

City of South Padre Island
Hotel Occupancy Tax and Short Term Rental Registration FAQ's
(Code of Ordinances: Chapter 11, Article VII)

What is Hotel Occupancy Tax?

A tax collected for short-term rental (STR) stays of less than 30 consecutive days.

Where can I find the information/ordinance pertaining to short-term rentals?

The information can be found in the South Padre Island Code of Ordinances located at myspi.org. Hover mouse over the "How Do I?" menu, and click Look Up Ordinance Codes. Navigate to Chapter 11, Article VII, to review the ordinance that pertains to short-term rentals.

What is the Hotel Occupancy Tax rate?

Beginning January 1, 2017 the Hotel Occupancy Tax (HOT) rate increased to 17%. The new rate is broken down as follows: City HOT 8.5%, City Venue Tax 2%, County Venue Tax 0.5%, State HOT 6%.

What constitutes a short-term rental?

Short-term rentals are residential dwellings; single family residence, apartment, residential condo, or other residential real estate rented for less than 30 consecutive days.

How do I register or apply for a short-term rental permit?

To apply, you must first gather all the information necessary to complete the registration by following the "Steps to Register..." which are located at www.myspi.org/hottax.

How do I obtain a MuniServices account number?

You may apply for a MuniServices account number online [here](#). You can also call MuniServices directly at 1-866-240-3665 for assistance with the application.

How do I get my CCAD Property ID?

CCAD stands for Cameron County Appraisal District. You may access the official website by clicking [here](#). To search for a property ID, select the image of the house with magnifying glass at the top right of the web page or click [here](#).

Once you are at the CCAD [website](#), you may locate a property ID using the search criteria available. Utilizing the "Advanced" option will allow a search by last name, street number and name, **or** by selecting the drop down arrow next to "Condo" in the "additional criteria" section.

If you have questions or need assistance locating the PID for your property, please contact the County directly at 956-399-9322.

Can I search for registered/compliant short-term rental properties?

Yes, we make information regarding short-term rental properties available for easy access to the public. There is a public STR search page located at www.myspi.org/hotbrowse where registered STR properties may be examined. If you have doubts or concerns regarding whether or not a property is registered for short-term rental this is the best tool available.

Who can register my short-term rental?

Registration is the legal responsibility of the property owner; however, if hired by the owner, a management company or rental agent can register for the property owner. To register, the owner or agent will need to have 1.) A [MuniServices](#) account number established, 2.) Texas Taxpayer ID, and 3.) The [CCAD](#) PID. To apply for the STR permit, click [here](#).

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How do I obtain a Texas Taxpayer ID?

To apply for a Texas Taxpayer ID, you must fill out the "[Texas Questionnaire for Hotel Occupancy Tax](#)", and send the questionnaire to Austin via USPS. The address is located at the bottom of the first page of the questionnaire documents. The portion of Hotel Occupancy Tax due to the State of Texas is 6%.

If you have questions or need assistance filling out the questionnaire, please contact the Texas Comptroller of Public Accounts directly at 1-800-252-1385. You may also call this number for any questions regarding remittance and filing procedures.

Is there a fee to register my property for a STR permit?

There is a registration fee of \$50 per property for 1.) Property owners/managers that have not been properly remitting Hotel Occupancy Tax for the same property that is being registered, and 2.) For properties that are new to short-term rentals. The registration fee was waived for owners who were properly remitting HOT prior to April 15, 2015 for the same property.

Is there a fee to renew my STR permit?

There is currently no fee to renew the STR permit.

How often do I have to renew my STR permit?

Short-term rental permits expire one year from the date they were issued or previously renewed. You will receive a reminder via email 30 days, 15 days, and one week prior to the expiration date. The reminder is sent to the email address listed under the 24/7 contact line.

What should I do once I am registered?

After your short-term rental unit(s) are registered, a STR permit will be assigned to your property. The STR permit must be listed in any and all active advertisements for the unit(s) registered.

Can I use one permit for all of my properties/units? What if I have more than one property?

Each property must be registered separately and they will each receive an individual registration number.

What if my information changes after I register?

If any information on the registration form changes, the owner, manager or rental agent must modify that information with the City within 30 days.

Who can be my local emergency contact?

The local contact person is the person designated by the owner or the operator who shall be available twenty-four (24) hours per day, seven (7) days per week and shall respond in person within one hour (with the signed rental contract in hand) to complaints from a City Official regarding the condition, operation, or conduct of occupants of the short-term rental unit. This person must also have the authority to take remedial action to resolve any such complaints.

What if I don't register my STR?

Any violation of Chapter 11, Article VII may be punished by a fine not to exceed five hundred dollars (\$500.00) for each offense, for each day such offense shall continue.

What happens once I register?

After your short term rental is registered, a registration (permit) number will be assigned to your property. This registration number must be listed on any and all advertisements.

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What is a venue tax?

A venue tax is a hotel occupancy tax at a rate of two percent (2%) of the price paid for a hotel room that a city or county is authorized to levy to fund a “venue” project. A “venue” is an arena, coliseum, stadium or any other facility built to accommodate professional and amateur sports events or community events. Additionally, it can be a convention center or any of several types of related improvements in its vicinity.

What venue projects are being considered?

Venue projects that have been proposed are as follows: Padre Boulevard medians, Convention Centre annex, parking garage, wind and water sports facility, and amphitheatre.

Can I file my Hotel Occupancy Tax returns online?

You may file the local portion (City/County) of Hotel Occupancy Tax at www.salestaxonline.com. For a quick reference guide on account setup please click [here](#). For further assistance with online account setup, please contact MuniServices at 1-866-240-3665.