



2017 TRANSIENT VACATION RENTAL OUTSIDE OF THE VDA RENEWAL APPLICATION FORM

I. NOTICE REGARDING OPERATING WITHOUT A PERMIT

It is unlawful to conduct short-term rentals without a permit. The County of Kaua'i can pursue civil and/or criminal penalties for any unlawful short-term rentals.

II. SOURCES OF AUTHORITY

Please review and refer to Sec. 8-17.8 through 17.12 of the Kaua'i County Code, 1987, as amended, Non-Conforming Structures and Uses (Ord. No. 935) which can be found on the Planning Department's portion of the County's website at: www.kauai.gov/Government/Departments-Agencies/Planning-Department/Transient-Vacation-Rentals.

III. DISCLAIMER

Incomplete renewal applications will not be accepted or returned except for the applications submitted with out the tax returns of Owners who have filed for an extension. Please do not submit your application earlier than sixty (60) days from your renewal date but not less than ten (10) days prior to your renewal date.

IV. APPLICATION CONTENTS

The completed Transient Vacation Rental Renewal Application Form shall also contain the following documents:

- A. A \$750 non-refundable renewal fee paid in the form of a check and made payable to "Director of Finance";
- B. A current copy of the Transient Accommodations Tax (TAT) license for the TVR;
- C. A current copy of the General Excise Tax (GET) license for the TVR;
- D. Photographs of the TVR sign showing both its location on the property and a close up of the sign face which shall include the TVNC # and the 24/7 on-island contact's phone number;
- E. A copy of the "For Your Safety and Comfort" document that is posted in the Transient Vacation Rental and includes the 24/7 on-island contact's name and phone number typed into the document;
- F. Copies of all advertising on the internet reflecting the TVNC# and the 24/7 on-island contact's name and phone number;
- G. If applicable, special permits for properties zoned agriculture will also require an annual report of the status of compliance to the Conditions of Approval as well as photographs of the farming activity; and
- H. Copy of the Owner's tax return (for the previous year) evidencing activity on the GET and TAT certificates with the address of the TVR clearly visible.

V. ADDITIONAL NOTICE

- A. Owners with TVR's located within the Flood Zone may be contacted if an inspection is required for renewal;
- B. All documents submitted shall be on standard sized paper, 8 ½" x 11";
- C. All photos shall be labeled with photo content and shall be printed on standard sized paper, 8 ½" x 11";
- D. Owners who require proof of submitting their application should mail their complete application via Certified Mail, return receipt requested to the mailing address of the Planning Department listed above; and
- E. The status of all TVR permits can be found at: www.kauai.gov/Government/Departments-Agencies/Planning-Department/Transient-Vacation-Rentals.



COUNTY OF KAUA'I PLANNING DEPARTMENT • (808) 241-4050
4444 Rice Street, Suite A473 • Lihu'e, HI 96766

2017 TRANSIENT VACATION RENTAL RENEWAL APPLICATION FORM

I. CONTACT INFORMATION

Applicant: Check here if this is a new Owner*:

NAME OF OWNER / LESSEE (required)

Contact Name of Owner (First Name) (Last Name)

Owner's Current Mailing Address

City State Zip Code

Owner's Email Address Owner's Phone Number

Applicant's **authorized representative**, if different from above:

MANAGING AGENT CONTACT NAME (if applicable)

Management Company (if applicable)

Agent's Email Address Agent's Phone Number

24/7 ON-ISLAND CONTACT NAME (required)

24/7 Email Address 24/7 Phone Number

***New owner information should be provided to the Planning Department in writing if the Property is sold or transferred.**

II. PROPERTY INFORMATION

TVR Registration Number (TVNC)

SP # (if AG TVR)

The Annual Renewal Due Date (MM/DD/YY)

Name of TVR

Street Address of Property

Town of Property

(4) - _____
TMK:

III. WEBSITE LINKS

Please provide website links advertising your TVR

I hereby verify that the information I have provided is correct to the best of my knowledge.

Signature of Applicant

Print Name Legibly

Date

10-29-16