

SHORT-TERM RENTAL ENDORSEMENT



The City of North Chicago requires short-term rental properties to first apply for and receive an annual short-term rental endorsement, in addition to a landlord license, before operating. An application for a short-term rental endorsement may be submitted alongside a landlord license application.

Short-term rental properties are subject to additional rules and regulations under Title 5, Chapter 14 of the Code of Ordinances and are subject to the city Hotel/Motel Use Tax under Title 5, Chapter 3 of the Code of Ordinances. The City of North Chicago will issue short-term rental endorsements to no more than twenty-five (25) properties at any given time. Applications for short-term rental endorsements are processed on a first-come, first-served basis, with priority given to renewal applications.

Fees:

- \$50 per unit short-term rental endorsement application fee

Application Checklist:

Completed and signed Short-Term Rental Endorsement Application

Signed Acknowledgement Form (Attached)

Site plan showing the location of all parking areas and driveways in relation to the property lines and structures

Landlord License Application Form (If owner does not already have a current license)

Applications may be hand delivered, mailed, or emailed to:

City of North Chicago

Economic and Community Development

1850 Lewis Avenue

North Chicago, Illinois 60064

inspections@northchicago.org

Department of Economic and Community Development

1850 Lewis Avenue, North Chicago, Illinois 60064 | (847) 596-8650 | inspections@northchicago.org

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Short-Term Rental Property Information:

Address of Short-Term Rental	PIN Number	Number Of Units	Websites or Platforms Property is Listed On

Emergency 24-Hour Contact (Must be a North Chicago Resident):

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

PHONE: _____

P.O. boxes will not be accepted as an address.

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Short-Term Rental Regulations:

- It is the responsibility of the owner of a short-term rental property to pay all applicable municipal fees or taxes, including the hotel/motel tax. Title 5, Chapter 3 of the North Chicago Code of Ordinances requires a 9.5% tax be remitted monthly to the City Comptroller.
- It is the responsibility of the owner of a short-term rental property to inform their guests of the City's standards and regulations for short-term rentals.
- Short-term rental properties may not be rented to the same guest(s) for a period of 30 consecutive days or greater.
- Outdoor activities at short-term rental properties are not permitted during the hours of 10:00 p.m. to 8:00 a.m.
- Individual rooms or rooming units that do not meet the definition of a dwelling unit as defined in the City Code may not be let as a short-term rental. Individual rooms or portions of a unit may not be rented.
- The owner or property agent of a short-term rental must maintain a logbook of short-term rental guests staying on the premises for a period of up to two (2) years after their stay. The logbook shall be made available to the City upon request.
- A property must have the minimum number of required parking spaces defined by the North Chicago Zoning Ordinance for a short-term rental endorsement to be issued.
- No more than twenty-five (25) landlord licenses with short-term rental endorsements may be issued at any given time. Applications shall be considered in the order they are received. Renewal applications submitted before the license year renewal deadline shall receive priority over new applications.

I hereby affirm that all the information provided is current and correct and acknowledge the regulations and responsibilities outlined above and as written in Title 5, Chapter 14 of the North Chicago Code of Ordinances.

Owner/Applicant Signature: _____ Date: _____