

Short-term rental permit checklist

Interested in operating a Short-Term Rental (STR) in Lewisville, Texas? Review the rules, regulations, and density requirements at cityoflewisville.com/STR. Detailed instructions are also available in the STR Portal Guide on the same site.



Only apply if your property meets distance and density requirements!



Step One: Submit your STR registration

- The property owner should log in or create an account at Lewisville's STR portal at [link].
- Start a New Registration and have the following ready:
 - STR's address and water account number.
 - Total number of rentable bedrooms and advertised occupancy limit.
 - Property Manager's name, address, and contact info (if applicable). The Property Manager may be required to, and shall not refuse to, accept service of citation for any violations on the STR premises. Acceptance of service does not release the owner from liability.
 - Emergency Contact's name and contact info. The Emergency Contact must be available to be reached by phone or in person within 15 minutes at all times when the STR is rented. If called by city staff, they must be on-site within 1 hour.
 - Property tax statement, informational brochure, and proof of property ownership.
 - \$400 non-refundable application fee.
 - The owner's signature is required.

Step Two: Provide owner info and schedule your inspection

After the STR passes staff reviews, the inspection scheduling form will be emailed to the owner. You'll need the following information ready:

- Owner's government-issued ID (Texas driver's license preferred).
- If owned by a corporation:
 - Whether the corporation is organized under the laws of Texas.
 - The place of incorporation, if owned by a foreign corporation
 - Mailing address, business location, and telephone number.
 - Name of individual in charge of the local office, if any.
 - Names of all officers, directors, or trustees of the corporation.
- If owned by a partnership, provide the principal business address, and names and telephone numbers of all partners
- Square footage for all bedrooms that are available for rent.
- Preferences for inspection dates.
- Name and contact information of who will be on-site during the inspection.



For assistance, contact permitting@cityoflewisville.com or 972.219.3470