



## SHORT-TERM RENTALS (Host) LICENSE REQUIREMENTS

**CITY OF SAINT PAUL**  
Department of Safety & Inspections  
375 Jackson Street, Suite 220  
Saint Paul, Minnesota 55101-1806  
(651) 266-8989 Fax (651) 266-9124  
Web: [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

Section 379.07 of the Saint Paul Legislative Code requires that any person seeking to license a property for Short-term rentals must complete the following:

- ✓ Complete Short-term rental application
- ✓ A current Fire Certificate of Occupancy or submit a Provisional Fire C of O application (non-owner occupied requirement)
- ✓ Provide affidavit of compliance for all safety requirements (on second page of application)
- ✓ Provide certificate of insurance
- ✓ Post an informational contact listing for guests
- ✓ Maintain a host registry
- ✓ Pay license fee

You must complete the Short-term rentals License Application. Only the owner(s)\* of the Short-term rental property can submit this application. The full legal names and addresses of all corporate officers and persons holding a twenty-five (25) percent or greater beneficial interest in the business shall be provided on the application.

\* **OWNER** - Any person who, alone or with others, has title or interest in any building, property, dwelling, dwelling unit or portion thereof, with or without accompanying actual possession thereof, including any person who as tenant, agent, executor, administrator, trustee, or guardian of an estate has charge, care, control of any -dwelling or dwelling unit.

A current Fire C of O or a Provisional Fire C of O application must be completed and included with this application to be considered complete. (for non-owner occupied applications)

An affidavit of compliance must accompany the application attesting that each unit offered for Short-term rental use satisfies the safety requirements of this chapter.

You must post the following information in a conspicuous place within each dwelling unit used as a Short-term rental:

- Emergency contact information;
- Contact information for the Short-term rental host or the Responsible party;
- Street address;
- Floor plan indicating fire exits and escape routes;
- The City of Saint Paul, Department of Safety and Inspections contact information
- Maximum occupancy limits.

You must show certificate of liability insurance of no less than \$300,000 with the “City of Saint Paul” listed as the certificate holder **OR** conduct each rental transaction through a Short-term rental platform that provides equal or greater coverage.

You must maintain a Short-term rental host registry for the duration of the license that includes a cumulative tally of the number of nights booked and documentation of the amount of rent paid.

You must make a payment of forty dollars (\$40.00) to the City of Saint Paul for the license fee.

If you have questions regarding the Short-term rentals license, contact DSI at 651-266-8989.