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

2027 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.

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. Picture of where the QR Code provided on Page 3 is located within the rental linking guests directly to KEMA.
C. Provide copy of property's Tax Classification from www.kauaipropertytax.com.
D. Copy of unredacted TAT and GET reconciliation statements for the previous tax year clearly reflecting and verifying that tax payments have been made.
E. Documentation that there is at least one 5 lb. multi-purpose A:B:C fire extinguisher mounted near an exit.
F. 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.
G. Current photograph of the main structure from the main road and a side view.
H. Confirmation that the designated 24/7 on-island contact shall remain reasonably available and make reasonable efforts to promptly communicate relevant official emergency alerts, evacuation notices and safety information to guests during emergencies or natural disasters, using the guests' provided contact information.
I. A copy of the evacuation route from the property to the closest public shelter for weather emergencies.
J. 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.
K. 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.
L. 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; and

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2027 TRANSIENT VACATION RENTAL RENEWAL APPLICATION FORM

I. CONTACT INFORMATION

Applicant: *Check here if there is any new info* to update:* ☐

_____
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 at time of sale 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

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

_____

(4) - ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
Tax Map Key # for Property

III. STATE OF HAWAII TAX INFO

Provide the valid Transient Accommodations Tax License #
TA - ___ ___ ___ - ___ ___ ___ - ___ ___ ___ ___ - ___ ___
Include UNREDACTED TAT Reconciliation & GET Reconciliation for previous year and the property's Tax Classification which can be found at www.kauaipropertytax.com.

IV. 24/7 CONTACT RESPONSIBILITIES

☐ Check here to acknowledge that the designated 24/7 on-island contact shall remain reasonably available and make reasonable efforts to promptly communicate relevant official emergency alerts, evacuation notices, and safety information to guests during emergencies or natural disasters.

*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

WELCOME TO KAUA‘I

BE READY. STAY INFORMED.

Emergency information for vacation rental guests

1 GET EMERGENCY TEXT ALERTS

On your phone, open your text messaging app.

TEXT

KAUAIEMA → 888777

Follow any instructions you receive.

2 SCAN FOR EMERGENCY PREPAREDNESS

Scan for KEMA emergency preparedness guidance

www.kauai.gov/KEMA

IF AN EMERGENCY OCCURS

- Follow official evacuation orders and local emergency instructions.
- Check local radio or TV for updates; do not rely only on text alerts.
- For immediate danger or a life-threatening emergency, call 911.

KAUA‘I EMERGENCY MANAGEMENT AGENCY (KEMA)

Questions about alerts? (808) 241-1800 | www.kauai.gov/KEMA