

## 3.18 Checklist

### Accessory Home Share Permits

An accessory home share permit applies when a property owner would like to have a short-term rental, and plans to reside at the property during the rental period. A maximum of 4 guests can stay in up to 2 rooms (but only one listing allowed), for 1-29 nights. This process does not apply for other short-term rentals, including vacation dwelling units and accessory vacation dwelling units, which require an Interim Use Permit.

#### Starting the Application Process

- Review information on the Short-Term Rental web site, including information about building code information and Frequently Asked Questions.

#### Your Application

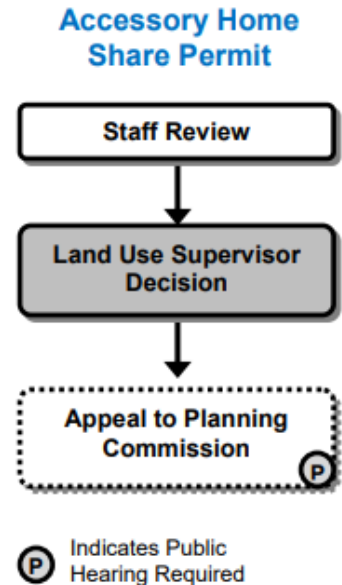
- Submit your application materials.
  - Visit [www.duluthmn.gov/eplace](http://www.duluthmn.gov/eplace) to submit your application.
  - Click on “Apply” and search for your application type. (You will need to sign in to the system, or create a new account if you do not already have one.)
  - Follow the prompts to fill in information. Required information is indicated with an asterisk.
  - On the attachments page, **upload the following:**
    - A site plan, drawn to scale, that shows lot lines, all structures on a lot, location of parking spaces, any outdoor spaces to be used, and any buffering from adjacent properties (such as vegetation or fencing)
    - A floor plan of the dwelling unit identifying which room(s) will be rented
    - Signed affidavit for verification of owner occupancy during guest rental
    - Homestead Affidavit Letter, from St Louis County Assessor’s office
    - Life Safety Request Inspection Application and inspection fee. If renewal, submit directly to Life Safety Division. Life Safety’s Operational Permits need to be renewed every 3 years.
  - After your application is complete, click “Add to Cart” for the fee listed, and pay the fee. **Applications without a fee will not be reviewed or accepted.**

#### After Submitting Your Application

Construction Services will review your application and contact you when the permit is approved.

You may need to obtain other licenses and permits from other State and City offices. Please see the Frequently Asked Questions for details.

*Note that other City codes may apply to your project. Please be aware of any applicable Building Code (Construction Services Division), Fire Code (Life Safety Division), and stormwater/engineering (Engineering Division) regulations. The zoning approval may be only the first step in a several step process.*



# AFFIDAVIT

Date: \_\_\_\_\_

Purpose: Verification of Owner Occupancy during guest rental

Address: \_\_\_\_\_ Parcel ID#: \_\_\_\_\_

(PRINT FULL NAME) \_\_\_\_\_ personally came and appeared before me, the undersigned Notary, the within named (PRINT FULL NAME) \_\_\_\_\_ who is the owner and occupant of the above address makes this his/her statement and General Affidavit upon oath and affirmation of belief and personal knowledge that the following matters, facts and things set forth are true and correct to the best of his/her knowledge:

- I am currently the whole or partial owner of the above listed address and I reside at the address and will abide by the requirements for owner occupancy during the rental of the property as an accessory home share listed in UDC Sec. 50-20.5.G.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature of Affidavit Petitioner: \_\_\_\_\_

Sworn to subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature of Notary Public: \_\_\_\_\_



# Saint Louis County

County Assessor • 212 Courthouse • 100 North 5th Avenue West  
Duluth, MN 55802-1291 • Phone: (218) 726-2304  
www.stlouiscountymn.gov

April 18, 2024

**David L. Sipila**  
County Assessor

JOHN DOE  
123 EASY STREET  
DULUTH MN 55811

**Ben Thomas**  
Deputy County Assessor

**Cory Leinwander**  
Deputy County Assessor

PARCEL ID: 380-0010-07890

Dear Mr. Brunette,

The property at **123 EASY STREET, DULUTH, MINNESOTA**, identified as parcel 380-0010-07890 in St. Louis County, is classified as residential homestead for **JOHN DOE** for the 2024 assessment year, taxes payable in 2025.

This approval is subject to change if anything alters related to your homestead qualifications; including, but not limited to, change in marital status, change in occupancy, or change in residency.

Sincerely,

St. Louis County Assessor's Office

Duluth Courthouse, Room 212  
100 North 5th Avenue West  
Duluth, MN 55802  
(218) 726-2304

A.P. Cook Building  
2503 Rice Lake Road  
Duluth, MN 55811  
(218) 726-2304

SLC Service Center  
320 Miners Drive East, #105  
Ely, MN 55731  
(218) 365-8236

Hibbing City Hall, Room 200  
401 East 21st Street  
Hibbing, MN 55746  
(218) 312-8389

SLC Service Center  
9558 Ashawa Road  
Cook, MN 55723  
(218) 471-7705

Virginia Government Services Center  
201 South 3rd Avenue West  
Virginia, MN 55792  
(218) 471-7147

An Equal Opportunity Employer



## Life Safety Division • City of Duluth Fire Department

615 West First Street • Duluth, MN 55802

Phone: 218-730-4380 • Fax: 218-730-5902

Email: [lifesafety@duluthmn.gov](mailto:lifesafety@duluthmn.gov) • Website: [www.duluthmn.gov/fire/](http://www.duluthmn.gov/fire/)

### Request Inspection Application- Vacation Rental - \$100.00 fee

Property Address:

Type of Property:

Single Family       Duplex       Multi-Dwelling: specify # of units: \_\_\_\_\_

Applicant Information:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agent/Representative Information (if different than above):

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Name (Printed) : \_\_\_\_\_