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# Converting Medium Density House in Branson Missouri to Legal Vacation Rental (Inside City Limits)

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This information is being delivered as a courtesy for customers of the WORLEY REAL ESTATE NETWORK, as of 5/10/2022.  
It may not include any updates or changes and investors should check with the City of Branson for final and actual processes.



## Getting Started:

### I. Planning and Zoning:

- a. Apply for a sales tax license with the Department of Revenue
- b. Make sure you are in an area that will allow for nightly rentals.
- c. Do your due diligence and call **Planning and Zoning** to confirm.

### II. Permits:

- a. You will need a building permit to complete fire suppression, alarm system, and electrical work.
- b. Permits will need to be pulled through the Branson website <https://bransonmo.gov/>. You will go through the Citizenserve portal and create an account. You can add all the contractors you will be using to the account so they can upload documents and see responses from the city.
- c. You will want to do this step and let your contractors know that you have already started the Citizenserve portal with the city so they do not also try to pull permits on their own.
- d. The city of Branson likes for all the contractors to work off one permit instead of multiple accounts being opened for one project.



### III. Architecture:

- a. Single Single Family homes are zoned “Residential.” Changing to a Vacation Rental requires the property to be zoned as an “R1.” To make the change, you will need to upload the following documents to Citizenserve.
  - i. A drawing with window and door measurements from a certified architect.
  - ii. A letter from the architect stating all conditions of the building will meet code for an R1 property.
- b. Send the fire suppression and alarm companies that will be doing the work a copy of the architect’s drawing so they can use them to draw their plans for the city. This ensures everyone is working off the same floor plan.

### IV. Fire Suppression and Alarms:

- a. The fire suppression and the alarm company will need to submit completed drawings of their plans to the city.
- b. Make sure to communicate with the companies that the plans need to be stamped by a state engineer.
- c. The work can not be started until the Branson Building Department and the Fire Inspector approve the plans.
- d. Your Citizenserve portal will update when the plans have been approved and you will receive an email.
- e. You will need an electrician to hook up both systems to the electrical panel after both companies are finished with their work.





## V. Knox Box:

- a. A Knox Box is a metal key box placed on the front of the house and is required on all Vacation Rentals.
- b. It holds every key to any locked door within the house. The fire department is the only one with a key to the box.
- c. Make sure when ordering the box, you pick the correct fire department. It is an additional \$40.00 if you order the wrong one and must have the door rekeyed.
- d. Call the fire department when the box comes in and let them walk you through where they want it hung on the house.
- e. You need a total of three keys for each door.
  - i. The fire department
  - ii. A lockbox on the door jam
  - iii. Personal use

## VI. Inspections:

- a. The city of Branson Building Department and the Fire Inspector require a “rough-in” inspection of the work to be done by the fire suppression and alarm companies.
- b. This means prior to completion of the work, the companies will need to set where they want everything to go and then have the fire department and city building department come out and inspect to make sure all the work is going to be done to code.
- c. This can not be done the same day as the final inspection.
- d. Final Inspections are scheduled through the Citizenserve portal.
  - i. All necessary city departments will be listed. They will have information for what you need to turn in.
  - ii. The departments that need to be scheduled for final inspections will be notated so you can easily see who needs to submit final inspections.





## VII. Final

- a. The last step is getting your business license approved and your certificate of occupancy.
- b. The City Finance Department will process your business application and issue your license.
- c. The Building Department will issue your certificate of occupancy through the Citizenserve portal.
- d. There is a fee for connecting to water as a commercial property.
- e. Make sure you apply for a Taney County Merchants License.

## VIII. Names and Numbers

**Planning and Zoning:** Joel Hornickel (417) 337-8549

**Building Department:** Roy Swarms (417) 337-8539

**City Finance:** Jamie Rouch (417) 337-8538

**Fire Department:** Dennis Brunner (417) 243-2789

### Three main companies who will retrofit fire-suppression equipment in the Branson area:

**Marmic:** Fire Suppression and Alarms.

**Sho-Me Fire:** They are the only ones who will do a water tank system instead of hooking up to the city main. They do not install alarm systems. Use them in conjunction with one of the other companies for your fire alarm system.

**Branson Security and Fire:** Fire Suppression and Alarms.

**Knox Box:** <https://www.knoxbox.com/>  
(800) 552-5669

