



# Short-Term Rental License Application

3400 Plymouth Blvd • Plymouth, MN 55447  
 763-509-5430 • 763-509-5407 (fax)  
[www.plymouthmn.gov](http://www.plymouthmn.gov) • [inspections@plymouthmn.gov](mailto:inspections@plymouthmn.gov)

## PROPERTY INFORMATION

SHORT-TERM RENTAL PROPERTY ADDRESS			
NAME OF COMPLEX (if condominium property)			

## OWNER INFORMATION

OWNERS NAME		OWNERS ADDRESS	
BUSINESS NAME (if applicable)	CITY	STATE	ZIP
EMAIL ADDRESS	CELL PHONE #	DAYTIME PHONE #	
OWNERS SIGNATURE	OWNERS NAME (PRINTED)	DATE:	

## PERSON RESPONSIBLE FOR MAINTENANCE & MANAGEMENT OF THE RENTAL PROPERTY AND TO ACCEPT NOTICES (IF OTHER THAN OWNER).

NAME OF PROPERTY MANAGER (FULL NAME)		PROPERTY MANAGEMENT COMPANY (if applicable)	
CELL PHONE #	DAYTIME PHONE #	ADDRESS	
EMAIL ADDRESS	CITY	STATE	ZIP
PROPERTY MANAGER SIGNATURE (if other than owner)	PROPERTY MANAGER NAME (PRINTED)	DATE	

**NOTICE:** Your signature on this form will make you responsible for the maintenance and management of this rental property. By signing you certify that all above information is true and correct and understand that all mailings from the inspections division including the annual rental license billing statement will be mailed to the appointed agent/contact person unless the inspections division is notified of any changes. You also acknowledge short-term rental properties are subject to a city lodging tax and are required to submit the required form and associated fee monthly.

## TYPE OF LICENSE

New Short-Term Rental License       Renewal Short-Term Rental License

\* The city will notify all neighboring properties within 200 feet of the licensed property upon issuance

## FEE SCHEDULE

Please include the applicable fee and Short-Term Rental Training Certificate (if applicable) with your license application. See important information below.

Single Family Dwelling  \$160.00 (one year license)      Townhouse  \$160.00 (one year license)  
 Condominium Dwelling Unit  \$160.00 (one year license)      Two Family Dwelling  \$245.00 (one year license)

If the license application and fee are not received 60 days prior to the license expiration date, a penalty for the late payment will be assessed. Per Plymouth City Code Section 1010.03 subd. 2, any license application and fee which is submitted 1-14 days late will be assessed a 10% penalty. Any license application and fee submitted 15-30 days late will be assessed a 25% penalty. If the license application and fee is not received 30 days from the due date, the matter will be referred to the City Attorney's office for the operation or a rental dwelling without issuance of a required Rental Dwelling License.

**TOTAL FEE PAID \$** \_\_\_\_\_  
(Payable to City of Plymouth)

## CITY OF PLYMOUTH LODGING TAX

**\*NOTICE: Short-Term Rental License properties are subject to 3% City of Plymouth Lodging Tax.**

INITIAL HERE \_\_\_\_\_ to acknowledge you understand 3% city lodging tax is collected on all applicable short-term rentals. The tax is collected by the state. For more information, please see: <https://www.revenue.state.mn.us/guide/taxes-and-rates>

## IMPORTANT INFORMATION

- \* **Attention property owners or managers. Mandatory Short-Term Rental license training is required and must be completed before a rental license for a dwelling is renewed. This training is administered by the Plymouth Public Safety Department. For training questions call 763-509-5160.**
- \* Every Licensee shall promptly notify the City Inspection Division at 763-509-5430 of any changes in the names, addresses, and other information concerning the person listed in the last license renewal application filed with the City.
- \* In cases where the owner of a rental dwelling lives outside of the 11-county area (Hennepin, Anoka, Washington, Ramsey, Dakota, Scott, Carver, Wright, Sherburne, Isanti, or Chisago), the registration shall be made by an operator who shall be legally responsible for compliance with this and other ordinances and such operator shall live in the 11-county area. All information provided on this form is public under the State Data Practices Data Act.
- \* An inspection of your short-term rental property is required as part of the licensing process. If you have any questions about the City of Plymouth's rental licensing and inspection program, please contact the City of Plymouth Inspection Division at 763-509-5430

## OFFICE USE ONLY

LICENSE PERIOD \_\_\_\_\_ to \_\_\_\_\_ PIN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ INSP SCHEDULED \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_