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Dandridge vacation rental checklist

Jefferson County, Tennessee | Rules checked November 5, 2026

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Dandridge requires a short-term rental unit permit ($300, valid one year) under Ordinance 23/24-22, adopted in May 2024, with city and county business licenses, a 24-hour local contact, and a building and fire safety inspection. Tax is 17.75%.

> We couldn't open the adopted ordinance text. Confirm eligible zones, occupancy, and renewal fees with the town.

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.

JEFFERSON COUNTY, TENNESSEE

- [ ] **Then your city or area**
  Pick your area.

TOWN OF DANDRIDGE

- [ ] **Apply to the Building Department**
  Send the application packet with the deed, two residency documents (owner-occupied only), a site plan, the life-safety form, copies of your city and county business licenses, and the $300 fee to P.O. Box 249 or 131 E. Main Street, Dandridge, TN 37725. Incomplete packets are returned.
  Dandridge application (PDF): https://dandridgetn.gov/wp-content/uploads/2024/05/Short-Term-Rental-Application.pdf
- [ ] **Name a 24-hour local contact**
  List a local contact available 24 hours a day and every platform where you'll advertise.
- [ ] **Register for sales and occupancy tax**
  Tax on stays here is 9.75% sales tax plus 4% town and 4% county 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. The application has you agree to pay the town's hotel occupancy privilege tax; ask the town where to file direct bookings.

Inspection checklist

- [ ] **Smoke alarms (UL 217).** Inside and outside sleeping rooms, within 15 feet of bedroom doors, and on each story including basements.

- [ ] **Carbon monoxide alarms.** Within 15 feet of all bedroom doors.
- [ ] **Fire extinguisher.** At least one, operable.

Who to contact

Town of Dandridge (permits): 865-397-7420 ext. 113

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

Town of Dandridge: Application for short-term rental unit permit-
. https://dandridgetn.gov/wp-content/uploads/2024/05/Short-Term-Rental-Application.pdf

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

Town of Dandridge: Board of Mayor and Aldermen minutes, May 14, 2024-
. https://dandridgetn.gov/wp-content/uploads/2024/06/05-14-24-BMA-Minutes.pdf

Town of Dandridge: Board of Mayor and Aldermen minutes, April 9, 2024-
. https://dandridgetn.gov/wp-content/uploads/2024/05/04-09-24-BMA-Minutes.pdf