



CITY OF JERSEY CITY

Department of Housing, Economic Development and Commerce

Division of Housing Preservation

Steven M. Fulop
Mayor

342 MARTIN LUTHER KING DRIVE • JERSEY CITY, N.J 07305
PHONE: (201) 547-5847

Short-term Rental Permit Application Check List

Permit Application fee of \$250.00 for the initial application and \$200.00 annually thereafter. (Note: A Permit Application is required for each STR even if the STR is owned by the same owner and/or the STRs are in the same dwelling.)

Required Information

- 1) STRP information - Street address, tax block and lot, and ward
- 2) STRP owner personal contact information – Name, address, email, telephone number
- 3) If the owner of record is not a natural person, names and personal contact information for all partners, officers and/or directors of the owner entity
- 4) STRP Agent - 7 day a week, 24-hour a day contact information
- 5) STRP Responsible Party - 7 day a week, 24-hour a day contact information
- 6) Parking Spaces - The number and location of all parking spaces available to the STRP, which shall include the number of legal off-street parking spaces and on-street parking spaces directly adjacent to the premises.

Required Documents

- ☐ Proof of the owner's current ownership of the STR unit (ie – tax bill)
- ☐ Proof of principal residence (ie – driver's license or State ID card)
- ☐ Copies of two (2) recent (less than 30 days old) utility bills (ie water & PSEG)
- ☐ Proof of general liability insurance in a minimum amount of \$500,000.00
- ☐ Copy of the Bylaws, Master Deed, or other relevant governing document if the STR is in a condominium or other association.

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☐ Zoning Compliance Certificate

The Certificate must be obtained from:
Division of Zoning Enforcement
City Hall Annex
1 Jackson Square
Jersey City, New Jersey 07305
(201) 547-4832
Email: Zoning@jcnj.org

The applicant must specify that he/she is requesting the Zoning Compliance Certificate required for a STR permit and must provide the property address including the unit no. if applicable.

☐ Proof of no outstanding fines or penalties with Jersey City Municipal Court

Confirmation must be obtained from:
Office of the Municipal Prosecutor
365 Summit Avenue, Room 219
Jersey City, New Jersey 07306
(201) 209-6755
Email: prosecutor@jcnj.org

- Renewal applications - confirmation must be obtained from:
Municipal Court, Summit Avenue, Room 118
Jersey City, New Jersey 07306
201-209-6730
Email municipalcourtinfo@jcnj.org

This request must be made by email. The applicant must specify that he/she is requesting confirmation that (1) there are no outstanding fines or penalties with Jersey City Municipal Court and that (2) there are no noise violations under Local Ordinance Chapter 222 in the last two years, as required for a STR permit. The request must include the name, address, email address and telephone no. of the owner or, if the owner is not a natural person, names and personal contact information for all partners, officers and/or directors of the owner entity.

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- ☐ Proof of no outstanding taxes, water and sewer charges

Confirmation must be obtained from:
Division of Collections
City Hall
280 Grove Street, Room 101
Jersey City, New Jersey 07302
(201) 547-5124
Email: jctaxcollectorinquiry@jcnj.org

The applicant must specify that he/she is requesting confirmation that there are no outstanding taxes, water and sewer charges as required for a STR permit. The request must include the property address including the unit no. if applicable and the name and current address of the owner.

- ☐ Owner's Affidavit
- ☐ Certification of STRP Agent
- ☐ Certification of Responsible Party

These forms – Owner's Affidavit, Certification of STRP Agent, Certification of Responsible Party, and Notice to Transient Occupants available online at:

<https://cityofjerseycity.com/CityHall/HousingAndDevelopment/housingpreservation>

Required Inspections (scheduled after the Permit Application is reviewed for compliance)

- Housing Preservation
- Fire Official

Permit

Upon satisfactory inspections, the permit will be issued within thirty (30) days.

Renewal Applications

All of the above documents are required except the inspections which are required every three (3) years.