



Short-Term Rental (STR) Zoning Permit Application Process and Instructions

1. Submit your application and all required documents and materials online via our [web portal](#).
Homeowners have the option to drop off or mail in the application, required items, and fee to:
Department of Planning and Community Development
Attention Zoning Administration/STR Team
2403 Courthouse Drive
Municipal Center – Building 3
Virginia Beach, VA 23456
2. Your short-term rental zoning permit request will be reviewed by a zoning staff member.
3. Once the review is complete, a City representative will contact you by email if more information or documentation is necessary to establish zoning compliance.
4. If the short-term rental is found to be in compliance with the City Zoning Ordinance, you will receive an email with instructions to pay the \$500 application fee. Pay online via our [web portal](#).
Homeowners have the option to drop off or mail in a check or money order, payable to, "Treasurer, City of Virginia Beach."
5. Once paid, a zoning permit will be issued and emailed to you.
6. Your permit will expire one year after the issuance date.

Application Materials Required for Submittal

[Sworn Statement Form](#)

A completed sworn statement form which certifies that you are operating, or intend to operate, a short-term rental; the property's address; and ownership.

[Life-Safety Inspection Report](#)

A completed life-safety inspection report must be submitted annually unless the STR property is managed and inspected by a City of Virginia Beach certified property management company, which must submit the report every three years.

[Structural Safety Inspection Report](#)

A completed structural safety inspection report must be submitted with the initial zoning permit request and then resubmitted every three years thereafter. Stairways, decks, porches, and balconies under 30 inches in height are not required to obtain a structural safety inspection report; however, photos must be submitted to verify.

[Parking Plan](#)

Any property utilized as a short-term rental shall provide adequate off-street parking for its guests. A minimum of one parking space per bedroom is required. Bedroom count is determined by the City Assessor's records.

A parking plan illustrating and notating compliance with the minimum number of required off-street parking areas must be submitted. Parking spaces must be at least 9-feet-by-18-feet. Stacking of vehicles is allowed but on-street parking shall not be part of the plan. Covered parking can be used to meet one of the required off-street parking spaces but must be approved with your parking plan.

Acceptable existing parking area surfaces include concrete, asphalt, abutting concrete parking pavers, or other suitable material approved by the Planning Director. All new parking surfaces must use permeable material (no concrete or asphalt) and must be approved by the Planning Director.



If required parking cannot be provided on site, the owner must indicate how the parking requirement will be met off site. You may be required to [lease off-site parking](#) to meet the short-term rental parking requirement. The off-site parking plan shall be reviewed and approved by the Zoning Administrator.

All parking plans are subject to approval by the Zoning Administrator in accordance with the City Zoning Ordinance.

Insurance Policy

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.

Proof of Current Short-Term Rental Registration with Commissioner of Revenue

Provide a copy of the short-term rental receipt of registration issued by the Commissioner of the Revenue. The registration date must be current. To obtain a copy, contact the Commissioner of Revenue's Office at (757) 385-4515 or CoRAdmin@VBgov.com.

STRs in the Sandbridge Special Service District are not required to submit proof of registration; however, the property owner, or their representative, must still register the STR with the Commissioner of the Revenue's Office.

Proof of Transient Occupancy Taxes Paid to Commissioner of Revenue

Proof of payment of transient occupancy taxes is required for all grandfather status claims.

Provide proof of taxes paid associated with the subject address of the short-term rental use. Copies of past payment receipts are available by contacting the Commissioner of the Revenue's Office at (757) 385-4515 or CoRAdmin@VBgov.com.

STRs in the Sandbridge Special Service District are not required to submit proof of transient occupancy taxes; however, the property owner, or their representative, must still pay all applicable lodging taxes to the Commissioner of the Revenue's Office.