Information

(Street Address)

(Permanent Index Number [P.I.N.])

(Zoning of Property)

Housing Unit Type

Single-Family Detached Single-Family Attached (Townhome) Two-Family (Duplex)

If Single-Family Attached or Two-family, please include the Ordinance number approving the Special Use Permit for the Short-Term Home Rental: _____.

Hosting Platform(s) – Please list the names of all websites, smart phone apps, and other platforms on which the Short-Term Home Rental will be advertised.

Secondary Emergency Contact Information

(Name)

(Phone Number)

(Mailing Address)

(Email Address)

I certify that all information provided above and in any documents submitted herewith is true and accurate. I consent to the entry in or upon the property described in this application by any authorized official of the City of West Chicago for the purposes of inspection or review of the property in order to provide information for the formal determination of the Short-Term Home Rental License.

(Signature of Applicant)

(Date)



City of West Chicago

Short-Term Home Rental Requirements

PLEASE READ

PLEASE READ ALL SHORT-TERM HOME RENTAL REQUIREMENTS BELOW

- A Short-Term Home Rental (Rental) is permitted in any residentially zoned district when located in a single-family detached home.
- A Rental shall require a Special Use Permit when located in a single-family attached home, such as a townhome, or in a two-family home such as a duplex.
- Rentals are prohibited in condominiums and apartments.
- A Rental is only permitted in a house that is normally occupied by the owner of the house. The Short-Term Home Rental Owner (Owner) must have the deed to the house and must normally live in the house at least 183 days every calendar year.
- An Owner may not have more than one (1) Rental within the City of West Chicago (City).
- An Owner shall use a Short-Term Home Rental Hosting Platform (Platform) to market the Rental and contract with a Short-Term Home Rental Guest (Guest). Examples of a Platform include Airbnb or Vrbo.
- Prior to advertising the Rental on a Platform, the Owner shall obtain a Short-Term Home Rental License (License) from the City.
- Prior to the issuance of a License, the Rental shall be inspected by the City to ensure compliance with the City's Life Safety Codes.
- The License shall expire twelve (12) months after issuance but may be renewed every twelve (12) months thereafter. Licenses are not transferrable and shall expire upon the sale of the property.
- A copy of the License shall be posted in a conspicuous location in the Rental.
- The cost of the License, and each renewal, is \$50.
- The minimum rental period shall be no less than three (3) consecutive days and no more than thirty (30) consecutive days. No Guest may use the Rental for consecutive stays.
- Use of a Rental solely for the purpose of hosting a party is strictly prohibited.
- All parking shall be located on a paved surfaced on the Rental property. No off-site nor on-street parking is permitted overnight.
- A maximum of two (2) persons are allowed per bedroom and a maximum of ten (10) persons are allowed within the Rental.
- The Owner shall provide the City with the names, addresses, and telephone numbers of all Guests staying at the Rental if requested by the West Chicago Police Department due to a complaint of disturbance or other criminal activity occurring during a rental period.