



Madison County Application for Vacation Rental Certificate of Compliance

Owner Information:

Name: _____
Address: _____

Phone: _____

Contact Person/Property Manager Information: (If Applicable)

Name: _____
Address: _____

Phone: _____

Rental Property Name: (If Applicable) _____

Rental Property Address: _____

Directions to Rental Property:

PIN # of Property: _____
Property Zoning Classification: _____ Square Footage of Rental: _____
New or Existing Rental: _____ # of Rentals on this lot: _____
of Contiguous lots owned: _____ Are/will these lots be used for rentals: YES/NO
Type of Building: Stick built, Modular, Park Model
of Sleeping Areas/Bedrooms: _____ # of Occupants Allowed: _____
of Parking Spaces on Site: _____ # Required: _____
Any signs located on or off premise? YES/NO (*If yes, must obtain a sign permit.*)

Certificate of Compliance will be good for one year from the date of issue and will be issued upon completion of paperwork and fees paid in full. Certificate and contact information for owner/manager must be displayed on or near the interior of the front door.

I owner/manager do here by confirm the information listed above is true and understand the conditions set forth above.

Signature

Date

Check List For Obtaining Vacation Rental Certificate of Compliance

Zoning Compliance through our office

Room Tax Registration (if necessary) Obtained

Water and Sewer Approval (*City/Town or Private*)

Application Fee For Vacation Rental Paid (*must be paid with submission of application*)

Proof of Insurance for Rental Property

Checklist filled out and signed

A contact list will consist of Emergency contact numbers as well as Owner/Manager contact information and located at front door along with a copy of the up to date Certificate of Compliance. (*These may be displayed on the back of the front door or beside the front door. If phone service is available all of the contact information will be required at that location as well.*)