

If you wish to apply for a Hosted Short-Term Rental Permit, you will need to provide:

1. A filled out Planning Department Main Application form, including a detailed project description that covers:
  - a. What rooms in the home will be used for rentals
  - b. Contact information for the host
  - c. How many parking spots are available
  - d. Whether pets will be allowed
  - e. If there is an outdoor fire area.
2. All necessary fees and a filled out fee agreement form.
3. Provide proof of ownership of the property (deed).
4. Name address and contact information for all owners of record.
5. A site plan prepared on an 8.5”X11” piece of paper showing where the required off-street parking will be located and the emergency access to the dwelling unit being used as a short-term rental.
6. Proof that transient occupancy registration certificate for the subject property has been applied for and/or received.
7. A copy of the rules, regulations and information that will be posted in a prominent place within six-feet of the front door of the short-term rental and included in all advertisements for the short-term rental.
8. A verified list of the names and addresses of the owners of all property within three hundred feet of the exterior boundaries of the property proposed for the short-term rental as shown on the last adopted tax role of the County (this list can be obtained from the County Assessor’s Office or the Planning Department).
9. A Planning Department issued neighborhood agreement form signed by each resident within 300-feet of the proposed hosted rental. If the applicant is unable to obtain the required signatures, the applicant shall provide proof of his/her reasonable attempts to gather those signatures.

For your own protection, it is also recommended that you make sure the residential dwelling you will be using for a short-term rental meets all applicable building and safety and environmental health department requirements; be sure to use a reputable rental agency; and check your home owner’s insurance policy to ensure you are covered for your rental business.