SHORT TERM RENTAL APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

OWNER INFORMATION

Name: JOHN ELLIS
Mailing Add.: 19273 HECTOR ST MANDEVILLE
Phone: [redacted]
Email: [redacted]

APPLICANT INFORMATION

Name: Same
Mailing Add:
Phone:
Email:

STR PROPERTY INFORMATION

Address: 71615 BOSSIER AVE ABITA SPRINGS
Mailing Add.:
Zoning:
# of off-street parking spaces: 2
# of bedrooms: 2

MANDATORY DOCUMENT CHECKLIST

- ☑ Proof of Ownership (deed, HUD, etc.)
- ☑ Fire Inspection Compliance Report
- ☑ Certificate of Insurance
- ☑ Occupational License (www.townofabitasprings.com/occupational-license) Applied for
- ☑ Site & Floorplan (must include all interior rooms, square footage, parking, fire exits, escape routes, utility disconnects including the electrical panel and water main valve)
- ☑ "Welcome information" shall be posted in a conspicuous location on an interior wall inside the short-term rental for the safety and convenience of the occupants. As an alternative to posting, the information may be provided in a "welcome binder" placed on a coffee table, kitchen table, or other prominent location in the short-term rental.
  - address of the short-term rental,
  - location of the nearest hospital,
  - Emergency Number of 911,
  - current non-emergency police telephone number
  - dates and approximate times of trash and recycling pick up and procedures,
  - Emergency Contact: Name and phone number of the designated responsible party,
  - emergency evacuation instructions,
  - floor plan showing emergency exits and shutoff valves,
  - a statement of the presence of natural gas in the residence if applicable.
  - Any short-term rental located in a residential district requires notice of the need to respect the peace and quiet of the neighborhood residents which shall state as follows: *"Please be a good neighbor by not making excessive noise or engaging in boisterous behavior, especially after 10:00pm. Such behavior can deprive your neighbors of the peaceful enjoyment of their homes".*

FEES

The application fee is $25.00. The annual permit fee for a short-term rental permit is $250.00.

PERMIT TERM

The permit term for all short-term rental permits shall run from April 1 to March 31 of each year, regardless of when issued. All permits must be renewed annually.

RENEWAL

If an application is a renewal, it must be submitted by March 1st. The application will be reviewed administratively by the Planning and Zoning Director. Permits shall be issued upon remittance of applicable fees and a determination that the applicant follows all town ordinances. Properties found, in the Mayor's Court, to be in violation of town ordinances which have not been remediated at the time of the application are ineligible for renewal.

EMERGENCY CONTACT AVAILABLE 24/7

(Must be less than 1 hour from STR)
Name and phone number will be listed on the Short-Term Rental Permit

Name: JOHN ELLIS

Physical Address: 19273 HECTOR ST MANDEVILLE LA 70471

Phone Numbers: [redacted]

Email: [redacted]

ACKNOWLEDGEMENT

- I will maintain a minimum of $500,000 of valid business liability insurance on the rental property.
- Smoke and carbon monoxide detectors are installed and operable where required.
- Emergency contact information and the short-term rental permit will be clearly posted on premises.
- My rental property complies with all applicable regulations.
- All ingress and egress locations in the building are unobstructed, maintained, and operational.

I understand that I am responsible for compliance with all applicable local, state, and federal regulations. I further understand my responsibilities under the Town of Abita Springs Code of Ordinances and that violations of any of these could lead to the revocation of my short-term rental permit and additional penalties. I hereby certify that the above information is true and correct to the best of my knowledge.

APPLICANT

Signature: JA Ellis Print Name: JOHN A. ELLIS

Date: 10/15/2026

Office Use Only

Received By:	HNH/KMT	**Date:**	10/22/2026	**Time:**	2:30 PM
Permit #	2026-013				

71615 Bossier Avenue





71615 Bossier Ave.,
Abita Springs, LA 70420















