



Applying for a Zoning Permit for a Short-Term Rental

Get more information on short-term rentals at loudoun.gov/shorttermrentals.

Instructions on how to obtain a Zoning Permit application for a short-term rental are as follows:

Step 1: Complete the application form on pages 2-4, and include the following documents:

- The verification required by A.5. on page 2 of this application, if applicable
- The exhibit required by A.7 on page 3 of this application.
- The floor plan required by A.9. on page 3 of this application.
- The documentation required by C.3 on page 4 of this application, if applicable.

Step 2: Apply for a Zoning permit and include this completed application and the applicable documents outlined from Step 1 above.

How to apply:

- **Online in LandMARC (loudoun.gov/landmarc) (account required):** Apply using the **Zoning Only-Residential** application and attach this completed form and the other required documentation. Fees can be paid online.
- **In person at the Government Center** (1 Harrison Street, Leesburg VA): Visitors will be required to [check in to the virtual line](#) and will be guided on using the LandMARC self-service portal. Fees can be paid by check or online.
- **By Mail:** Send this completed application and required documentation to:
Department of Building & Development
1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000
Include a \$165.00 check or money order made payable to “Loudoun County.”

The Zoning Ordinance Defines Two Types of Short-Term Rentals.

Short-Term Rental - Residential Accessory: The renting of a portion or the entirety of a dwelling unit as an accessory use to a principal dwelling unit for a period of fewer than 30 consecutive days, and no more than 180 days per calendar year, in exchange for a charge for the occupancy or other consideration. The Operator must occupy the dwelling unit that the Short-Term Rental- Residential Accessory use is accessory to for a minimum of 185 days out of the calendar year.

Short-Term Rental - Commercial Whole House: The renting of a not otherwise occupied single family detached dwelling unit or a not otherwise occupied accessory dwelling unit that is accessory to a principal single family detached dwelling unit, in which the entire dwelling unit is used for providing overnight accommodations for a period of fewer than 30 consecutive days in exchange for a charge for the occupancy or other considerations. A Short-Term Rental - Commercial Whole House use is counted as a dwelling unit for purposes of density calculations.



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 1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000
 (703) 777-0220 www.loudoun.gov

Zoning Permit Application for Short-Term Rental

Fee: \$165

Instructions: Please complete the information below and sign. Applicant must comply with all applicable Homeowners Association (HOA) and/or Condominium Owners Association requirements (UOA) (see A.10 below).

Applicant's Name _____ Email Address _____

Property Owner's Name _____ Email Address _____

Property Address _____ City/County/Other _____ State _____ Zip Code _____

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Tax Map Number _____ PIN Number _____

Total Number of Rooms for Short-Term Rental: _____ **Total Number of Guests:** _____

Type of Dwelling Unit: (check only one type)

Short-Term Rental - Residential Accessory:
 ___ Single-Family Detached; ___ Single-Family Attached; ___ Multi-Family;
 ___ Accessory Dwelling Unit

Short-Term Rental - Commercial Whole House:
 ___ Single-Family Detached; ___ Accessory Dwelling Unit

By checking each box below I hereby acknowledge that I have read the following requirements and that all applicable requirements have been or will be met:

A. The following requirements must be met for BOTH types of Short-Term Rental uses.

1. **Property address:** Must be visible from the road or posted on a mailbox or plaque at the driveway's entrance if the dwelling unit is set back from the road.
2. **Annual registration:** Registration as required by Chapter 1470 of the Codified Ordinances of Loudoun County must be completed and posted in a conspicuous location within the area being used as the Short-Term Rental.
 - a. Current registration must be included with all advertising material.
 - b. Registration must be renewed annually.
3. **Contact information:** Contact information for the operator/manager must be posted in a conspicuous location within the area being used as the Short-Term Rental.
4. **Availability:** The Operator or Manager must be available at all times when the Short-Term Rental is occupied by renters to address issues that may arise.
5. **Individual Sewage Disposal System Capacity (does not apply if Short-Term Rental is served by Public Sewer):** Must provide verification from the Loudoun County Health Department that the total number of guests permitted per night does not exceed the maximum capacity of the individual sewage disposal system.
6. **Cooking Facilities/Food Service:** The Operator or Manager must not prepare, serve, or contract for the catering of food or alcoholic beverages for consumption by any guests; The Short-Term Rental must not contain restaurant facilities; Independent cooking facilities, if provided, are for use by the guests only.



7. **Parking:** A minimum of 1 off-street parking space must be available for the Short-Term Rental, in addition to the required number of parking spaces for the dwelling unit. An exhibit must be provided showing the location of the dwelling unit and/or accessory dwelling on the parcel used for the Short-Term Rental and all required parking.
8. **Safety:**
 - a. *Smoke Detectors:* Smoke detectors that are interconnected with smoke detectors in the rest of the structure must be present and operational in each room used for overnight accommodations for the Short-Term Rental and on all floors of the structure.
 - b. *Fire extinguisher:* An operational fire extinguisher must be provided in a conspicuous location that is clearly marked and accessible to guests on each floor of the structure.
 - c. *Carbon Monoxide:* An operational carbon monoxide detector must be provided on each floor of the structure.
 - d. *Egress:* Each room used for overnight accommodations for the Short-Term Rental must have at least 2 means of continuous and unobstructed egress travel to the outside of the dwelling unit on the ground floor.
 - e. *Fire Plan:* A fire safety plan and emergency contact information, including contact information for the Operator or Manager, local law enforcement, and fire and rescue must be posted in a conspicuous location within the area being used as the Short-Term Rental.
9. **Floor Plan:** Submit a drawing showing the location of the room(s) being rented and illustrating compliance with the safety requirements of 8 above.
10. **HOA/Covenants:** The Short-Term Rental must comply with all applicable Homeowners Association (HOA) and/or Condominium Owners' Association (COA) requirements. A Zoning Permit for a Short-Term Rental does not abrogate, annul, or otherwise interfere with any easement, covenant, or other private agreement or legal relationship, such as an HOA or COA declaration, that may govern the use of the dwelling unit as a Short-Term Rental.
11. **Events/Parties:** Private parties and/or Temporary Special Events associated with the Short-Term Rental are prohibited.
12. **Inspection:** The Zoning Administrator must be provided with permission to conduct an inspection prior to approval of the Zoning Permit for a Short-Term Rental.
13. **Non-Transferability:** The Zoning Permit for a Short-Term Rental is not transferable to any other Operator or dwelling unit.
14. **One Zoning Permit:** Only one Zoning Permit for a Short-Term Rental is permitted per parcel or condominium ownership unit and no other currently pending or approved Zoning Permits for a Short-Term Rental may apply to the parcel or condominium ownership unit that is the subject of this Zoning Permit application.
15. **Zoning Permits for Certain Other Uses:** A Zoning Permit for a Short-Term Rental use is not permitted on a parcel that is subject to an approved Zoning Permit for a Bed and Breakfast Homestay, Bed and Breakfast Inn, Country Inn, Rural Retreat and Resort, or Campground use, and no currently pending or approved Zoning Permits for such uses may apply to the subject parcel.
16. **One Rental Contract:** All guests staying within the same dwelling unit during a rental period must be covered under the same rental agreement.

B. The following requirements also must be met for a Short-Term Rental - RESIDENTIAL ACCESSORY use:

1. **Maximum Number of Guests.** (check only one type)
 - a. **Single Family Detached and/or Accessory Dwelling Unit:** The total number of guests permitted per night must not exceed 8 guests per parcel if owned in fee simple or per ownership unit if under condominium ownership. This requirement is not intended to limit the number of guests that may sleep in each room.
 - b. **Multi-Family or Single-Family Attached:** The total number of guests permitted per night must not exceed 4 guests per parcel if owned in fee simple or per ownership unit if under condominium ownership. This requirement is not intended to limit the number of guests that may sleep in each room.



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- 2. **Residency Requirement:** The Operator must occupy the dwelling unit that the Short-Term Rental - Residential Accessory use is accessory to for a minimum of 185 days out of the calendar year.
- 3. **Rental Period:** The dwelling unit, or portion thereof, must not be used as a Short-Term Rental - Residential Accessory use for more than 180 days per calendar year.

C. The following requirements also must be met for a Short-Term Rental - COMMERCIAL WHOLE HOUSE use:

- 1. **Maximum Number of Guests.** The total number of guests permitted per night must not exceed 10 guests per parcel if owned in fee simple or per ownership unit if under condominium ownership. This requirement is not intended to limit the number of guests that may sleep in each room, nor the number of dwelling units per parcel that may be used for the Short-Term Rental - Commercial Whole House use.
- 2. **Exterior Lighting:**
 - a. Exterior pole mounted lighting must not exceed 12 feet.
 - b. Fully shielded lighting fixtures must be used in all areas. The light element (lamp or globe) of a fixture must not extend below the cutoff shield.
 - c. All exterior lighting must be extinguished from 10:00 p.m. to 6:00 a.m., except for exterior lighting that is necessary for security purposes.
- 3. **Roads/Access:** If the parcel that is the subject of this Zoning Permit application does not have frontage on a Class I or Class II Road, documentation must be provided with the Zoning Permit application that demonstrates that the private road serving such parcel may be used to provide access to the Short-Term Rental - Commercial Whole-House use.
- 4. **Attainable Housing Prohibited:** Affordable Dwelling Units (ADUs), Affordable Housing Units (AHUs), and Unmet Housing Needs Units (UHNUs) are prohibited from being used for Short-Term Rental - Commercial Whole-House uses.

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I HAVE READ THE ABOVE AND THAT MY SHORT TERM RENTAL USE IS IN COMPLIANCE WITH THE REQUIREMENTS OF SECTIONS 5-669 AND 5-670 OF THE REVISED 1993 ZONING ORDINANCE, CHAPTER 1470 OF THE CODIFIED ORDINANCES, ALL OTHER APPLICABLE ORDINANCES, AND ALL APPLICABLE HOMEOWNERS ASSOCIATION (HOA) AND/OR CONDOMINIUM UNIT OWNERS' ASSOCIATION (UOA) REQUIREMENTS, AND PROVIDE THE ZONING ADMINISTRATOR WITH PERMISSION TO CONDUCT AN INSPECTION OF THE DWELLING UNIT(S) SUBJECT TO THIS ZONING PERMIT APPLICATION.

Applicant's Signature	Printed Name Of Applicant	Phone Number	Date
Property Owner's Signature	Printed Name Of Property Owner	Phone Number	Date

THIS PERMIT IS <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	OFFICE USE ONLY _____ APPLICABLE ZONING ORDINANCE/ZONING DISTRICT
_____ SIGNATURE OF ZONING ADMINISTRATOR OR DESIGNEE	_____ DATE
_____ PERMIT NUMBER	