



# Short-Term Rental Licensing and Tax Registration Process

## What is a Short-Term Rental?

A short-term rental (STR), or vacation rental, is the renting out of a furnished home, apartment, or condominium for a short-term stay (less than 30 consecutive days).

A short-term rental consists of one or more dwelling units and, in order to operate an STR in Waco, a license must be obtained from the Planning Services department. In some cases, a special permit is also required prior to issuance of a license.

The purpose of the regulations included in the Waco ordinance are to provide a procedure to allow the rental of private residences to visitors on a short-term basis, while ensuring that such rental use does not create adverse impacts to residential neighborhoods due to excessive traffic, noise and density.

In the City of Waco, Short-Term Rental properties are divided into the following categories:

Short Term Rental Category	Description	Examples
Bed and Breakfast Homestay Establishment (BBHE)	<ul style="list-style-type: none"> <li>Owner stays on the property while operating the BBHE</li> <li>No more than 5 guest rooms</li> <li>May rent to multiple groups at a time</li> </ul>	<ul style="list-style-type: none"> <li>Rent two or more bedrooms in house or apartment to two or more separate groups at a time</li> <li>Rent guest house to one group and bedroom(s) in main house to another group at the same time</li> </ul>
Bed and Breakfast Inn (B&B Inn)	<ul style="list-style-type: none"> <li>Resident manager stays on the property while operating the B&amp;B Inn</li> <li>No more than 15 guest rooms</li> <li>May rent to multiple groups at a time</li> </ul>	<ul style="list-style-type: none"> <li>A traditional B&amp;B facility that is not a motel/ hotel structure</li> </ul>
Short Term Rental Type I (STR Type I)	<ul style="list-style-type: none"> <li>Owner stays on the property while operating the STR</li> <li>Only rent to one group at a time</li> </ul>	<ul style="list-style-type: none"> <li>Rent one or more bedrooms in house or apartment</li> <li>Owner lives in main house and rents backyard guest house or garage apartment</li> </ul>
Short Term Rental Type II (STR Type II)	<ul style="list-style-type: none"> <li>Owner does not stay on the property while operating the STR</li> <li>Only rent to one group at a time</li> <li>Single-family or duplex property</li> </ul>	<ul style="list-style-type: none"> <li>Any single family or duplex residential property</li> <li>A private residence that is rented occasionally</li> <li>Full-time rental property</li> </ul>
Short Term Rental Type III (STR Type III)	<ul style="list-style-type: none"> <li>Owner does not stay on the property while operating the STR</li> <li>Only rent to one group at a time</li> <li>Part of multi-family residential property (3 or more units)</li> </ul>	<ul style="list-style-type: none"> <li>Any multi-family residential property (townhouse, condo, apartment, loft)</li> <li>A private residence that is rented occasionally</li> <li>Full-time rental property</li> </ul>

# Steps to Operating a Short-Term Rental (STR) in the City of Waco

## Overview of steps:

1. Obtain a City of Waco Short-term Rental License
2. Get set up online to pay City of Waco (7%) and McLennan County (2%) Hotel Occupancy Taxes
3. Get set up online to pay State of Texas Hotel Occupancy Tax (6%)
4. Get listed on the Waco visitor website and visitor app (optional)

## 1. City of Waco Short-term Rental Licensing

If the place you would like to rent out is within the city limits of Waco, Texas, a short-term rental license must be obtained prior to beginning rentals.

The City of Waco Planning Department manages the Short-Term Rental Application process.

- Main Page  
<https://www.waco-texas.com/planning-short-term-rentals.asp#gsc.tab=0>
- Online Application for Short-Term Rental License  
<https://selfservice.wacotx.gov/EnerGov/SelfService/#/applicationAssistant?sectionName=All&moduleId=10&categoryName=All&showTemplates=false>
- Short-Term Rental Ordinance, License Requirements, and FAQs  
<https://www.waco-texas.com/pdf/planning/8.7.20.STRFAQSheetv6.PDF.002.pdf>
- Ordinance Regulations for Bed & Breakfast Facilities & Short-Term Rental Facilities  
<https://www.waco-texas.com/pdf/planning/10.8.20.2020-157.2020-03-03.pdf>
- Schedule of Short-Term Rental uses by zoning district  
<https://www.waco-texas.com/pdf/planning/6.16.20.STRdistricttable.amended.pdf>
- Life Safety Inspection Requirements for Short-Term Rentals  
[https://www.waco-texas.com/pdf/planning/STR%20Life%20Safety%20Inspection%20List\\_2019.pdf](https://www.waco-texas.com/pdf/planning/STR%20Life%20Safety%20Inspection%20List_2019.pdf)
- Sample Evacuation Map for Short-Term Rentals  
<https://www.waco-texas.com/pdf/planning/2019%20Sample%20Evacuation%20Map.pdf>
- Examples of Site Plan Maps for Short-Term Rentals
  - Site Plan Map 1  
<https://www.waco-texas.com/pdf/planning/12.18.SitePlanMap-ShortTermRental.pdf>
  - Site Plan Map 2  
<https://www.waco-texas.com/pdf/planning/12.18.SitePlanMap2-ShortTermRental.pdf>
- Map of registered Short-term Rentals

<https://gis.wacotx.gov/portal/apps/webappviewer/index.html?id=1cf9b31028c74cbcb8d4bc76bd797360>

All STR properties must pass a Life Safety Inspection in order to receive an STR license. A nonrefundable inspection fee will apply. If the property was recently constructed, a Certificate of Occupancy issued from Inspection Services within the last 12 months will be accepted in lieu of a Life Safety Inspection; however, the applicant will still be required to post an evacuation plan in each sleeping area, and provide evidence that this requirement has been met. Once an application has been submitted, it shall be reviewed by city staff. You will receive notifications of the status of your application via your CSS account portal.

**All licensed Short-Term Rental advertisements, marketing materials, and online listings must prominently display the assigned license number and occupancy limit.**

***For further questions on the Short-Term Rental License Process, contact:***

***Planning Department***

[planning@wacotx.gov](mailto:planning@wacotx.gov)

(254) 750-5650

Mailing Address:

City of Waco – Planning Department

PO Box 2570

Waco, TX 76702-2570

## 2. City of Waco and McLennan County Hotel Occupancy Taxes

Once you have obtained your short-term rental license, your next step is to set up an online account in order to pay both City of Waco (7%) and McLennan County (2%) Hotel Occupancy Taxes. These are paid monthly, after the last day of each month. A company called “Avenu Insights & Analytics” is the online payment processor for both the City of Waco and McLennan County.

- Link to set up your online payment account with Avenu Insights:  
<https://clientreports.revds.com/TaxpayerServiceCenter/TaxpayerRegistration.aspx>
- Link to file your monthly taxes with Avenu Insights:  
[https://secure.salestaxonline.com/default\\_sto.aspx](https://secure.salestaxonline.com/default_sto.aspx)

### ***Avenu Insights Contact Information***

<http://revds.com/taxpayer/select-your-state/texas/>

Texas Hotel Occupancy Taxpayer Support

Toll Free: (866)240-3665

Email: [Support@avenuinsights.com](mailto:Support@avenuinsights.com)

Mailing Address:

Avenu Insights & Analytics

PO Box 830725

Birmingham, AL 35283-0725

For assistance in adding taxes to your Airbnb listing, see <https://www.airbnb.com/help/article/2523/how-do-i-add-taxes-to-my-listings>

### 3. State of Texas Hotel Occupancy Tax

Your next step is to set up an online account with the Texas Comptroller of Public Accounts for State Hotel Occupancy Tax in order to pay your state tax online.

Link to set up your online payment account with the State of Texas:  
<https://comptroller.texas.gov/taxes/hotel/>

#### ***Texas Comptroller of Public Accounts Contact Information***

Hotel tax specialist: (800) 252-1385

### 4. Waco Convention & Visitors Bureau

Your final step is to get your lodging listed with the Waco Convention & Visitors Bureau, so they can assist in marketing your property. Most STR owners want this assistance, but if you prefer not to be listed, this is optional. The website gets a tremendous amount of traffic, so you should see a positive effect on your number of rentals.

Short-term Rental properties within the City of Waco that licensed/permitted and registered to pay City of Waco and McLennan County Hotel Occupancy Tax are eligible to be listed in the Lodging section of the Waco CVB visitor website: <https://wacoheartoftexas.com/>

Listings will also be viewable on the Waco Visitor App and Visitor Kiosks located at the Waco Convention Center, Waco Tourist Information Center, and Waco Regional Airport. They will be added where appropriate to printed materials (which include the Visitor Map and Visitor Guide) as those are reprinted.

In order to be included, email the following information to [susanm@wacotx.gov](mailto:susanm@wacotx.gov) :

Owner's Name and contact information (email and phone number)

Property Name

Property Address

City of Waco License or Permit Number

Avenu Account Number

Website or link to your property listing on Airbnb, VRBO, etc.

#### ***Waco Convention & Visitors Bureau Contact Information***

Susan Morton – Tourism Manager

[susanm@wacotx.gov](mailto:susanm@wacotx.gov)

(254) 750-8610

Mailing Address:

Attention: Susan Morton

Waco Convention & Visitors Bureau

PO Box 2570

Waco, TX 76702-2570