



CITY OF LAKE CHARLES
PLANNING DEPARTMENT
SHORT-TERM RENTAL APPLICATION

Type of Application: New _____ Renewal _____ (License must be renewed annually) Date: _____

Property Information

Location of Short-Term Rental (General Description) and/or municipal address:

Present Zoning Classification: _____ Subdivision: _____

Council District: _____

Owner Information:

Type of Ownership: Individual: _____ Corporation _____ Partnership _____ Other (please specify) _____

Owner of Establishment: _____

Cell Phone Number: _____ Email Address: _____

Mailing Address of Establishment Owner: _____

Operator Information:

Full Legal Name: _____ Cell Phone Number: _____

Mailing Address: _____ Email Address: _____

☐ **Is the Operator also the owner of the establishment?**

Designated Local Responsible Party Information:

Full Legal Name: _____ Cell Phone Number: _____

Mailing Address: _____ Email Address: _____

* The designated local responsible party may be the proposed operator and is not required to be present during the duration of a short term rental guests' visit, but when the operator is off premises, a designated local responsible party, which may be the operator, must be available twenty-four (24) hours a day during any time a guest is occupying the short term rental to respond to complaints from either guests or neighbors and shall be available to appear physically on the premises within sixty (60) minutes to address any issues. The operator is responsible for updating both the Planning Department and guests thereafter if such information regarding the designated local responsible party and/or his or her contact information changes.

☐ **I have read and understood the attached Short-Term Rental Ordinance and hereby agree to comply with its provisions.**

Applicant

Date

To be completed if the property is leased and/or rented by the owner to a third party for operation purposes:

Lessee/Renter Information:

Full Legal Name: _____ Cell Phone Number: _____

Mailing Address: _____ Email Address: _____

City of Lake Charles, LA

Ordinance: 19433

An ordinance amending Sec. 12-15 of Chapter 12 of the Code of Ordinances for the City of Lake Charles to add Short Term Rental

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAKE CHARLES, LOUISIANA, in regular session convened, that:

SECTION 1: Chapter 12 of the Code of Ordinances for the City of Lake Charles is hereby amended and reenacted by adding Sec. 12-15 to read as follows:

“Sec. 12-15. Short Term Rental Statement of Purpose.

It is the intent of the City to allow the short-term rental of dwellings within the corporate limits of the City of Lake Charles and to establish minimum standards for their use while also minimizing incompatibility with surrounding residential areas. These standards provide additional protection for the substantial investment, both private and public, being made while promoting a mix of lodging options that support the City’s tourism base and local economy, and upholding the health, safety and welfare of the public.

Sec. 12-15.1. Applicability.

All property located within the corporate limits of the City of Lake Charles shall be subject to these regulations.

Sec. 12-15.2 Definitions.

A short term rental is defined as a dwelling unit rented for a period of less than thirty (30) days but a minimum of one night for lodging and boarding of non-owner/lessor guests.

Sec. 12-15.3 Permitted Uses.

Short term rentals are permitted in all zoning districts subject to the following provisions:

1. The dwelling must be a permitted dwelling unit as defined in the International Residential Code. A storage building or similar type use is not permitted as a dwelling unit.
2. No commercial events, such as concerts, weddings, block parties or other large events are permitted.
3. Occupancy is limited to a maximum of two persons per bedroom plus two additional persons. All parking must be facilitated on site.
4. The dwelling shall comply with all applicable sign regulations as outlined in Sec. 5-211 of the City’s zoning ordinance.

Sec. 12-15.4 Occupational License, Fee and Contact.

1. An Occupational License shall be obtained and a fee of \$100.00 shall be paid yearly for each dwelling unit offered for Short Term Rental Purposes.
2. Each short term rental must either utilize a book platform that remits local taxes including hotel tax or must show proof of tax compliance on a yearly basis.
3. A local emergency contact or designee identified by name, address, telephone number and email address shall be provided with the application for Occupational License.”

SECTION 2: All other paragraphs, subsections, subparagraphs, clauses, phrases and words of this section, not specifically amended by this ordinance, are to remain the same.

I, Lynn F. Thibodeaux, Clerk of the Council, certify that this is a true copy of Ordinance number 19433 passed by the City Council on 12/7/2022.