

Short-term Rental Application

City of Duquesne

You must provide all requested information on the request. Blanks may delay processing of your request.
(Write "n/a" if information is not applicable.)

Date: _____

Filing Fee: \$350.00

Owner: _____

Phone: _____

Address: _____

Fax: _____

City: _____

State: _____

Zip: _____

Email Address: _____

Applicant: _____

Relationship to Owner: _____

Address: _____

Phone: _____

City: _____

State: _____

Zip: _____

Email Address: _____

Fax: _____

Location of Property: _____

Present Use of Property: _____

Current Zoning: _____

Property Area: _____

Structure Area (sqft): _____

No. of Bedrooms: _____

No. of Parking Spaces: _____

No. of Units: _____

Character of the Neighborhood: _____

Conformance to Zoning Code:

For residential zoning, is the property at least 200 feet from the nearest property line of another short-term rental? Yes ☐ No ☐

For commercial zoning, does the property have more than 1 unit offered as short-term rentals? Yes ☐ No ☐

Has a Business License application been submitted? Yes ☐ No ☐

Has contact information been posted within the unit? Yes ☐ No ☐

Will the Business License be posted within the unit? Yes ☐ No ☐

Has the trash collection schedule been posted within the unit? Yes ☐ No ☐

Has the City noise ordinance been posted within the unit? Yes ☐ No ☐

Has a statement on prohibition of events been posted within the unit? Yes ☐ No ☐

Will there be any alteration to the exterior of the structure? Yes ☐ No ☐

Submission of Documents:

Completed application, including filing fee. Yes ☐ No ☐

One copy of a legal description of the property from a deed or certified survey if property is to be rezoned, all requirements to be met before issuance of permit. Yes ☐ No ☐

A site plan indicating the location of the structure and the location of each off-street parking space.

Yes ☐ No ☐

Owner affidavit and Agent Affidavit, if applicant applying for the permit is not the owner of the property.

Yes ☐ No ☐

Return Form to: City of Duquesne City Hall, City Clerk, 1501 S. Duquesne Rd., Joplin, MO 64801
(417) 781-5085

Office Use Only: Date Received: _____ Hearing Date: _____

Date Notice Sent: _____ Approved: ☐ Yes ☐ No Filing Fee: _____

Zoning review by: _____ Title: _____

Signature: _____ Date: _____

Date Issued: _____ Protest Occurrence: _____

(Rev. 6-28-23)

Short-term Rental Permit Procedures

A. Short-term rental permits shall be issued or refused by the Mayor or City Clerk, after review by the Board of Aldermen, and within thirty (30) days after receipt of an application or within such further period as may be agreed to by the applicant. No short-term rental permit shall be issued unless all requirements of the zoning and subdivision regulations are met. In the event of refusal to issue a short-term rental permit upon an application based upon noncompliance with the provisions of this ordinance, the applicant shall have the right to appeal to the Board of Adjustment as set forth in City Code Section 404.100.

B. The City Clerk shall provide written notice that a Short-term rental application has been received to owners of record of lands located within at least one-hundred eighty-five (185) feet of the property indicated in said application. Notices shall include a statement that a complete legal description is available for public inspection and shall indicate where such information is available. When the notice has been deposited in the mail, failure of a party to receive such notice shall not invalidate any subsequent action taken by the Mayor or City Clerk. Such notice is sufficient to permit the Mayor or City Clerk to issue or refuse a permit as provided in paragraph A above.

C. If a protest against such permit is filed in the office of the Mayor or City Clerk, duly signed by the owners of thirty (30) percent or more, within an area determined by lines drawn parallel to and one-hundred eighty-five (185) feet distance from the boundaries of the property indicated in said application, the application for a short-term rental permit shall be refused by the Mayor or City Clerk. Said protest shall be received by the Office of the Mayor or City Clerk no later than fifteen (15) days after the date of postmark on the written notice mailed to owners of record of lands located within at least one-hundred eighty-five (185) feet.

D. A permit issued by the Mayor or City Clerk is subject to revocation under the terms of City Code Section 605.090.

A few things for Owners to Consider:

1. Smoke alarms (less than 5 years old) are required in each bedroom, each hallway adjacent to a bedroom and one on each floor including basements.
2. Carbon monoxide detectors are required on each floor and in the vicinity of bedrooms.
3. Extension cords are prohibited for any use.
4. Furnaces/Water Heaters must have proper venting and gas connections and be installed per manufacturer's instructions.
5. Handrails are required on any stairway over two risers.
6. Decks and walking surfaces must have guards if walking surface is 24 inches or more above ground.
7. Emergency egress in bedrooms must be in place by either a door to the outside or an approved egress window.
8. All single-family homes or multi-family dwellings with fire sprinklers must be inspected and tagged annually, and a copy of the report provided to the inspector.
9. All common area emergency lighting and exit lights must function on both building power and back up battery power.
10. Elevators, if present, must provide a copy of current State inspection.
11. Homes and units with active building permits cannot pass inspection.
12. Space must have adequate sanitary facilities.
13. Address numbers must be posted on structure.
14. Stairways must have minimum width of 36 inches and a minimum headroom clearance of 80 inches. Stair risers shall be less than 8 ½ inches with a minimum tread depth of 9 inches.
15. Electrical services, wiring, outlets, and fixtures shall be installed and maintained properly. No fuse panels are permitted, service must be up-graded to breaker with GFCI circuits in bathroom and all exterior outlets.