

2025 STR FAQ

Do I need to fill out the Short-Term Rental (STR) application?

1. Do I need to fill out the information in the Short-Term Rental (STR) application if I am just wanting to renew a current STR?
 - a. Yes, all of the information must be completed to prevent any delays in processing the application.
2. If I am the owner of an STR property on Tybee Island and utilize a manager or management company, must I complete the new application personally or can the manager or management company do this on my behalf?
 - a. No, you do not have to complete the application personally. If you sign the Authorization Letter on page 3 in the packet, the manager or management company can complete the application on your behalf.
3. I currently have an STR certificate but had a long-term lease in 2024. Do I need to complete the 2025 STR application?
 - a. Yes, you must complete the application in full and indicate on page 11 that you have a long-term lease.
4. I currently don't have an STR certificate, can I apply for a new one?
 - a. The City will not issue new STR certificates to properties located in R-1, R-1B or R-2 zoning districts. If your property is located in a zoning district other than R-1, R-1B or R-2, please fill out the STR application.
5. How do I verify my property's zoning district?
 - a. Property zoning district information can be found at <https://www.chathamtax.org/>.

Application Questions

6. When can I submit my STR Application?
 - a. Applications can be submitted now through March 31, 2025.
7. When is the deadline for having my STR application submitted?
 - a. All STR applications must be submitted by March 31, 2025. Your current STR Certificate will remain valid until a renewal decision is made.
8. Where can I get my STR Application?
 - a. STR Applications can be obtained from the City's website, or they can be picked up from City Hall or the Code Compliance Office at the South Annex (1509 Strand Avenue).
9. What is the time frame for getting the application approved once it has been completed?
 - a. All applications will be reviewed in the order they are received and processed on a first come first serve basis. Your current STR Certificate will remain valid until a renewal decision is made.
10. If I have two separate properties, do I need to complete two separate applications or just one?
 - a. An application must be completed for each STR property requesting a certificate.
11. If I have multiple STR units on the same property, do I need to complete multiple applications or just one?
 - a. If you have multiple STR units on the same property, and the property has not been subdivided, you are only required to complete one application. However, if the property has been subdivided, each unit will need its own application.

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12. Where do I find my parcel number or PIN?
- Your unit parcel number or PIN can be found at <https://www.chathamtax.org/>.

Payments

13. How do I pay for my STR application?
- Once your application has been approved, payment can be made at City Hall or South Annex by cash, check or credit card (convenience fees may apply). A certificate will not be issued until payment is received.
14. How do I determine the fee that I need to pay for my STR?
- Determining the fee you need to pay for your STR is based on the occupancy for the property. Each applicant will pay a \$200.00 base fee. In addition to the base fee, each applicant will be responsible for an additional occupancy fee based on the rental unit's occupancy using the following formula:
 - Total Occupancy of one to five persons: \$10.00 per person
 - Total Occupancy of six to 10 persons: \$15.00 per person
 - Total Occupancy of more than 10 persons: \$20.00 per person
 - For example, a five-bedroom house would be 10 plus two equaling 12 total. Therefore, the fee should be calculated as \$200.00 + \$20.00 per person (\$20 x 12) equaling a total of \$440.00.
15. How do I determine the maximum occupancy of my STR?
- Determining the maximum occupancy of an STR is calculated as two adults per bedroom plus two additional adults for the dwelling. For example, a four-bedroom house would be eight plus two, equaling 10 in total.
16. How do I determine the number of bedrooms?
- The number of bedrooms must be consistent with the property records found at <https://www.chathamtax.org/>.
17. How do I pay my monthly Room (Hotel/Motel) Tax?
- You will submit a tax return to the City with payment. A tax return is required each month, even if no tax is due. Payments can be made by cash, check or credit card (convenience fees apply).
Link to Tax Return:
<https://www.cityoftybee.org/DocumentCenter/View/4614/Monthly-Room-Tax-Return>
18. I have a 3rd party vendor (AirBnb, Vrbo) pay my taxes, do I still need to complete a monthly room tax return?
- Yes, a monthly room tax return must be completed even if no taxes are due.
19. How do I know how much my 3rd party collects on my behalf?
- You will need to contact your 3rd party vendor or log into your account.

Signage

20. What are the signage requirements for my STR?
- If your STR is a one- or two-family unit, it is required to have a sign that is not less than 18 inches by 24 inches and not larger than 24 inches by 24 inches. It should be

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- located on the address side of the property and be legible and visible from the street. It should include a name and an emergency contact phone number.
- b. If the unit is a multi-family unit, a sign 8 ½ inches by 11 inches should be legible and visible from a publicly accessible area outside of the unit. It should include a name and an emergency contact phone number.
 - c. More information about the signage requirements can be found in Tybee Island City Code Section 4-051.(5).

Occupational Tax Certificate

21. What is an Occupational Tax Certificate?
 - a. It is like a business license that allows you to operate your property as a business. An OTC is required if you conduct business on your STR property and do not qualify for an exemption. Those requiring an OTC should submit an OTC application with the STR application.
22. Does my property qualify for an Occupational Tax Certificate (OTC) exemption?
 - a. Information on exemptions can be found on the City website under “Occupational Tax & Exemption Resources.” Properties are not considered a business if the only business conducted on the property is merely maintaining the property for a rental and therefore would be exempt from the OTC requirement.
23. When is my exemption form or occupational tax certificate application due?
 - a. March 31st is the due date for 2025 applications. Please submit your OTC application or exemption form with the STR application.
24. What is the cost to obtain an occupational tax certificate and how do I make a payment?
 - a. The cost is \$135. We will notify you that your application is approved for payment. Payment can be made by cash, check or credit card (convenience fees apply).
25. What do I do if I believe that I have paid for an OTC for my STR in past years but now believe I qualify for exemption?
 - a. If you believe you have made an overpayment of occupational taxes to the City of Tybee Island and wish to claim a refund, please email the City of Tybee Island Finance Department at gail.perry@cityoftybee.gov. You will be emailed a refund claim form. The OTC refund is available for three years only.

For assistance with any other questions related to the STR or OTC Application, please contact strhelp@cityoftybee.gov.