



## 2025 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 outside of the Visitor Destination Area “VDA” 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](http://www.kauai.gov/Government/Departments-Agencies/Planning-Department/Transient-Vacation-Rentals).

### III. 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 or money order and made payable to “**Director of Finance.**”
- B. Copy of the Owner’s General Excise/Use Annual Return & Reconciliation and Transient Accommodations Tax Annual Return & Reconciliation for the previous year filed with the State of Hawai’i. Do **not** redact please.
- C. Documentation that there is at least one 5 lb. multi-purpose A:B:C fire extinguisher mounted near an exit.
- D. Current photographs of the TVR sign showing a close up of the sign face which shall include the TVCN # and the 24/7 on-island contact’s phone number as well as the view of the sign from the public right away.
- E. Current photograph of the main structure from the main road and a side view.
- F. A copy of the evacuation route from the property to the closest public shelter for weather emergencies.
- G. Link for each advertisement **highlighting** the TVNC#. Also, for those transient vacation rentals located in the tsunami evacuation zone, *prior to registration renters must be informed that the transient vacation rental is located in the tsunami evacuation zone and of the corresponding evacuation procedures*. Please highlight your website advertising reflecting the notice of property located in the tsunami zone, and attach a hard copy of your rental contract or confirmation email that the property is located in the tsunami zone.
- H. If applicable, special permits for properties zoned agriculture will also require a minimum \$1,000,000 comprehensive liability insurance policy, a signed affidavit of the current status of Owner’s compliance to the Conditions of Approval as well as an annual report and photographs of the farming activity.
- I. **Renewal applications and accompanying documents and payment are accepted via USPS, FedEx, UPS or over the counter at the Planning Department up to four (4) months prior to the expiration date.**

**INCOMPLETE RENEWAL APPLICATIONS WILL BE RETURNED TO THE OWNER’S MAILING ADDRESS.**

### IV. ADDITIONAL NOTICE

- A. Owners may be contacted if an inspection is required for renewal;
- B. Owners with multiple TVR’s must submit **separate and complete applications for EACH property**;
- C. All documents submitted shall be on standard sized paper, 8 ½” x 11”; **single-sided** only, **no staples** please
- D. All photos shall be dated, labeled with photo content and shall be printed on standard sized paper, 8 ½” x 11”;
- E. **Owners who require proof of submitting their application should mail their complete application via Certified Mail, return receipt requested, FedEx or UPS to the mailing address of the Planning Department listed above;**
- F. The status of all TVR permits can be found at: [www.kauai.gov/Government/Departments-Agencies/Planning-Department/Transient-Vacation-Rentals](http://www.kauai.gov/Government/Departments-Agencies/Planning-Department/Transient-Vacation-Rentals); and



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

## 2025 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)

Special Permit # (if AG TVR)

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

Name of TVR

Street Address of Property

City Zip code

Resident State of Owner (ie. Hawai'i, California, etc.)

(4) - TMK: \_\_\_\_\_

### III. STATE OF HAWAII TAT INFO

**Provide the valid Transient Accommodations Tax License #**

TA - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
and the name/entity it is filed under:  
(Name) \_\_\_\_\_

### IV. FOR TVR'S IN THE TSUNAMI ZONE

☐ Check here that your website advertising and rental contracts contain notifications that this transient vacation rental is located in the tsunami evacuation zone and that you have attached copies to this application. (AZR&R, Rule 1-A)

I hereby acknowledge that this TVNC Use Certificate is valid for only one (1) structure as listed above. **I also certify that my 24/7 On-Island Contact lives on Kaua'i year round.** I declare under penalty of perjury that the information I have provided is true and correct. I understand that providing false information may be a violation of Federal and State law.

Signature of Applicant

Dated

Print Name Legibly

Revised 09/04/24