



**SHORT TERM RENTAL (STR) AND
BED & BREAKFAST (B&B)
REGISTRATION FORM**

City of Harker Heights
Planning & Development
305 Miller's Crossing
Harker Heights, TX 76548
Phone: 254-953-5600
Email: planning@harkerheights.gov

NAME AND PHYSICAL ADDRESS OF STR or B&B:

APPLICATION MUST BE FULLY COMPLETED OR WILL NOT BE ACCEPTED

- 1. Copy of DBA (Doing Business As/Assumed Name), LLC or Articles of Incorporation** (must be signed by owner or authorized designee per LLC or DBA paperwork), **and Proof of building/land ownership must also be submitted.**
- 2. Fire Marshal Walk-Through - Call Fire Department at 254-699-2688 to schedule.**
- 3. Building Official Walk-Through - Call Building Department at 254-953-5600 to schedule.**
- 4. Payments:** Refer to current fee schedule; payments accepted only when Certificate is complete and ready to be picked up.
- 5. Refer to City of Harker Heights Code of Ordinances Chapter 127: Short Term Rentals and Bed and Breakfasts for additional information.**

Owner/Operator Name: _____

Mailing Address: _____

Email: _____

Telephone Number: _____

Text Capable Telephone Number: _____

Local Contact Person Name: _____

Mailing Address: _____

Email Address: _____

24-hour phone number: _____

Number of bedrooms in STR unit or B&B: _____

Overnight and Daytime occupancy limit of STR unit or B&B: _____

To be submitted under separate cover:

- Site Plan (including location of parking – one off-street parking space per bedroom in the STR unit or B&B required)
- Such other information as the Director deems necessary to administer this application.

I, _____, acknowledge and shall comply with the requirements of City of Harker Heights Code of Ordinances §127 SHORT TERM RENTALS AND BED AND BREAKFASTS. I also acknowledge the following minimum safety standards shall be in place prior to scheduling an inspection with the City Building Official and the Fire Marshal and must be maintained after registration is issued (please initial next to each item):

- _____ 1. Exit routes and building site plan posting in common area and bedrooms.
- _____ 2. Interconnected smoke alarm in accordance with currently adopted Building and Fire Codes.
- _____ 3. Carbon Monoxide (CO) detectors mounted on each floor.
- _____ 4. GFCI's as required by the current International Residential Code.
- _____ 5. Exit ladders readily available in each upstairs bedroom (minimum of one window per room).
- _____ 6. Every door and window that leads to the outside is operational.
- _____ 7. 5# Dry-Chem fire extinguisher mounted in full sight in common area of each floor.
- _____ 8. Class K fire extinguisher mounted in full sight within the kitchen area or the range top will be protected by the appropriate "Stovetop Firetop" product.
- _____ 9. Wood, charcoal, or pellet fueled outdoor cooking or burning devices shall be in accordance with currently adopted Fire Codes. A water source (water hose) shall be located within 20 unobstructed feet of the fire source.
- _____ 10. First Aid Kit (mounted in easily accessible area).

Before me, the undersigned authority, this day personally appeared _____, known to me to be the person whose name if subscribed to the foregoing Short Term Rental and Bed and Breakfast Registration Form, who being by me first duly sworn, upon oath says the he/she has read the said form in its entirety, together with any supporting documentations, that he/she has personal knowledge of all the information set forth therein, and that such information is true and correct.

Applicants Signature

Notary Public, State of Texas
Sworn and Subscribed before me this _____ day of _____, _____.

STAFF ONLY – DO NOT FILL OUT		
Date Submitted: _____	Received by: _____	Receipt #: _____