CITY OF NEW BUFFALO

SHORT-TERM RENTAL APPLICATION

INITIAL PERMITS / OWNERSHIP CHANGES | Mail or hand-deliver to City Hall. No email submissions.

01 RENTAL PROPERTY & UNIT

Property street address *

Unit / Apt.

Tax code / property ID (62-...) *

Zoning district (if known)

Number of STR units in building *

Other rentals on this parcel? (Yes / No)

If yes, list other rental-unit addresses

Bedrooms in rental unit *

Basement bedrooms

Finished stories / levels

Number of occupants requested *

Exclusive off-street parking spaces *

Estimated days rented per calendar year

Advertising sites / platforms

Requested occupancy: Enter the number of people you want approved to rent this unit. City review may approve a smaller number; generally no more than your request. Approval is also limited by City Code Section 11-9.

02 OWNER / AGENT CHECKLIST - INITIAL EACH

01	All owner(s) are current on real-property taxes, utilities, fees, fines, special assessments and other payments owed to the City, including amounts not tied to this rental. **Delinquency shall result in denial** under Section 11-3(F).	INITIAL
02	There are no open or outstanding building permits for this property. If there are, I will disclose them to City staff.	INITIAL
03	The unit complies with required building, safety, fire and property-maintenance regulations, subject to City inspection.	INITIAL
04	Each independently rented dwelling unit requires its own short-term rental permit.	INITIAL

Current fee: $1,525 including one inspection; **reinspections have additional fees**. Call **269-469-1500** before payment if the property has a homestead exemption. Submit by mail or in person at City Hall; **do not email** this application.

REVISED 11/03/2026

CITY OF NEW BUFFALO

PROPERTY OWNER & LOCAL AGENT

INITIAL APPLICATION | Provide information for every owner and the designated local agent.

Property address / unit

Tax code / property ID

03 OWNER INFORMATION

If title is held by a **trust, LLC, corporation or similar entity**, identify each natural person with control or partial control (trustee, manager, member, corporate representative, etc.). Use **page 5** for additional owners.

Owner full legal name *

Date of birth *

Owner primary / mailing address *

Cell phone *

Other / local phone

Email address *

Titleholding entity / trust / LLC name (if applicable)

Identification: Attach a copy of each owner's valid driver's license or state ID. Trust, LLC or other entity documents **may be required** to verify ownership or signing authority and could delay processing.

04 DESIGNATED LOCAL AGENT

The local agent must be a natural person residing within **20 miles of the City boundaries** and available 24/7 during rentals to respond within 30 minutes to complaints. An eligible owner may act as the agent.

Local agent full name *

Date of birth *

Business name (if applicable)

Other / local phone *

Cell phone *

Email address *

Agent residential / primary address (within 20 miles of City) *

Attach the agent's valid driver's license or state ID. Both the owner and designated local agent must sign the application affidavit on page 3.

CITY OF NEW BUFFALO

RENTAL UNIT AFFIDAVIT

INITIAL APPLICATION | Owner / authorized applicant initials each statement; both parties sign.

Property address / unit

Certification date

05 SAFETY & OPERATING CERTIFICATIONS

01	I certify that working smoke alarms are installed **in each sleeping room, outside each sleeping area, and on every additional story** (including basements) as applicable under City Code Section 11-8.	INITIAL
02	I certify that a working carbon monoxide detector is on each floor and that smoke and CO devices will be checked **at least once every 90 days** as required by Section 11-3(B)(1)(f).	INITIAL
03	I certify that each kitchen has a working fire extinguisher and a working extinguisher is near each outdoor cooking device.	INITIAL
04	I will ensure the agent inspects the premises or arranges a designee **at least monthly**, signs/dates the City checklist, corrects defects and retains inspection records for **at least two years** (Section 11-4(I)).	INITIAL
05	I consent to annual and other City inspections and will make the unit available upon request. Failing inspection may cause a permit to be withheld or voided.	INITIAL
06	At least **24 hours before each rental**, I will file the reservation summary with the City; keep a copy on site; provide Good Visitor Guideline materials; and tell renters the approved occupancy and parking rules.	INITIAL
07	I will notify the City **in writing within 15 days** of changes to application information or local agent, and **within 30 days** if an item inspected by the City is altered.	INITIAL
08	I will not advertise or rent an unpermitted unit or a partial dwelling unit; online ads will state the **City-approved maximum occupancy**. I will display the permit in a prominent **first-floor window** during rental terms.	INITIAL
09	I understand occupancy is limited by **Section 11-9** and that occupants and guests must comply with parking and all applicable City ordinances, including safety, noise and refuse requirements.	INITIAL
10	I have read and will comply with Chapter 11 of the City Code, will maintain a safe rental unit, and certify that the information and statements in this application are true.	INITIAL

06 SIGNATURES

Owner / authorized applicant printed name

Date

Owner / authorized applicant signature *

SIGN

Local agent signature *

SIGN

CITY OF NEW BUFFALO

APPLICATION PROCESS & OFFICE USE

INITIAL APPLICATION | Application and inspection review.

Property address / unit

Tax code / property ID

07 HOW TO SUBMIT & WHAT HAPPENS NEXT

1. **Submit in person or by mail.** Complete all five pages that apply, include owner/agent ID and applicable payment, and submit to **City of New Buffalo, 224 W. Buffalo St., New Buffalo, MI 49117**. **New permits and ownership changes are not accepted by email or through the online renewal portal.**

2. **Completeness and eligibility.** City staff reviews the application for completeness, eligible zoning, unpaid taxes or other City obligations, permits and applicable ordinance compliance. Incomplete or disputed applications may require follow-up or additional documents.

3. **Schedule the inspection.** Upon City notice, the owner or agent must arrange and allow the annual inspection, with required fees paid in advance. A failed inspection will result in a written deficiency list, and reinspection fees may apply.

4. **Permit determination.** The City determines approved maximum occupancy and confirms other requirements before issuing a permit. Submission or payment alone **does not authorize short-term renting or advertising without a valid permit**.

5. **Keep information current.** Send written notice of changes to application details or the designated agent within **15 days**, and report alterations to inspected items within **30 days** (Sections 11-3(G) and 11-7(D)).

Fees: Current annual STR fee is **$1,525** and includes one inspection. Reinspections have additional fees. If a homestead exemption applies, call City Hall at **269-469-1500** to confirm cost before payment. Nonrefundable charges and any other administrative deadlines are subject to the City's adopted fee schedule and procedures.

08 OFFICE REVIEW - OCCUPANCY & DETERMINATION

Date application received

Zoning district / eligibility

Staff reviewer

Qualified bedrooms

Qualifying finished stories

Reserved parking spaces

PUD? (Yes / No)

Bed/story calculation

Parking limit / N-A if PUD

Approved maximum occupancy

Inspection result / date

Final review (Approved / Rejected)

Issued STR permit number

Follow-up / permit comments

REVISED 11/03/2026

CITY OF NEW BUFFALO

ADDITIONAL OWNER INFORMATION

INITIAL STR APPLICATION | Included in this application; complete only if additional owners.

Rental property street address / unit *

Tax code / property ID

Provide this information for **each additional individual owner**, including persons who control a trust, LLC, corporation or similar entity. **Trust or LLC documents may be required** to establish ownership or signing authority; requests for these documents may delay processing. Each owner must provide a copy of a **valid driver's license or state ID**. If more space is needed, include another copy of this page.

A ADDITIONAL OWNER / RESPONSIBLE PARTY

Full legal name *

Date of birth

Primary / mailing address

Cell phone

Other / local phone

Email address

Titleholding entity (if any)

Relationship / role (e.g., trustee, LLC member)

Owner signature *

SIGN

Date signed

B ADDITIONAL OWNER / RESPONSIBLE PARTY

Full legal name

Date of birth

Primary / mailing address

Cell phone

Other / local phone

Email address

Titleholding entity (if any)

Relationship / role (e.g., trustee, LLC member)

Owner signature

SIGN

Date signed

Submission: This page is part of the initial application. Submit the completed application and required documents **by mail or in person at City Hall**. **No email submissions.**