

The City of Roeland Park defines a short-term rental (STR) as the rental of a property, dwelling unit, or a portion thereof for a period of fewer than 30 consecutive days. STRs are commonly listed on platforms such as Airbnb and VRBO.

To register a new short-term rental, applicants must submit a completed [application](#) along with all required supporting documentation, as outlined in the checklist below. A registration fee of \$75.00 will be assessed once the application is reviewed and ready for approval.

Step One	Apply for License	You can register or renew your Short-Term Rental through the City website here: https://www.roelandpark.net/FormCenter/Rental-Property-9/Rental-License-49
Step Two	Pay Fee	City staff will send a secure link to pay the \$75 license fee. Cash, Check, or Credit are all accepted.
Step Three	Complete Safety Certification	Complete and submit the Safety Self-Certification form .
Step Four	Verify Residency	Bring a copy of your drivers license to City Hall where staff will review the requirements of operating a short-term-rental with you. Your drivers license should match the address for the short-term-rental. The form stating such will need to be signed and notarized.
Step Five	Notify Neighbors	Applicants must notify owners of record for all properties located within 100 feet of the proposed short-term rental. The list of properties will be provided to you by the City. <ul style="list-style-type: none"> • Notice may be provided in-person or via certified mail. • A minimum 14-day notice period is required before an inspection may be scheduled, to allow neighbors time to receive mailed notices and contact the City with any concerns.
Step Six	Schedule Inspection	Neighborhood Services staff will conduct an exterior inspection of the property to verify basic health and safety requirements. <ul style="list-style-type: none"> • Interior inspections are not required unless requested by the property owner. • City staff will coordinate the inspection with the applicant.
Step Seven	License Issued	Once the exterior inspection is approved, City staff will issue a Short-Term Rental License. <ul style="list-style-type: none"> • The license will be mailed to the property within 5 business days. • A valid license is required to operate a short-term rental. Licenses must be renewed annually based on ward-specific renewal dates. See website for additional renewal details. https://www.roelandpark.org/471/Rental-Inspections

For questions, please contact City Hall at 913-722-2600 or frontdesk@roelandpark.org