

STR Permit Application Checklist



The STR permit application is available at cityoflewisville.com/STR. Applicants will be able to save in-progress applications to complete later.

Owner Information

- Owner's name, address, email address, and telephone number.
- Owner's driver's license or ID card and state of issuance.
- If owned by a partnership,
 - Name of all partners and telephone number for each partner
 - Principal business address
- If owned by a corporation,
 - State whether the corporation is organized under the laws of Texas
 - State if the corporation is a foreign corporation, and, if yes, place of incorporation
 - Mailing address, business location, and telephone number
 - Name of individual in charge of the local office, if any
 - Names of all officers, directors or trustees of corporation

Property Location

- Street address, unit number, and parcel number of the STR. Follow these steps to find your parcel number on Lewisville's GIS:
 1. Access Lewisville's GIS at <https://maps.cityoflewisville.com/>.
 2. Find the layers menu on the right-hand side of the screen. If you do not see layer options, click on Layers at the top.
 3. Check the box next to Parcels, the first option listed in the Layers main menu.
 4. Find your property by typing the street address in the search bar, available on the map next to the Layers menu.
 5. Open the address details by clicking on your property on the map. A window will open up with a table of information. The property ID is the parcel number.
 6. Need more assistance? Detailed instructions available at cityoflewisville.com/STR.
- Property manager name, phone number, address, and email.
 - Note: Property Manager may be required to, and shall not refuse to, accept service of citation for any violations on the STR premises. Acceptance of service does not release owner of liability.
- Who should be contacted for immediate concerns or complaints from the public.
 - Must be available to be reached by phone or in person within 15 minutes at all times when the STR is rented.
 - If called by city staff, must be present onsite within 1 hour.

STR Permit Application Checklist



Property Details

- City of Lewisville water account number for the STR. Water account numbers are formatted as ###-#####-### and can be found in the following ways:
 - On your monthly water statement,
 - By logging into your online account,
 - By calling Customer Service at 972.219.3440, but please be prepared to provide the last four digits of your social security number to verify your identity,
 - Visiting Customer Service in person at Lewisville City Hall on 151 W Church St, please be prepared to provide the last four digits of your social security number,
 - In your confirmation email, if you have only recently applied for service.
- Total number of bedrooms available for rent and the square footage for each.
- Occupancy limit listed on advertisements.
 - Lewisville City Code follows the International Property Maintenance Code bedroom occupancy requirements. Bedroom must be a minimum of 70 sq. ft. and every bedroom occupied by more than one person must provide at least 50 sq. ft. for each occupant thereof (Section 404.4.1).
 - Maximum occupancy is calculated by first finding the occupancy limit per bedroom, then adding up each bedroom's occupancy limit.
 - Use the table below to find a bedroom's occupancy limit.

Bedroom square footage	Bedroom Occupancy Limit
70 - 99 sq. ft.	1 occupant
100 - 149 sq. ft.	2 occupants
150 - 199 sq. ft.	3 occupants
200 - 249 sq. ft.	4 occupants

STR Permit Application Checklist



Documents

- Receipt or current tax statement from the county showing that the STR is not in arrears on property taxes. Follow these steps to find your tax statement from Denton county:
 1. Access the Denton County Tax Office at <https://taxweb.dentoncounty.gov/>.
 2. Click on Property Search at the top of the page.
 3. Select what to search with using the Search By drop-down list, then enter your information into the search bar.
 4. Scroll down and find the STR property in the search results and click on Details.
 5. Click on E-Statement available on the upper right-side of the screen.
 6. The electronic tax statement will open in a new tab as a PDF. You will need to attach this PDF to the STR permit application.
 7. Need more assistance? Detailed instructions available at cityoflewisville.com/STR.
- Informational Brochure that will be given to guests and posted at the STR. Fillable templates are available at cityoflewisville.com/STR. Brochure must at least contain,
 - City ordinances and regulations for parking, trash collection and noise
 - Police and fire department emergency and non-emergency telephone numbers

Payment and Terms

- Billing address for credit card payment.
- \$400 non-refundable application fee.
 - Payments must be completed by credit card. Only Visa, MasterCard, and Discover are accepted.
 - Credit card information is used only for payment and is not visible to city staff.
- Owner's signature is required. Applicants have the option to attach an image of the owner signature.

Have questions? Please contact Department of Neighborhood and Inspection Services at permitting@cityoflewisville.com or 972.219.3470.

Please be aware that STR owners must notify the City in writing of any change in the information provided in the application at any time during the application review period or STR permit term within 7 days of such change. Applicants may send changes to permitting@cityoflewisville.com.