

# SHORT-TERM RENTAL PERMIT APPLICATION



## SECTION ONE: SITE INFORMATION

Site Address \_\_\_\_\_ Is this the property owner's primary residence?\* Yes No

\*The property owner shall reside on site for a minimum 183 days during the calendar year

## SECTION TWO: APPLICANT INFO

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Secondary Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Secondary Contact Address \_\_\_\_\_

**The property owner or secondary contact must be available to be on site within 30 minutes of being notified. Applications will not be accepted or processed without signed secondary contact consent. The contact information provided will be made available to the public.**

Secondary Contact Signature \_\_\_\_\_

## SECTION THREE: PROPERTY MANAGER (if applicable)

Property Manager Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Property Manager Address \_\_\_\_\_

## SECTION FOUR: RULES AND REGULATIONS

I understand the following rules and regulations regarding short term rentals. Initial each item.

	I must have an active Business License account with the City
	I am responsible for paying Transient Occupancy Tax on the revenue generated from short-term rent
	A maximum of six people can rent at any one time
	All applicable parking regulations apply to short-term renters
	I have reviewed the Short-Term Rental regulations outlined in Chapter 4.25 of the Municipal Code
	I certify that I have working smoke and carbon monoxide detectors in accordance with California Residential Code sections 314 and 315
	I certify that I have home owner's insurance
	I certify that I have notified the property owners within 200 feet of the proposed short-term rental site

## SECTION FIVE: INFORMATION PROVIDED

I have provided the following information for reference. Initial each item.

	Floor plans and parking location(s)
--	-------------------------------------

## SECTION SIX: AGREEMENT AND SIGNATURE

I hereby certify under penalty of perjury that the answers I have given are true and correct to the best of my knowledge and belief, and I understand and agree that any false or misleading answer will result in denial or revocation of any permit. Further, the City is hereby authorized to seek and verify information contained in this application. I understand verification of the accuracy of the application information is a matter of public record and may be made available to interested parties upon request.

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### OFFICIAL USE ONLY

Assessor Parcel Number \_\_\_\_\_

Property Zoning \_\_\_\_\_

Primary residence verified: Yes No

Proof of residence: Yes No

Staff name: \_\_\_\_\_