LICENSEDRENTAL.COM

# Collegedale vacation rental checklist

Hamilton County, Tennessee | Rules checked November 5, 2026

Scan for the latest version

Collegedale requires a short-term rental operation permit ($300, then $100 a year) and a city inspection for any home rented for less than 30 days. Tax is 9.25% sales plus 8% occupancy.

> The city links a December 2024 short-term rental ordinance we didn't read. Ask about zoning, guest limits, and parking before you list.

## Licensing steps

### STATE OF TENNESSEE

- [ ] **Register for sales tax**
  Register through the Tennessee Taxpayer Access Point (TNTAP). One registration covers all your rentals in the same city or county. If you take direct bookings, collect 7% plus the local rate and file by the 20th of each month. Once registered, file every month, even a $0 return.
  TNTAP: https://tntap.tn.gov/
- [ ] **Get a business tax license**
  Rentals under 180 days owe business tax. With $3,000 to $100,000 a year in gross receipts in a city or county you need a minimal activity license; at $100,000 or more, a standard license. Booking platforms don't handle this for you.
- [ ] **Know what the platform collects**
  Airbnb, VRBO, and other marketplaces collect and remit sales tax and local occupancy tax on their bookings. Keep records showing they did. For direct bookings, you pay sales tax to the state and occupancy tax to the city or county.
- [ ] **Then your county and city**
  Permits, zoning, and occupancy tax rates are where Tennessee towns differ most. Pick your area.

### HAMILTON COUNTY, TENNESSEE

- [ ] **Register for the county occupancy tax**
  For direct bookings, file the county's 4% with the Hamilton County Trustee by the 20th of each month. The Trustee also handles the Chattanooga, East Ridge, Collegedale, and Red Bank city taxes.
- [ ] **Then your city**
  Permits differ a lot from city to city. Pick your area.

### CITY OF COLLEGEDALE

- [ ] **Register and apply**
  Fill out the city's short-term vacation rental information form and apply for the operation permit with Building & Codes.
  Collegedale STVR registration:
  https://www.collegedaletn.gov/departments/building___codes_department/short-term_vacation_rental_registration_.php
- [ ] **Pass the inspection**
  The city inspects the home to confirm it meets the codes for safe guest lodging.
- [ ] **Register for sales and occupancy tax**
  Tax on stays here is 9.25% sales tax plus 8% occupancy tax. Airbnb and VRBO collect both on their bookings. For direct bookings, file sales tax with the state through TNTAP by the 20th of each month. For direct bookings, file the city and county occupancy tax with the Hamilton County Trustee.

## Who to contact

**Building & Codes (STVR):** 423-468-1967
**City of Collegedale:** 423-396-3135
**Hamilton County Trustee (occupancy tax):** 423-209-7270

## Official sources


Tennessee Department of Revenue: Taxation of short-term vacation rentals-
. https://www.tn.gov/content/dam/tn/revenue/documents/taxpayer_education/misc/taxation-of-short-term-vacation-rentals.pdf

Tennessee Department of Revenue: SUT-48: Short-term rentals, reporting requirements-
. https://revenue.support.tn.gov/hc/en-us/articles/360058190432-SUT-48-Short-Term-Rentals-Reporting-Requirements

Hamilton County Trustee: Hamilton County Trustee. https://hamiltontn.gov/trustee

City of Collegedale Building & Codes: Short-term vacation rental registration-
. https://www.collegedaletn.gov/departments/building___codes_department/short-term_vacation_rental_registration_.php

Hamilton County Trustee: Hotel/motel occupancy privilege tax return (county and city)-
. https://www.hamiltontn.gov/pdf/trustee/docs/CountyBlankTaxForm.pdf

Tennessee Department of Revenue: Local occupancy tax rates report (updated November 4, 2026)-
. https://www.tn.gov/revenue/taxes/local-occupancy-tax/due-date-and-tax-rate/local-occupancy-tax-rates.html

Tennessee Department of Revenue: Local sales tax rates map and data report-
. https://www.tn.gov/revenue/taxes/sales-and-use-tax/local-sales-tax/local-sales-tax-rates-map.html