CITY OF RIVERSIDE MISSOURI

Upstream from ordinary.

Short Term Rental License Application

2950 NW Vivion Road Phone: 816-741-3993
www.riversidemo.gov

Application Date ____/____/____

Property Address:_____
Zoning District: ☐ **R-1** ☐ **R-2** ☐ **R-3** ☐ **Other:**_____
Residential Dwelling Type: ☐ **Single-Family** ☐ **Duplex** ☐ **Townhome** ☐ **Other:** _____

Applicant/Registrant Information

Registrant is the individual responsible for compliance with the City's Short-Term Rental regulations.

Full Legal Name:_____
Mailing Address:_____
City, State, Zip:_____
Phone:_____ DOB:_____
Email:_____

Property Owner Information

Complete if different from Registrant

Full Legal Name:_____
Mailing Address:_____
City, State, Zip:_____
Phone:_____ DOB:_____
Email:_____

Entity Ownership (If Applicable)

If the dwelling unit is owned by an entity, provide the individual legally authorized to act on behalf of the entity.

Entity Name:_____
Authorized Responsible Party:_____
Title/Role: _____
Mailing Address:_____
City, State, Zip:_____
Phone:_____ DOB:_____
Email:_____

Local Emergency Contact

Must be available to respond to issues related to the rental.

Name:_____
Address:_____
City, State, Zip:_____
Phone:_____
Email:_____

Operational Information

Will the dwelling unit be owner-occupied during the short-term rental stay? ☐ Yes ☐ No

Maximum Number of overnight guests: _____

Number of off-street parking spaces provided: _____

Required Attachments

☐ Proof of ownership of legal control of the property.
☐ Copies of current County tax certificates.
☐ Site plan demonstrating required off-street parking.
☐ Copy of listing or intended booking platform (if available)

Acknowledgment & Certification

By signing below, the Registrant certifies that:

- No short-term rental will be offered, advertised, booked, or operated without a valid STR Permit.
- The City-issued STR Permit number will be displayed on all advertisements and booking platforms.
- The STR will comply with all City ordinances, including noise, nuisance, trash, building, and safety regulations.
- Required smoke detectors, carbon monoxide detectors, fire extinguisher, and emergency lighting are installed and maintained.
- The STR will not be used as a reception venue, party venue, or event space.

- All applicable Tourism (Guest Room) Taxes will be remitted in accordance with City Code.
- Records required by City Code will be maintained for a minimum of two (2) years and provided to the City upon request.
- Any change in ownership or registrant will void this STR Permit and require a new application

I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.

_____ _____
Authorized Agents Signature Date

For City Use Only

Licensing Fees: $48/ year
License Effective from _____To 12-31- _____
Approved by _____
STR License Number _____