

Short-Term Rental Conditional Use Permit & Business License Process

Step 1 – Conditional Use Permit Application filled out for the first-time applicant, and filled out Business License application. Completed application with the below required documents must be submitted at least 16-days before a regularly scheduled Planning & Zoning meeting.

Step 2 – Public Hearing at a regularly scheduled Planning & Zoning Meeting for review and decision by P&Z to approve with conditions or deny.

Step 3 – If approved, the applicant will:

- a) Adhere to the agreed upon conditions;
- b) Pay Paragonah Town the Health & Safety Inspection Fee
- c) Schedule an appointment with the Paragonah Town Fire Chief to conduct a Health & Safety Inspection
- d) Once the Health & Safety Inspection is approved, the applicant will submit to Paragonah Town Clerk, the Conditional Use Permit and Business License fees

Step 4 – Paragonah Town Planning & Zoning will submit to Paragonah Town Clerk the approved Conditional Use application with conditions. Paragonah Town Fire Chief will submit Pass/Fail Health & Safety Inspection form to Paragonah Town Clerk.

Step 5 – If Conditional Use Permit is denied, the applicant may schedule an appeal to Paragonah Town Board with the Paragonah Town Clerk.

If approved the Applicant will:

- a) Annually renew their Business License with a copy of liability insurance and proof of sales tax/transient room tax accounts. As long as there are no fundamental changes to the Conditional Use Permitted business and no complaints, the business license shall be renewed. Every two years, the business license will be renewed after an approved Health & Safety Inspection.
- b) Every two years, the applicant will pay Paragonah Town Clerk for the Health & Safety Inspection Fee and then schedule a Health & Safety Inspection with the Paragonah Town Fire Chief. After the inspection, the Paragonah Town Fire Chief will submit the Pass/Fail Health & Safety Inspection form to the Paragonah Town Clerk.
- c) If there are fundamental changes to the business or complaints, a public hearing will be held to address the issues before approving or denying the business license renewal.
- d) If denied, the applicant may schedule an appeal to Paragonah Town Board with the Paragonah Town Clerk.

Conditional Use Permit & Business License Process

Step 1 – Conditional Use Permit Application filled out for the first-time applicant, and filled out Business License application. Completed application with the below required documents must be submitted at least 16-days before a regularly scheduled Planning & Zoning meeting.

Step 2 – Public Hearing at a regularly scheduled Planning & Zoning Meeting for review and decision by P&Z to approve with conditions or deny.

Step 3 – If approved, the applicant will:

- a) Adhere to the agreed upon conditions; and,
- b) Pay the Conditional Use Permit and Business License fees (2 separate fees).

Step 4 – Paragonah Town Planning & Zoning will submit to Paragonah Town Clerk the approved Conditional Use application with conditions.

Step 5 – If Conditional Use Permit is denied, the applicant may schedule an appeal to Paragonah Town Board with the Paragonah Town Clerk.

Annual Renewal - If approved the Applicant will:

- a) Annually renew their Business License. As long as there are no fundamental changes to the Conditional Use Permitted business and no complaints, the business license shall be renewed
- b) If there are fundamental changes to the business or complaints, a public hearing will be held to address the issues before approving or denying the business license renewal.
- c) If denied, the applicant may schedule an appeal to Paragonah Town Board with the Paragonah Town Clerk.