

## STR PROCESS IN JAMESTOWN

- 1) Sign up for a free OpenGov account at:  
<https://jamestownri.viewpointcloud.com/categories/1078/record-types/6387> Login to apply for Short-term Rental registration online and pay applicable fees;
- 2) Inspections are scheduled via email ([ckolb@jamestownri.net](mailto:ckolb@jamestownri.net)) and completed by the Building Official designee and Fire Marshal. An inspection email will be automatically sent once complete and the applicant will log in to OpenGov for pass or fail results for each inspection. Inspection issues can be corrected by the owner and re-inspected for an additional inspection fee;
- 3) Application reviewed administratively. You will be reminded each year by email. Please ensure your email on your OpenGov account is current;
- 4) Town Council/Licensing Authority approves/denies application based on public hearing that is advertised in the Jamestown Press;
- 5) Short-Term Rental License issued via email by the Town Clerk/Registrar.