



# Before You Apply

## Homestay

### What is a Homestay Permit for?

A homestay permit is required for short-term rental in a residential dwelling. Examples include renting your home or part of your home through Airbnb and Vrbo. [Christiansburg Town Code Section 42-664. Homestay.](#)

### Required Files

The following files are required to be submitted with your application. Required files must be in PDF format.

- Proof of Residency. The following documents are acceptable:
  - Driver's license or State ID
  - Voter Registration
  - Tax Record, such as a W2
- If you are renting your home, please provide a signed letter from the property owner giving permission to operate the homestay from the home.
- *No additional files are required to submit this application. If staff needs additional information, someone will reach out to a contact on file.*

### Contact Information

Be prepared to enter contact information (name, address, phone number and/or email) for the applicant and property owner (if different from applicant).

### Fees

There are no fees associated with this application.

### Where to Apply

When you are ready to apply, you can find the application on the Town's permitting portal, linked below. You will need to register for an account the first time you use the portal. Once registered, you can click "Apply" and search for "Homestay" to find the correct application.

[https://selfservice.christiansburg.org/energov\\_prod/selfservice#/home](https://selfservice.christiansburg.org/energov_prod/selfservice#/home)

### What to Expect After you Apply

After you apply for a Homestay permit, staff will review your application and may reach out with additional questions. If/when your application is approved, you will receive an email letting you know the next steps.



## Common Errors and Items to Note

Some common errors we see and important items to note on this type of application include:

- Note that Town Code requires homestays to be located in the main structure. Homestays are not permitted in accessory structures.