



COUNTY OF ALBEMARLE
Department of Community Development
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Information on Transient Lodging (aka “AirBnb”/short term rental) and Review Steps for Accessory Tourist Lodging and Bed and Breakfast Applicants

A permit is required from Albemarle County for *transient lodging*. Transient lodging is defined as lodging in which guest rooms are occupied for less than thirty (30) consecutive days. The permit is not only required for traditional bed and breakfasts but is also required for VRBO, Stay Charlottesville, and AirBNB type rentals.

What you can do:

- Rent up to 5 rooms inside a single family detached structure
- In the Rural Areas zoning district – can have a 2nd unit for rentals on the parcel (if dev. rights exist)
- In the Rural Areas zoning district, you may use accessory structures for guest rooms.

What you can't do:

- Rent out whole house or rent rooms without a resident manager for less than 30 days at a time
- Rent out a townhouse or apartment unit for less than 30 days at a time
- Rent a detached structure or carriage house in the Residential Zoning Districts
- Have weddings or other special events without a special use permit in the Rural Areas. They are not permitted at all in the Residential zoning districts.

In both the Residential and Rural Area zoning districts, the following is required:

- Zoning Clearance \$108 fee (refer to the [Accessory Tourist Lodging](#) application if your property is zoned Residential and refer to the [Bed and Breakfast](#) application if your property is zoned RA Rural Areas)
- Resident owner or manager
- 2 parking spaces/house + 1/ guest room on-site
- Building Inspection (Electrical Permit if smoke detectors need to be brought up to code)
- Other Agency Reviews:
 - Fire Marshal inspection (\$50 fee)
 - Health Department, if applicable (\$40 fee + application)
 - Finance

The Board of Supervisors held a work session May 3 to discuss transient lodging. A public hearing to update the tax code will be held June 14. A work session to discuss whether the County should study changes to the zoning ordinance (see the “can't do” list above) is scheduled for July 5.

Depending on the zoning of your property, you will need to apply for either an [Accessory Tourist Lodging Permit \(ATL\)](#) if your property is zoned Residential or a [Bed and Breakfast permit \(BNB\)](#) if your property is zoned RA Rural Areas.

1. Meet with zoning staff person who will act as both a review coordinator to help you through the application process but will also need to confirm zoning ordinance requirements are met.
2. Contact the health department regarding your proposal to confirm what application type, if any will be required. In some instances, no application is required by the Health Department. Even if you are not proposing food service, you still need to contact the Health Department as they also regulate well/septic and lodging units.
3. Make application with the County of Albemarle and Health Department, if needed.
4. Your ATL or BNB application will be reviewed by the Building Official first. Refer to their handout regarding smoke detectors. An inspection will need to be scheduled to verify smoke detectors are working properly. If an inspector is going out to take a look at existing smoke detectors, a separate fee is not required. If it is determined that new smoke detectors must be installed, you will need to contact an electrician and an electrical permit with fee will be needed. The Building Official will notify zoning staff once they have approved the smoke detector inspection.
5. Zoning staff will contact you to let you know that the Fire Marshal and zoning inspections can be scheduled.
6. Contact Fire Marshal to schedule inspection. Refer to their handout regarding their safety requirements.
7. Zoning staff will send you an approved application.
8. Contact Finance regarding business license requirements and to get set up for remitting Transient Occupancy Taxes.

Contacts:

Zoning Staff (Contact first): Rebecca Ragsdale, rragsdale@albemarle.org, 434-296-5832, ext. 3226

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

Fire & Rescue: Robbie Gilmer, rgilmer@albemarle.org –or-
Shawn Maddox, smaddox@albemarle.org 434-296-5833

http://www.albemarle.org/upload/images/forms_center/departments/Economic_Development/forms/Fire_Marshal_B_B_Safety_planning_handout.pdf

Health Department: Eric Meyers, Eric.Myers@vdh.virginia.gov, (434) 972-6219

http://www.vdh.virginia.gov/content/uploads/sites/91/2016/06/EH_Fee_Schedule.pdf

Finance Department: 434-296-5851, Option 3



Steps to Compliance with ATL or BNB regulations
(Health Department Review/approval is a separate but parallel process to the County's application)



- CONTACT HEALTH DEPARTMENT
- MAKE HEALTH DEPARTMENT APPLICATION, IF NEEDED
- SATISFY HEALTH DEPARTMENT REQUIREMENTS
- SEND HD APPROVAL TO THE COUNTY OF FORWARD EMAIL FROM HD THAT NO PERMIT REQUIRED TO ZONING. YOUR PERMIT WILL NOT BE ISSUED UNTIL THIS IS RECEIVED