

Short-Term Rentals



The Process

01 Complete application



Complete application online or in person at City Hall.

[Application](#)

02 Submit application



Submit application in person or by e-mail. Applications can be approved administratively by City staff or may require approval by Planning & Zoning Commission and Board of Aldermen.

03 Pay application fee



Fee for each application is \$300 and must be paid at time of application. Cash, check or credit card accepted.



Short-term rentals are allowed in residential zoning districts with City approval. Each is required to obtain business license and collect guest room/tourism tax.

Questions about the short-term rental application process?

Stephen Lachky, Community Development Director

(816) 741-7676

slachky@parkvillemo.gov

Short-Term Rentals



Administrative Approval

01 Application review



Community Development Department reviews applications.

02 Determine if meets standards



Staff determines if rental meets four standards for administrative approval.

03 Administrative approval



Community Development approves administratively if all standards have been met.

04 Next steps



Applicant required to obtain business license and remit guest room/tourism tax. See page 4.



Short-term rentals can be approved administratively only if all four of these standards are met.

Questions about the short-term rental application process?

Stephen Lachky, Community Development Director

(816) 741-7676

slachky@parkvillemo.gov

Short-Term Rentals

Request Variance/Exception



01 Request Variance/Exception



Community Development Department reviews applications. [Application](#)

02 Planning & Zoning Commission



Planning and Zoning Commission holds a public hearing and makes a recommendation to Board of Aldermen.

03 Board of Aldermen



Board of Aldermen makes final decision after reviewing Planning and Zoning Commission recommendation.

04 Next Steps



Applicant required to obtain business license and remit guest room/tourism tax. See page 4.



1 No more than four allowed per ward.

2 Restricted to one dwelling unit per property.

3 Must be owner-occupied as full-time primary residence.

4 At least one dedicated parking space on-site.

A conditional use permit is required if a variance is needed from one or more of the four standards.

Questions about the short-term rental application process?

Stephen Lachky, Community Development Director

(816) 741-7676

slachky@parkvillemo.gov

Short-Term Rentals

Business License



01 Complete application



Complete application online or in person at City Hall.

[Application](#)

02 Submit application



Submit application by mail or in person at City Hall.

03 Pay license fee



Fees range from \$50 to \$300 and must be paid at time of application. Cash, check or credit card accepted.

04 Next Step



If approved by the City Clerk, applicant required to remit guest room/tourism tax. See page 5.



Short-term rentals must obtain a business license. The annual business license period is June 1 through May 31.

Questions about the business license process?

Melissa McChesney, City Clerk

(816) 741-7676

mmcchesney@parkvillemo.gov

Short-Term Rentals

Guest Room/Tourism Tax



01 Complete remittance form



Complete remittance form online or in person at City Hall.

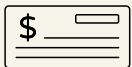
[Form](#)

02 Submit remittance form



Submit form by mail or in person at City Hall with payment.

03 Remit guest room tax payment



Remit taxes every month. Cash, check or credit card accepted.



Short-term rentals must collect a guest room/tourism tax of five percent (5%) from guests who rent room or space.

Questions about the guest room/tourism tax?

Michelle Hefley, City Treasurer

(816) 741-7676

mhefley@parkvillemo.gov

Short-Term Rentals

Renewals



01 Short-Term Rental Application



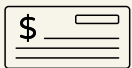
Complete remittance form online or in person at City Hall.

02 Business License



Business licenses must be renewed annually by May 31st through City Clerk.

03 Guest room taxes



Guest room taxes should be remitted every month. City will monitor throughout the year.



Short-term rental applications and business licenses must be renewed annually.

Short-Term Rental

Stephen Lachky slachky@parkvillemo.gov

Business Licensing

Melissa McChesney mmcchesney@parkvillemo.gov

Guest Room/Tourism Tax

Michelle Hefley mhefley@parkvillemo.gov