

# SHORT-TERM RENTAL GUIDE



The City of Kearney has a new permit and regulations for Short-Term Rentals! The City requires that all Short-Term Rentals must have a permit for operation. The regulations also provide additional guidelines regarding occupancy, life-safety necessities, and other operational items. Below are some quick reference items. On Page 2 find more information about applying for the permit.

**Permits are issued annually; Get your permit in January (or anytime throughout the year) then it expires in December.**

**The permit fee for the 1<sup>st</sup> year is \$100, and the renewal fee is \$25 – paid upon permit approval.**

**Already operate a Short-Term Rental? That's great, we will have a 60-day compliance period to obtain a Short-Term Rental permit.**

**All Short-Term Rentals must adhere to the building code requirements for smoke alarms and carbon monoxide detectors.**

**The number of occupants per Short-Term Rental is determined by multiplying the number of sleeping areas by 2. Sleeping areas (i.e. living rooms, basements, etc.) with adequate square footage can be granted additional occupancy. Maximum occupancy is based on the total number of sleeping areas.**

**Hotel Occupation Tax must be paid to the City's Finance Department. If using a third-party parking booking service, confirm they are paying the tax on your behalf. If not, then you are subject to paying the necessary tax. For more information regarding the Hotel Occupation Tax please click here:**

**<https://cityofkearney.org/516/Hotel-Occupation-Tax> or**

**Contact Taylor Jaeger at 308-233-3674 or by email at [tjaeger@kearneygov.org](mailto:tjaeger@kearneygov.org)**

**No property inspection is required for permit approval. Have questions about compliance? Staff are happy to help and offer a no-charge consultation inspection upon request. Call Melissa Dougherty-O'Hara at 308-233-3254 for questions or to schedule a no-charge consultation inspection.**

**GETTING A PERMIT IS EASY! APPLY AT THE CITY'S ONLINE PERMITTING PORTAL ([CLICK HERE](#))  
FLIP OVER FOR MORE INFORMATION REGARDING PERMITTING**



# SHORT-TERM RENTAL GUIDE

Getting your Short-Term Permit is a click away! Below outlines some information to have handy, how to apply for your permit, and contact information should you need assistance.

## INFORMATION TO GATHER BEFORE YOU BEGIN THE PERMIT

- Certified Copy of the Deed - For each Short-Term Rental property you will need a “certified” copy of the deed. This is used to validate ownership and can be obtained by going to the Register of Deeds office at the Buffalo County Courthouse (1512 Central Avenue).
- Renting? We will need a statement from the landlord confirming the rental unit’s eligibility for use as a Short-Term Rental.
- Immediate Contact Person Information - We will need the name, phone number, and email for a person who can be at the property within 30-minutes. If it is you as the applicant, you will enter your information.
- Sleeping Area Square Footage (SF) - If you have a sleeping area that can accommodate more than 2 occupants, please provide the square footage of the sleeping area or areas.

## HOW TO APPLY FOR A PERMIT

- You can access the permitting portal CitizenServe by [clicking here](#). Or go to the City of Kearney’s webpage <https://www.cityofkearney.org/> then scroll to “Permits & Inspections” icon. Once there, click on “Apply for Permit”.
- If you have not pulled a permit from the City before, then you will need to register with the permitting portal CitizenServe. You will create a login with an email and a secure password. We will not have access to your password, so please save it in a secure location.
- After you log in to CitizenServe, choose the “Short-Term Rental” permit from the dropdown menu, then follow the prompts to enter the necessary information. All attached information must be submitted in a PDF format.
- Staff will review the permit within 7 to 10 business days. If additional information is needed, you will be contacted via email. If approved, you can pay the permit fee online. Permit fees can be paid in person at the Development Services Dept., 18 East. 22<sup>nd</sup> Street, or mailed to: City of Kearney, POB 1180, Kearney, NE 68848

## QUESTIONS? PLEASE CONTACT:

### PERMITTING & SHORT-TERM REGULATIONS

Melissa Dougherty-O’Hara  
308-233-3254  
mdougherty@kearneygov.org

### PERMITTING & BUILDING CODES

Andy Bartling  
308-233-3236  
abartling@kearneygov.org

### HOTEL OCCUPATION TAX

Taylor Jaeger  
308-233-3674  
tjaeger@kearneygov.org