



# TROUP COUNTY GEORGIA

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## Short Term Rental Owner Guidebook

Updated May 3, 2024



## TROUP COUNTY G E O R G I A

Dear Rental Property Owner,

Thank you for your interest in becoming an operator of a short term rental property in Troup County. With the dynamic growth of this industry worldwide, communities like ours have become destinations for families seeking the comforts of home while they are away on vacation. Offering your home as a retreat for travelers is helping add to our already dynamic tourism economy.

Our staff with Troup County Community Development has prepared this guidebook that we hope will walk you through the process of becoming a licensed operator of a short term rental. We understand that many homeowners who begin this process have never operated a private business, and the process may seem complicated.

We wish you the best of luck in your operation as a short term rental owner. Troup County offers many wonderful options for travelers to enjoy and we are sure you will find plenty of potential clients who will be interested in staying at your property.

# IN OUR GUIDEBOOK

[troupcountyga.gov](http://troupcountyga.gov)

*This guidebook along with links to all the required forms, a copy of the ordinance and other valuable information is available 24/7 online!*



Troup County's definition of short term / short term vacation rental (STR / STVR), plus the basic guidelines for obtaining a special use permit and a business license.



The step by step process to be compliant with the ordinance in operating your STR - we will walk you through it!



Contact information for all the key staff and departments who are here to help you through the process and service your STR once you are licensed.



All the forms, policies, ordinances and other documents to make sure you are well informed about STR operations.

# Short Term Rental Special Use Application Checklist

**Before getting started on your STR journey, please review the questionnaire below:**

- \_\_\_ Are you the sole owner of the property in question?
- \_\_\_ Is the dwelling/structure a legally permitted detached single-family dwelling unit?
- \_\_\_ Have you held ownership of the property for a minimum of three (3) years?
- \_\_\_ Does the property owner reside on-site for the entirety of 365 days per year?
- \_\_\_ Is the property designated as non-owner occupied, (this includes seasonal or periodic use by the property owner)?
- \_\_\_ If the property is non-owner occupied, is your primary residence located within Troup County?
- \_\_\_ If owner is not living within Troup County, do you have a local representative?
- \_\_\_ Is this application for the primary dwelling on the specified parcel? Please note that only one dwelling within the property can be utilized as a short-term rental unit, and accessory dwellings are prohibited from residential rental or short term rental use.
- \_\_\_ Do you have a comprehensive rental policy in place for prospective renters that is in accordance with Section 5.26 of the Troup County Zoning Ordinances? You must provide proof of the policy with the application submittal.
- \_\_\_ Do you possess valid proof of short-term rental homeowner's insurance? Please supply a copy of the insurance documentation.
- \_\_\_ Have you read and understood Troup County's ordinance governing Short-Term Rentals?

\*\*\*\*\* If your business is a corporation, INC, LLC, or Partnership, verification will be made that it is compliant with the Georgia Secretary of State's office.

# Definitions

A complete copy of the current short term rental ordinance is attached at the end of this document. Below is a list of terms used in the guidebook from the ordinance.

*Short Term Rental.* An accommodation for transient guests where, in exchange for compensation, a residential dwelling that is provided for lodging for a period of time not to exceed 30 consecutive days. Short term rental shall not include any residential dwelling not regularly offered for rental, which shall be defined as any residence offered for rental less than 14 days in any given calendar year.

*Short term rental agent* means a person or organization designated by the owner or long-term tenant of a short-term rental on the short-term rental license application. Such a person shall be available for and responsive to contact at all times.

*Short term rental guests* means guests, tourists, lessees, vacationers or any other person who, in exchange for compensation, occupy a short term rental for lodging for a period of time not to exceed 30 consecutive days.



# Why are there regulations for short term rentals?

Troup County is experiencing larger, more intensive, and more widespread growth throughout the County which includes a substantial increase of short term vacation rental operations and applications for special use permits for such operations; and

Troup County finds that the ordered regulation of short term vacation rental operations is necessary to protect public health, safety, welfare and property values of the citizens of Troup County and to lessen the negative impact upon permanent residents, as well as, other visitors to unincorporated Troup County for vacation oriented behavior of visitors occupying short term / short term vacation rental property.

## What is a Short Term Rental?

An accommodation for transient guests where, in exchange for compensation, a residential dwelling that is provided for lodging for a period of time not to exceed 30 consecutive days. Short term vacation rental shall not include any residential dwelling not regularly offered for rental, which shall be defined as any residence offered for rental less than 14 days in any given calendar year.”

# Why should I register my property as a Short Term Rental?



When you register your short term rental you are **in compliance with the ordinance**. Registered properties also **help our community grow** and become an even better place to live, work, and play. Licensed STRs in Troup County **collect sales and occupancy taxes from visitors** which help fund **public safety, roadways, and quality of life amenities** like our parks - providing a safe, clean, and entertaining community for all.



# 01

The first stop will be to visit the Community Development Department and obtain a Special Use Short Term Rental permit application. Submit the application with a site plan showing the layout of the property to include amenities and parking. (\$500.00 application fee).

The application will be reviewed by the Development Review Committee and then will be forwarded to the Board of Zoning Appeals and Planning Commission (BOZAPC). Lastly the Board of Commissioners (BOC) will review and approve or disapprove the application. Attendance at the BOZAPC and BOC meetings is required.

# 02

# 03

Complete the process by obtaining your business license which will include registering with the IRS, obtaining a sales tax number, registering your business with the Secretary of State, if you are a limited liability corporations, Incorporations or a Partnership, and completing the business license application form.

# Get Started!

## Troup County

**Special Use  
Application**

**Community Development**

100 Ridley Avenue, LaGrange, GA, 1st Floor      Phone: (706) 883-1650  
Hours: Monday-Friday, 8am—5pm

**Business License  
Application**

**Community Development (Building Inspector will schedule an appointment with applicant)**

100 Ridley Avenue, LaGrange, GA 1st Floor      Phone: (706) 883-1650  
Hours: Monday-Friday, 8am—5pm

**Fire Marshal  
Inspection**

**Fire Marshal**

100 Ridley Avenue, LaGrange, GA, 1st Floor      Phone: (706) 957-4293  
Hours: Monday-Friday, 8am—5pm

**Complete License  
Process**

**Community Development, Business License Office**

100 Ridley Avenue, LaGrange, GA, 1st Floor      Phone: (706) 883-1650  
Hours: Monday-Friday, 8am—5pm

**Confirm Personal  
Property  
Assessment**

**Property Appraisal**

100 Ridley Avenue, LaGrange, GA, 2nd Floor      Phone: (706) 883-1625  
Hours: Monday-Friday, 8am—5pm



# Taxes

## What are the taxes/fees being charged?

Sec. 50-58. - Tax on hotel, motel and other accommodations.

(a) Tax imposed; exception. Pursuant to O.C.G.A. § 48-13-50 et seq., an eight-percent tax is hereby imposed upon the furnishing for value to the public of any room or rooms, lodgings or accommodations furnished by any person or legal entity licensed by or required to pay business or occupation taxes to the county for operating a hotel, motel, inn, lodge, tourist camp, tourist cabin or any other place in which rooms, lodgings or accommodations are regularly furnished for value, but such provisions shall not apply to charges for any rooms, lodgings or accommodations furnished for a period of more than ten consecutive days or for use as meeting rooms, or which are being used by state or local government officials or employees when traveling on official business.

(b) Returns. Those persons or legal entities which shall be responsible for paying the tax imposed in this section shall make quarterly returns showing the amount of taxes collected, the deductions for which they are allowed pursuant to O.C.G.A. § 48-13-52 and the net tax due. Such return shall include a check payable to the county for the net tax due. The return should be made on forms provided by the county finance office by the dates specified on such forms.

(c) Expenditure of proceeds. The proceeds from this tax shall be expended pursuant to O.C.G.A. § 48-13-50 et seq., which provides for the imposition of this tax.

(Res. No. 2011-05, 10-19-2010)

Note— The eight-percent tax shall be effective and implemented on January 1, 2011.



# FAQs



## Frequently Asked Questions...

What properties are eligible to become short term rentals?

All residential properties are allowed to be used for short term rentals. This includes the following zoning districts: Table 7.3 (Permitted (P), Not Permitted (NP), Special(S) Uses for Residentially Zoned Districts) of Article VII (Zoning District Standards and Permitted Uses) of the Zoning Ordinance of Troup County, Georgia is hereby amended by addition and insertion of the following USE:

USES	AG	AGR/USD	SFMD	LR	LRR	RR	MFR	MHP
Short Term Rentals	S	S/NP	S	S	S	S	NP	NP

## Where can I find the Short Term Rental Ordinance?

The complete ordinance can be found at the end of this guidebook.

## How do I register my Short Term rental?

The first step will be to visit the Community Development Department and obtain a Special Use permit application. Submit the application with a site plan showing the layout of the property, amenities and parking. (\$500.00 application fee).

## How many people can rent my home at one time?

Unless lower occupational limits are required by the Fire Marshal after inspection of the dwelling unit, the number of overnight occupants shall not exceed two persons per bedroom plus four additional persons per residence. The maximum daytime occupancy (between the hours of 8 a.m. and 10 p.m.) of any property to be used as a short term rental shall be maximum occupancy plus four (4). Only a total of six (6) bedrooms per short term rental may be rented regardless of the total number of bedrooms.

## What is the role of the Contact Person?

The owner of a short term / short term rental shall designate a short term rental agent on its application for a special use permit for short term rental. A short-term rental owner may also serve as the rental agent. The duties of the rental agent are to:

- See ordinance at the end of this guide for further instructions.

### **Does the Owner have to be the Contact Person?**

No, owners may retain a managing agent, managing agency, operator or representative to serve as the Contact Person. However the owner is ultimately responsible for compliance with all the requirements of the ordinance.

### **What if the Contact Person changes?**

No problem. Notify the Troup County Community Development office in writing immediately upon a change in the contact information for the Contact Person. We will then update our files to reflect the change in contact information.

### **Who is the Responsible Person?**

Each rental party will be required to designate a Responsible Person who must be at least 25 years of age. The Responsible Person will sign the lodging contracts that outline all the legal requirements including the noise ordinance, parking, and occupancy rates for each property. They will also be required to provide their contact information and a copy of their photo identification to the Contact Person. (See ordinance at the end of this guide for further instructions)

### **What about parking?**

No vehicles of any type are be parked on the County’s right of way or along any roadways at any time. Vehicles are to be parked on designated areas, outlined in the site plan. A breach of these parking requirements may result in a violation under the ordinance.

### **What about neighbor complaints?**

Citizens can call Troup County Sheriff’s Office (706) 883-1616 or E-911 non-emergency number (706) 883-1700 to report a complaint after normal business hours, weekends and holidays. During normal business hours, 8:00 am to 5:00 pm citizens can contact the Troup County Community Development Office at (706) 883-1650, Monday thru Friday. All complaints will documented and contact will be made with the designated Contact Person to help resolve the concern. If the complaint is not resolved, the owner may be issued a notice of violation, a citation, or may have the business license and the special use permit revoked by the Board of Commissioners.

### **What are the consequences for a violation of the code? What happens if I don’t register my property?**

First Offense	Second Offense	Third Offense	Fourth and Subsequent Offense
\$250.00	\$500.00	\$750.00	\$1,000.00

# COMPLIANCE

## Be a Good Neighbor

Unfortunately, incidents will likely occur that cause complaints and result in citations being written. The Troup County Marshal's Office and/or other law enforcement officials will respond to complaints, and, after evaluating the situation, may issue notice of violation and / or citations. There are four main areas of concern with short term rentals: **Occupancy, Parking, Noise, and Trash.** We expect all our short term rental properties to be respectful of their neighbors and adhere to code of ordinances.



Informing your renters about the occupancy rates, local noise ordinance, proper trash removal, and parking requirements will save both you and your renters a lot of frustration.

No one wants to see a property owner fined for violations. Compliance with reasonable and fair restrictions will eliminate the possibility of fines and penalties. Troup County wants our short term rentals to be successful, productive, and courteous neighbors - let us help you put the right rules and information in place to help with this goal.



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## Supporting Materials – Appendix

**Note: Applications may be submitted via the following GeoPermit link: <https://permitting.schneidergis.com/> Applicants will be required to set up an account. Payments are accepted online or in person.**

**Short Term Rental application: <https://troupcountyga.gov/Planning/Applications>**

Complete the application. Attachments required: Site plan, list of amenities offered, maximum occupancy for STR as advertised. Copies are available in person or via email also.

**Business Application: [https://troupcountyga.gov/Building/Licenses OTC](https://troupcountyga.gov/Building/Licenses_OTC)**

- Business Application Checklist and required documents.
- Copies are available in person or via email.

**Building Inspector & Fire Marshal Checklist (see attached)**

**Short Term Rental Ordinance (see attached)**

Your copy of the ordinance as it pertains to short term. If you have any questions or concerns, please contact the Community Development Office at (706) 883-1650 or via email at [communitydevelopment@troupcountyga.gov](mailto:communitydevelopment@troupcountyga.gov) .

# TROUP COUNTY COMMUNITY DEVELOPMENT

100 Ridley Avenue, Suite 1300, LaGrange, GA 30240

(706) 883-1650 or [communitydevelopment@troupcountyga.gov](mailto:communitydevelopment@troupcountyga.gov)

## Short Term Rental

## Occupational Tax Certificate License

### CHECK LIST

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**MUST PROVIDE THE FOLLOWING CHECKED ITEMS BEFORE LICENSE WILL BE ISSUED:**

- ✓  Special Use Permit application submitted and approved by the Board of Commissioners
- ✓  Submit a completed Troup County “New Business License & Occupational Tax Certificate Application Form” and all other attached documents that are required.
- ✓  Submit Proof of Ownership of your STR.
- ✓  Submit a copy of your Driver’s License or a copy of your Permanent Resident Card.
- ✓  Submit a copy of your Sales Tax ID # or a copy of your Social Security #.
- ✓  Submit a copy of your Federal Tax ID – IRS # 1-800-829-4933 [www.irs.gov](http://www.irs.gov) (There is NO FEE to obtain this number)
- ✓  Comply with all Troup County Fire Department inspection requirements and obtain a Final Inspection from the Fire Marshal.
- ✓  Comply with all Troup County Community Development inspection requirements and obtain a Final Inspection from the Building Official.
- ✓  Proof of the current ownership of the property and rental unit.
- ✓  Proof of homeowner's insurance.
- ✓  Provide the maximum number of vehicles that may be parked at the unit.

\*\*\*\*\* If your business is a corporation, INC, LLC, or Partnership, verification will be made that it is compliant with the Georgia Secretary of State’s office.



BUISNESS NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_  
 CONTACT PHONE NUMBER: \_\_\_\_\_

**Fire and Life Safety  
 Inspection Checklist**

**EXTERIOR**

**ADDRESSING**

- 4" Street Address Numbers (front door area and business sign and mailbox) \_\_\_\_\_
- **ADA ACCESS**
- ADA Handicap accessible parking spaces are available near the main front access door \_\_\_\_\_
- (blue metal ADA handicap placard, handicap painted lines, & emblem)
- ADA Handicap accessible access \_\_\_\_\_
- ADA Handicap accessible bathroom with two (2) ADA grab bars \_\_\_\_\_

**INTERIOR**

**ELECTRICAL**

- Electrical cover plates at all switches, receptacles, and junction boxes GFCI protected electrical outlets at all exterior locations. Electrical wiring installed with conduit or inside the wall/ceiling cavity electrical breaker panels and/or disconnects accessible \_\_\_\_\_
- 36" minimum clearance in front of all electrical panels, meters and disconnects \_\_\_\_\_

**EGRESS**

- All emergency egress exit doors accessible during business operating hours \_\_\_\_\_
- Egress doors must exit onto a landing or suitable level surface \_\_\_\_\_

**FIRE EXTINGUISHERS**

- Fire extinguishers minimum rating of 2A-10BC & weight of five (5) pounds \_\_\_\_\_
- Fire Extinguishers must be supplied and maintained by a licensed vendor \_\_\_\_\_
- Fire extinguishers tested with up to date inspection labels/tags by a licensed vendor fire extinguishers mounted on the wall at a height of 36" – 60" AFF \_\_\_\_\_
- Fire extinguishers directly accessible and obviously marked \_\_\_\_\_

**EMERGENCY LIGHTING**

- Emergency exit signs with flood lights (combo units) at all egress doors Emergency flood lights (bug eyes) in all public restrooms \_\_\_\_\_
- Interconnected smoke detector / fire alarm system (hard wired & battery backup) strobe notification covering all office areas, restrooms, or approved by the Fire Marshal \_\_\_\_\_

(15) Short Term Rentals.

(a) Purpose

1. This section is established to facilitate a streamlined permitting process, appropriate regulations and standards for the short-term rental of single-family dwellings as a special use. This is aimed at offering visitors an alternative to existing county accommodations such as hotels, motels, and bed and breakfast establishments. Additionally, it seeks to ensure the proper collection and remittance of hotel, motel, and other accommodation taxes. The chapter is designed to mitigate any adverse secondary effects that short-term rental usage may impose on the nearby residential and agricultural communities. It also aims to preserve the distinctive character of the neighborhoods in which such usage takes place. This ordinance is furthermore intended to proactively restrict transient occupancy uses in residential and agricultural districts that could pose a threat to public welfare and strain community infrastructure resources.
2. This section is not intended to regulate hotels and bed and breakfast inns that do not qualify as short-term rentals.

(b) Permitting

Short-term rentals of dwellings within any zoning district are strictly prohibited without a valid permit. It shall be a violation of this Section for any person to conduct STR operations without a permit and a violation for any person to assist, permit, or promote unpermitted STR operations.

(c) Location

Short term rentals (STR) may be permitted in zoning districts as outlined in Appendix A, Troup County Zoning Ordinance, Article VII.

(d) Standards and Restrictions General

1. A special use application for a short term rental may only be obtained by the owner of the subject property. The permit must be issued in the name of the property owner, who must be the owner of the real property where the short-term rental is requested. Only one special use permit for short term rentals is permitted per individual, regardless of ownership through direct title or ownership through an LLC, partnership, similar organization or entity. Permits are non-transferable, do not run with the land, and are strictly tied to the individual applicant.
2. The total number of STR permits issued annually shall not exceed 12 per calendar year.
3. Local Residency Preference Policy. The review and issuance of new short-term rental permits shall accord priority to individuals currently residing within Troup County over non-county resident applicants. Applications from primary residents within Troup County shall be given precedence in the review process.



4. If short-term rental permits are unavailable due to annual limitations, the Community Development Department will maintain a waiting list based on the order of applications received. When a permit becomes available, applications will be processed in the order they appear on the waiting list, with preference given to local applicants as per policy. The waitlist for a calendar year terminates on December 31st of the year of initial application. Subsequently, applicants must submit a new application for the ensuing year, effective January 1st annually.
5. Written advertisement in any form for the STR of property for any period of time during which the owner has no current permit issued pursuant to this Section shall be a violation of this Section. No Special Use Application shall be accepted if the applicant, at the time of application, is renting property in violation of the Troup County Code of Ordinances or has had three final convictions in a court of competent jurisdiction for violating any provision of the Troup County Code of Ordinances relating to the ownership, use, rental, operation, unlawful conduct upon, construction or maintenance of STR property.
6. Short-term rental uses shall be limited to detached single-family dwellings.
7. The owner-applicant shall pay any and all applicable state and county taxes. Any taxes owed to the county as a result of any hotel motel tax or occupation tax shall be paid to the county clerk and any failure to remit the same when due or pay any interest or penalty due thereon, shall also be a violation of this Section.
8. Applicants must demonstrate property ownership for at least three years prior to application.
9. STR Classification
  - i. Owner-Occupied Short-Term Rentals (STRs). Owner-occupied Short-Term Rentals necessitate a full-time residency, requiring the property owner to permanently reside on-site for a minimum of 365 days annually. These rentals permit occupancy for up to 175 days each year, mandating the continuous presence of the owner during any rental periods of the property.
  - ii. Non-Owner Occupied Short-Term Rentals (STRs). Non-owner occupied Short-Term Rentals refer to properties not primarily occupied by the owner and may be inhabited seasonally or periodically by individuals not permanently residing on-site. Occupancy for these rentals is limited to 92 days per year, adhering to the parameters defined for short-term rentals. Only one dwelling within the property can be utilized as a short-term rental at any given time.
10. Property Standards
  - i. Local Representative. Each STR location shall designate at least one local representative who shall be the agent of the owner-applicant authorized to receive on behalf of the owner-applicant all notices and correspondence from the Community Development Department. The local representative(s) shall be

available twenty-four (24) hours a day to accept telephone calls and be able to respond physically to the short-term rental within thirty (30) minutes.

- ii. The owner-applicant shall keep on file with the county the name, telephone number, cell phone number, and e-mail address of a local representative who shall be responsible for responding to questions or concerns regarding the operation of the short-term rental. This information shall be posted in a conspicuous location within the short-term rental dwelling. All neighbors with adjoining property boundaries shall be provided with the current local representative contact information by the owner. If the representative changes, it is the responsibility of the owner to provide the updated information to the county and adjoining neighbors.
- iii. The owner-applicant shall maintain books and written records of all STR activities, including but not limited to written records of all complaints received by the owner- applicant or local representative relating to the STR use, for a period of three (3) years and make the same available through their local representative for inspection and review by the Community Development Department at a location within Troup County or provide a copy of the same within ten (10) business days of written request, which may be sent by email to the local representative and shall be deemed received when sent. Failure to keep, provide or allow inspection and review of records shall be a violation of this Section (15) and the owner-applicant's permit shall be suspended until such records are made available for inspection or provided to the Community Development Department.
- iv. The owner-applicant shall post rental policies within each guest bedroom. The house policies shall be included in the rental agreement, which must be signed by the renter and shall be enforced by the owner-applicant or the owner-applicant's designated local representative. The local representative shall provide the Community Development Department with an electronic copy of any rental agreement by e-mail upon request. The house policies at a minimum shall include the following provisions:
  - a. Quiet hours shall be maintained from dusk to dawn during which noise within or outside the short-term rental dwelling shall not disturb anyone on a neighboring property.
  - b. Amplified sound that is audible beyond the property boundaries of the short-term rental dwelling is prohibited.
  - c. Must designate the appropriate parking for guests, approved by Troup County Roads and Engineering Department.
  - d. Must designate the terms for garbage pickup.
  - e. Parties or group gatherings which exceed the maximum number of allowed guests and/or which have the potential to cause traffic,

parking, noise or other problems in the neighborhood are prohibited from occurring at the short-term rental property, as a component of short-term rental activities.

- v. The owner-applicant shall ensure that the occupants and/or guests of the short-term rental use do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this code or any state law pertaining to noise, disorderly conduct, the consumption of alcohol, or the use of illegal drugs or be subject to fines and penalties levied by the county, which may include the revocation of the short-term rental permit.
- vi. The owner-applicant, upon notification that occupants and/or guests of his or her short-term rental use have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of this code or state law pertaining to noise, disorderly conduct, the consumption of alcohol or the use of illegal drugs, shall prevent a recurrence of such conduct by those occupants or guests or be subject to fines and penalties levied by the county, which may include the revocation of the short-term rental permit.

(e) Site Regulations

1. Short-term rental dwellings shall meet all applicable building, health, fire and related safety codes at all times. For the purpose of the STR use application review, the Community Development Director or the Board may require fire marshal and building inspections prior to the application of a business license to ensure the safety of public welfare in regard to the special use application.
2. Unless lower occupational limits are required by the Fire Marshal after inspection of the dwelling unit, the maximum number of bedrooms used for short-term rental use in the short-term rental dwelling shall be no greater than four. The total number of guests staying in the short-term rental dwelling at any one time shall be no greater than two times the number of bedrooms plus two persons, up to a maximum of ten (10) persons.
3. One (1) full bathroom must be provided on each full floor.
4. One (1) bathroom is required for every 2 bedrooms rented out. For purposes of this Section, "bedroom" shall mean a room of no less than 70 square feet, with a door from at least one common point in the residence such as a hallway or living room that can be closed, a closet, and a window.
5. The distance requirement for short-term rental units is 2,640 feet (half mile), measured radially, from existing short-term rental units. This measurement is taken from all boundaries of the subject property, encompassing all property lines. No parking of vehicles (road or off-road), trailers, boats, or other towed equipment is permitted within the public right-of-way.

6. A minimum of one parking space must be dedicated to STR use and all parking must adhere to zoning regulations and any conditions of the Roads and Engineering Department.
7. Exterior lighting shall be designed to prevent spillover onto adjacent property.
10. Any proposed deviations from the approved site plan must be submitted and approved by the Community Development Director.
11. The maximum daytime occupancy (between dusk and dawn) of any property to be used as a short-term rental/short-term vacation rental shall be maximum occupancy plus four.
12. Weddings, special events, commercial functions, and any other similar events which have the potential to cause traffic, parking, noise or other problems in the neighborhood are prohibited from occurring at the short-term rental property, as a component of short-term rental activities.

(f) Application Process

The Director is delegated the authority to prepare and maintain an application (Application) which shall specify and require the submission of such information and documentation as the Director deems necessary for the administration of this section in accordance with its purposes. An Application for a special use permit (See Article XVI. - Administration, Section 16.21-2) for a short term rental as defined in [Section 3.1](#) of Article III of the Troup County Zoning Ordinance must be fully completed and accepted by the Director and additional information may be requested by the Director to determine impact and mitigation measures prior to consideration.

(g) Permit Processing

- (1) The Application will be reviewed pursuant to the requirements of this section and other relative state and county regulations after considering the effects the proposed use would have on surrounding uses and the cumulative impacts within the community and the county at large.

In addition to the review requirements for the special use applications, the Application shall also be reviewed at a minimum and without limitation with respect to the following matters:

- a) The proposed short-term rental aligns with the comprehensive plan's objectives.
- b) The proposed short-term rental is evaluated for the potential impact on available housing stock in Troup County.
- c) The establishment of STR shall not harm significant historical, aesthetic, cultural, architectural, engineering features or environmental sensitive areas.
- d) The establishment of STR shall not harm or place strain on existing county and state infrastructure.

- e) The establishment of a short-term rental at the proposed location is compatible with and will not be detrimental to the character of the neighborhood and surrounding land uses.
- f) The establishment of a short-term rental at the proposed site will provide an optimal visitor experience and accommodation as an alternative to the hotel, motel, and bed and breakfast accommodations currently existing in the county and will help to ensure the collection and payment of hotel, motel taxes.

(2) The Board of Commissioners may impose conditions on the granting of an application for a STR to mitigate the impacts of the proposed land use in addition to those required by this Section. Violations of additional conditions placed by the Board of Commissioners shall be a violation of this Section.

(h) Violations, Enforcements, Penalties and Revocation

1. Short-term rental use, and/or advertisement for use, of a residential property in violation of this Section is a threat to public health, safety or welfare and is thus declared to be unlawful and a public nuisance. Any such nuisance may be abated in the same manner as other public nuisances as provided in Chapter 35 of the Troup County Code. Any action for abatement shall be in addition to, and not in lieu of, enforcement by citation or accusation in a court of competent jurisdiction and upon conviction by any penalty or fine authorized by law.
2. Each day any violation continues shall be a separate offense. The fines and penalties upon conviction for a violation of this Section shall be as follows:

First Offense	Second Offense	Third Offense	Fourth and Subsequent Offense
\$250.00	\$500.00	\$750.00	\$1,000.00

3. Upon receipt of three (3) complaints arising from activities upon a permitted STR property that violate this Section within any two year period that are witnessed by law enforcement or code enforcement officers or substantiated by sworn affidavit or video/audio evidence, the occupational tax certificate and license to conduct STR business of the owner-applicant shall be automatically revoked subject to the same rights of appeal as set forth in Chapter 50 of the Troup County Code.
4. In addition to any other penalties set forth in the Troup County Code, the Magistrate Court may assess a civil penalty, not to exceed \$1,000.00 per day, after consideration of all relevant circumstances, including, but not limited to, prior notice and compliance history, the harm caused by the violation, the length of violation, any economic benefit gained from the violation, and any other factor as justice requires.

5. The conduct of STR by the permit holder during a period of suspension shall, in addition to, and not in lieu of, all other legal remedies, criminal or civil, result in revocation of STR permit.
  6. The penalties set forth in this subsection (h) are in addition to, and not in lieu of, all other legal remedies, criminal or civil, which may be pursued by Troup County to address any violation or other public nuisance.
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# TROUP COUNTY G E O R G I A

Community Development  
100 Ridley, Suite 1300  
LaGange, GA 30241

(706) 883-1653  
[communitydevelopment@troupcountyga.gov](mailto:communitydevelopment@troupcountyga.gov)