

ACCESSORY HOMESTAY PERMIT APPLICATION

ARLINGTON COUNTY ZONING ORDINANCE §12.9.12

Department of Community Planning, Housing & Development – Zoning Division
2100 Clarendon Boulevard, Suite 1000, Arlington, Virginia 22201
building.arlingtonva.us | contactzoning@arlingtonva.us
Phone (703) 228-3883 | Fax (703) 228-3896



HOMESTAY INFORMATION	
<i>ADDRESS</i> <i>Zip Code</i>	
Dwelling Type:	
<input type="checkbox"/> Detached Single-Family Dwelling	<input type="checkbox"/> Semi-Detached Dwelling
<input type="checkbox"/> Duplex Dwelling	<input type="checkbox"/> Townhouse Dwelling
<input type="checkbox"/> Multiple-Family Dwelling (Apartment or Condominium)	
<input type="checkbox"/> I Own This Property	<input type="checkbox"/> I Rent This Property
Please note: Accessory Homestay Permits do not exempt any dwelling from the rules or restrictions imposed and enforced by condominium or homeowners' associations to which the property may be subject. Likewise, renters may be subject to additional rules or restrictions under the terms of their lease, which are not preempted by an Accessory Homestay Permit.	
RENEWAL: <input type="checkbox"/> No <input type="checkbox"/> Yes Current Permit No.: _____	
APPLICANT INFORMATION	
<i>Full Name [first, last]</i>	
<i>Phone Number</i>	<i>Email Address</i>
RESPONSIBLE PARTY INFORMATION <input type="checkbox"/> Same as applicant	
<i>Full Name [first, last]</i>	
<i>Address</i>	
<i>Phone Number</i>	<i>Email Address</i>
<i>Signature</i>	<i>Date</i>
<i>Please Note: §12.9.12.B.1 requires the signature of the responsible party available during the use of the accessory homestay, if not the applicant.</i>	

Accessory Homestays allow residents to host short-term overnight lodgers in their primary residence for stays of less than thirty (30) days through online booking platforms such as Airbnb, Craigslist, or Vacation Rentals by Owner (VRBO). All Accessory Homestays must comply with the requirements in ACZO §12.9.11 and §12.9.12. The required conditions for operating an Accessory Homestay are located on the reverse of this application form, and must be signed and submitted with this application. In addition, proof of residency documents, such as copies of a drivers' license, voter registration card, or executed lease (for renters) must be submitted with the application.

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE CONDITIONS OF AN ACCESSORY HOMESTAY

CONDITIONS

1. The Accessory Homestay shall be operated in a residential dwelling by persons whose principal residence is on the premises for 185 days per year.
2. The Homestay shall have no more effect on adjacent property than normal residential use and the Accessory Homestay will be subordinate to the principal use of the premises for dwelling purposes. There shall be no evidence on the exterior of the premises or visible from the exterior of the premises that the property is used in any way other than for a dwelling.
3. There shall be no signs.
4. There shall be no outside display, storage or sale of merchandise or equipment.
5. There shall be no audible noise, detectable vibration or odor beyond the confines of the subject dwelling or accessory building, including transmittal through vertical or horizontal party walls.
6. There shall be no stocks in trade displayed or sold on the premises except for those produced at the premises.
7. Each application for an Accessory Homestay shall be accompanied by a sketch of all existing and proposed new parking spaces. Existing parking spaces, unless illegal, shall be permitted to remain. All new parking spaces shall comply with all applicable requirements in §3.2 and §14.3 of the Zoning Ordinance. No vehicles shall be parked or stored in any other spaces unless they comply with all provisions of the Zoning Ordinance.
8. No equipment may be used on the premises other than that which is usual for purely domestic or hobby purposes, or what is usual for a small business, professional, or medical office
9. The maximum number of overnight lodgers on any night of an accessory homestay shall be up to the greater of six lodgers, (6) or two lodgers (2) per number of bedrooms in the dwelling, provided, however, under no circumstances shall the number of lodgers exceed that allowed by the Building Code. The maximum number of overnight lodgers in any accessory dwelling is limited to three (3) lodgers.
10. The Accessory Homestay shall have working fire extinguishers, smoke detectors and, if applicable, carbon monoxide detectors. All such equipment shall be accessible to all overnight lodgers of the Homestay at all times.
11. The Accessory Homestay shall not conduct commercial meetings, including luncheons, banquets, parties, weddings, meetings, charitable fund raising, commercial or advertising activities, or other gatherings for direct or indirect compensation.
12. Any bedroom rented to overnight lodgers shall be within the main building of the dwelling, and not in any detached accessory building unless an Accessory Dwelling Permit has been issued for the detached accessory building.
13. Any sleeping room used for overnight lodgers must meet the building code requirements for a sleeping room at the time it was created or converted.
14. An accessory homestay shall comply with the requirements of the applicable version of the Virginia Uniform Statewide Building Code, as determined by the Building Official.

CERTIFICATION

By signing below, I acknowledge that I am entering into an agreement with the Zoning Administrator certifying that I will comply with the requirements for an Accessory Homestay, per [Arlington County Zoning Ordinance §12.9.12](#). I certify that I am the bona fide resident of the premises identified above; I have read and understand the above conditions; and I can and will comply with each condition without exception. I further certify all the information is complete and correct to the best of my knowledge and belief.

[Accessory Homestay](#) providers are **required** to obtain Business License and a Transient Occupancy Tax (TOT) accounts (County Code Chapter 40) from the **Commission of Revenue**. For more information about taxes and/or a business license, contact the Business Tax Division of the Office of the Commissioner of the Revenue. Businesses can be registered **online (click 'Register a Business')** or **in person** by completing the Business License Form (For Accessory Homestays, the "section code" part of the business license form is "72 - Lodging").

Applicant Signature

Date