

# SHORT-TERM RENTAL ENFORCEMENT PROCEDURES

The flow charts that follow summarize enforcement procedures and protocols for common violations of short term rental licensing and operation ordinances. Serious violations of life safety codes or criminal conduct occurring on the premises of licensed short term rentals are not included and will be addressed through other standard enforcement protocols.

**Type of Offense**

- Operating Without a License

**Responsible Department(s); (Who will investigate)**

- City Clerk; Police; City Prosecutor

**Offense Reporting Sources**

- Complaint; Canvass of short-term rental websites by staff

**Initial Response if Complaint is Verified**

- 30 day grace period to obtain license

**Response for Subsequent Violations**

- Failure to obtain permit-referral to City Prosecutor for filing of Municipal Court charge(s)

**Suspension or Revocation of License**

- N/A

**Type of  
Offense**

- Failure to Remit Room Tax

**Responsible  
Department(s); (Who  
will investigate)**

- Finance; Oklahoma Tax Commission (OTC)

**Offense Reporting  
Sources**

- Complaint; OTC Referral

**Initial Response if  
Complaint is  
Verified**

- Notification to License Holder to contact Oklahoma Tax Commission within ten (10) business days regarding unpaid tax

**Response for  
Subsequent  
Violations**

- OTC to pursue collection of unpaid tax through its standard operating procedures

**Suspension or  
Revocation of  
License**

- Referral to Planning Commission upon notification from OTC that taxes remain unpaid after collection efforts

**Type of  
Offense**

- Parking Violation

**Responsible  
Department(s); (Who  
will investigate)**

- Parking Enforcement; Police; City Prosecutor

**Offense Reporting  
Sources**

- Complaint; Routine Patrol Activity; Citation Issued to Guest(s)

**Initial Response if  
Complaint is  
Verified**

- Courtesy notification to License Holder

**Response for  
Subsequent  
Violations**

- Subsequent citations-Municipal Court prosecution and warning letter to License Holder

**Suspension or  
Revocation of  
License**

- Failure to correct-referral to Planning Commission

**Type of  
Offense**

- Noise Complaints; Social Host Violation

**Responsible  
Department(s); (Who  
will investigate)**

- Police; City Prosecutor

**Offense Reporting  
Sources**

- Complaint; Routine Patrol Activity; Citation Issued to Guest(s)

**Initial Response if  
Complaint is  
Verified**

- Courtesy notification to License Holder

**Response for  
Subsequent  
Violations**

- Subsequent citations-Municipal Court prosecution

**Suspension or  
Revocation of  
License**

- Failure to correct-referral to Planning Commission

**Type of Offense**

- Tall Grass, Weeds; Trash, Junk and Debris

**Responsible Department(s); (Who will investigate)**

- Code Enforcement; City Prosecutor

**Offense Reporting Sources**

- Complaint; Routine Patrol Activity

**Initial Response if Complaint is Verified**

- Written notification of code violation, opportunity to correct within ten (10) days of date on notice

**Response for Subsequent Violations**

- Subsequent complaints- Municipal Court prosecution and/or abatement of tall grass, weeds, trash, junk or debris per ordinance and state statute

**Suspension or Revocation of License**

- Failure to correct-referral to Planning Commission

**Type of Offense**

- Building Code; Safety Violations

**Responsible Department(s); (Who will investigate)**

- Code Enforcement; Building Official; City Prosecutor

**Offense Reporting Sources**

- Complaint

**Initial Response if Complaint is Verified**

- Written notification of code violation; opportunity to correct within ten (10) days of date on notice

**Response for Subsequent Violations**

- Subsequent complaints-Municipal Court prosecution

**Suspension or Revocation of License**

- Failure to correct-referral to Planning Commission