



Application Instructions

Please provide the items listed in the checklist below. Submit the application and checklist items online via our [web portal](#) or deliver to the Planning and Community Development Department office.

Once your application and supporting materials have been submitted, you will be contacted by the Planner assigned to the project who will assist you and/or your representative during the process.

If you have any questions regarding the process or information requested, please contact the Planning and Community Development Department at (757) 385-4621 or by email at PlanAdmn@VBgov.com. Additional information about the Planning Commission/City Council process and procedures can be found at VirginiaBeach.gov/PC.

Application Checklist

Application Information, Signatures & Fees

- Application Form (submit online via our [web portal](#))
- [Disclosure Statement](#) (with signatures for Applicant *and* Property Owner, if applicable)
NOTE: A copy of the purchase contract for the property may be included in lieu of the property owner's signature if the contract clearly identifies approval of the application as a contingency of the contract.
- Application Fee \$360 (pay online via our [web portal](#))

Parking Plan

- Current survey information (either include on parking plan or submit separate property survey with current survey information)
- Scale, dimensions of lot
- Drawing depicting parking areas on the site
- Written description of accommodation of parking requirement

Proof of Liability Insurance

- Proof of liability insurance applicable to the rental activity of at least \$1 million dollars underwritten by City-acceptable insurers. Most insurers are acceptable, with the exception of several free policies offered through online vacation rental platforms.
NOTE: The policy document must list the address of the short-term rental.

Property Owner Sworn Statement

- A completed [Sworn Statement form](#) which certifies that the property owner intends to operate a short-term rental and will adhere to all applicable Commonwealth of Virginia and City of Virginia Beach codes, ordinances, and policies pertaining to Short-Term Rental use and activities thereon. (Sworn Statement is not required if property owner will be present at the public hearing.)

After City Council Approval

Register with Commissioner of Revenue Office

Contact the Commissioner of Revenue Office at (757) 385-4515 regarding registration and taxes for your short-term rental. You must provide a copy of the receipt of registration when you apply for your STR Annual Zoning Permit.

STR Annual Zoning Permit

An [STR Zoning Permit](#) is required for each address used for short-term rental purposes and must be renewed annually. The fee is \$500. Visit VirginiaBeach.gov/STR or contact the STR Team at STR@VBgov.com or (757) 385-8862 for further information.