



COUNTY OF ALBEMARLE
 Department of Community Development
 401 McIntire Road, Room 227
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Transient Lodging Quick Guide (aka homestays or short term rental)

What is Transient Lodging?

Transient lodging, aka “tourist lodging,” is defined as lodging in which guest rooms are occupied for less than thirty (30) consecutive days.

Is a permit required?

A permit is required for both traditional bed and breakfasts and also for VRBO, Stay Charlottesville, and Airbnb type rentals, regardless of whether a room is rented once a year or for multiple weekends. In the Rural Areas zoning district, this is a [Bed and Breakfast](#) permit, even if you don't serve breakfast. In residential zoning districts, this is an [Accessory Tourist Lodging](#) permit. **A permit must be issued before rentals may begin.**

What is allowed?

Residential Zoning Districts	Rural Areas Zoning District
<ul style="list-style-type: none"> Rent up to 5 rooms inside a <u>single family detached</u> structure 	<ul style="list-style-type: none"> Rent up to 5 rooms inside a <u>single family detached</u> structure Rent up to an additional 5 rooms in a 2nd unit, if development rights allow Use accessory structures for guest rooms

What is NOT allowed?

All Zoning Districts
<ul style="list-style-type: none"> Whole house rentals (no one present during rental) for less than 30 days Room or house rentals without manager or owner residing on the parcel

Residential Zoning Districts	Rural Areas Zoning District
<ul style="list-style-type: none"> Rent a detached structure or carriage house Hold weddings or other special events Rent out rooms in an attached house (duplex/townhouse), or apartment for less than 30 days at a time 	<ul style="list-style-type: none"> Hold weddings or other special events without a special use permit

How do I get approved for Transient Lodging?

Important! Applicant must ensure each step is complete:

1. Contact Zoning Staff to confirm zoning ordinance requirements will be met.
2. Submit an [Accessory Tourist Lodging](#) application (in Residential Zoning Districts) or a [Bed and Breakfast](#) application (in Rural Areas Zoning District) and a \$108 Zoning Clearance fee to Albemarle County Zoning.
3. Contact the Virginia Department of Health (VDH) to determine whether your well and septic is sufficient, if you need to apply for a VDH Bed and Breakfast application, and whether a **Health Inspection** is necessary. If necessary, set up a VDH inspection (\$40 + application fee). Forward the VDH approval or satisfaction of no approval necessary to Albemarle County Zoning.
4. Contact the Building Official to set up a **Building Inspection**. Once approved, the Building Official will notify Zoning of the approval. If smoke detectors need to be brought up to code, a separate Electrical Permit may be required from Building Official.
5. After your Building Inspection is approved, contact the Fire Marshal to set up a **Fire Marshal Inspection** (\$50 fee). Once approved, the Fire Marshal will notify Zoning of their approval.
6. Contact Zoning by email to set up a **Zoning Inspection**. Zoning will verify number of guest rooms, parking (1/guest room +2), and owner/manager resident requirements. If approved, Zoning will issue your permit, which is picked up at the County Office Building.
7. Contact the Finance Department to determine business license requirements and set up remittance of Transient Occupancy Taxes. Rentals may begin.

Frequently Asked Questions

- What does it mean that a resident owner or manager is required to reside on the parcel?
 - Either the owner or a manager must live on the parcel rented for more than 50% of the year.
- What if I have been renting guest rooms for tourist lodging without a permit?
 - If you are renting tourist lodging without an approved accessory tourist lodging permit or bed and breakfast permit, then you are in violation of the Zoning Ordinance. If the County receives a complaint about your property, you will be contacted by a code compliance officer and expected to come into compliance.
 - If your rental scenario is allowed as shown above, you will be expected obtain the proper permit within a specified period of time.
 - If your rental scenario is **not** allowed as shown above, then you must discontinue rentals.
- What if I have a concern about a tourist lodging establishment?
 - Call the Complaint Line at 434-296-5834 or lodge a complaint at <https://www.albemarle.org/codeenforcementcomplaints/>

Contacts

Zoning Staff (Contact first):

Rebecca Ragsdale, rragsdale@albemarle.org,
434-296-5832, ext. 3226

Leah Brumfield, lbrumfield@albemarle.org,
434-296-5832, ext. 3023

Building Official:

Keith Huckstep, khuckste@albemarle.org,
434-296-5832 ext. 3241

Fire & Rescue:

Shawn Maddox, smaddox@albemarle.org 434-296-5833
[Fire Marshal's Transient Lodging Safety Guide](#)

Health Department:

Eric Meyers, Eric.Meyers@vdh.virginia.gov, (434) 972-6219
[Health Department Fee Schedule](#)

Finance Department:

434-296-5851, Option 3