

SHORT-TERM RENTAL PERMIT

INSTRUCTIONS, CHECKLIST & APPLICATION

AN ADMINISTRATIVE PERMIT SUBJECT TO PLANNING DIRECTOR APPROVAL

Purpose and Overview

A Short-Term Rental Permit is an administrative permit required for all short-term rental (29 days or less per stay) of a legal primary residential dwelling, or accessory dwelling unit, on a property that is occupied by the property owner (homeowner) or long-term renter for at least six (6) months per year.

A Short-Term Rental Permit cannot be issued for a vacant dwelling not being utilized as a primary residence.

The purpose of this permit is to ensure compatibility of short-term rentals with surrounding neighborhoods and properties, and to place conditions on the permit to avoid potential impacts associated with short-term rental (e.g., parking, noise, trash disposal, event control, etc.). Therefore, if the short-term rental permit is issued (i.e., approved) a notice will be mailed to all adjacent property owners; the notice will include contact information for the Office of Planning and Environmental Review and a copy of the approved Short-Term Rental Permit.

Refer to Sacramento County Zoning Code (SZC) Section 3.9.3.AA for applicable use standards and SZC Section 6.5.6 for findings of approval.

Submittal Requirements

Below is a list of materials required to deem your application request complete. The flat fee of **\$270.66¹** must be paid at the time of application submittal.

	For Office Use Only
<input type="checkbox"/> Completed Short-Term Rental Permit application form. Note: Applicant is the “host” and if applicant is a long-term renter, the application form <u>must</u> be signed by the property owner <u>and</u> a copy of an active lease must be provided.	
<input type="checkbox"/> Floor plan with notations showing which bedrooms and areas of the dwelling are available to short-term renters.	

¹ Current fee as of January 7, 2019. Please check the website for current fees at <http://www.per.saccounty.net/Pages/Planning-and-Environmental-Fees.aspx> or call (916) 874-6141. Please make check payable to “Sacramento County.”

Proof of permanent residency (6 months or more per year) - Submit A or B ***and*** C

A or B:

A. Homeowner's Exemption being taken (not applicable for long-term renters)

--OR--

B. Copy of Driver's License with the property address

--AND--

C. One other document demonstrating residency, such as:

Utility Bill

Lease

Other: _____

County of Sacramento
 Office of Planning and Environmental Review (PER)
 827 7th Street, Room 225
 Sacramento, CA 95814
 (916) 874-6141

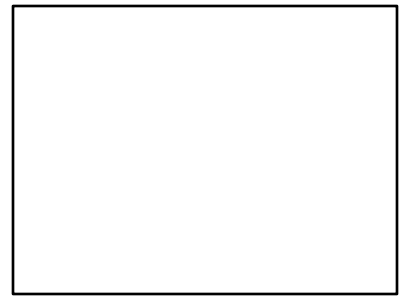


(Filed Pursuant to Sections 3.9.3.AA & 6.5.6 of the Sacramento County Zoning Code)

APPLICATION FORM FOR SHORT-TERM RENTAL PERMIT

All short-term rentals shall be incidental to the primary residential use of the property.

Site Information	Applicant/ Property Owner
<p>Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Parcel Number:</p> <p>_____</p> <p>Description of area to be utilized as short-term rental (e.g., number of rooms /location on property/number of beds). Please include a site plan and/or floor plans that illustrate your description.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Name of Applicant:</p> <p>_____</p> <p>Mailing Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phone Number:</p> <p>_____</p> <p>Email:</p> <p>_____</p> <p>If applicant is a long-term renter of the dwelling, the legal property owner shall sign below. <u>Legal property owner signature is also required on Page 5</u> of this application form.</p> <p><i>The below signature grants the applicant listed above permission to conduct short-term renting.</i></p> <p>_____</p> <p>Property Owner Signature</p> <p>_____</p> <p>Print Name:</p> <p>_____</p>



Section 3.9.3.AA of the Zoning Code provides use standards for operation of a short-term rental. Section 6.5.6.D of the Zoning Code provides the findings County staff must make in order to grant a request for a Short-Term Rental Permit. Please answer the following questions. Attach additional sheets if necessary.

1. Section 6.5.6.D.3: Vehicles used and traffic generated by the short-term rental shall not exceed the type of vehicles or traffic volume normally generated by a home (“normal residential traffic volume” means up to 10 trips per day) occupied by a full-time resident in a residential neighborhood. **How will you ensure vehicles associated with guests do not disturb the neighborhood (e.g., speeding, parking, excessive number of vehicles)?**

2. Section 6.5.6.D.4: Occupants and/or guests of the short-term rental shall not create unreasonable noise or disturbances, engage in disorderly conduct or violate the provisions of this Code or any state law pertaining to noise, collection and disposal of refuse, the consumption of alcohol or the use of illegal drugs. **How will you ensure guests do not disturb neighbors? How will you mitigate unruly guests? What measures will be taken to avoid nuisances? Will there be a contract on the terms of the rental? If so, what are the consequences of violating those terms? Additionally, please provide property management details.**

3. Section 3.9.3.AA.6: Maximum occupancy shall not exceed more than two adults per bedroom, shown in the floor plan of the approved Short-Term Rental Permit. **How many guests will be permitted to stay at the property? Please attach a detailed floorplan describing the configuration of sleeping arrangements.**

4. Please provide contact information (reachable 24 hours per day/ 7 days per week) in case of emergencies or complaints. Please note: this information will be provided to neighboring property owners.

5. Please provide documentation demonstrating that the subject dwelling is your primary residence. Refer to the checklist at the beginning of this form. **Documents will remain confidential.**

NOTICE:

- The use of the property for short-term rental purposes shall not alter the principal residential use of the property or adversely affect neighboring properties.
- The property shall be the applicant's primary residence (applicant must reside at the residence at least 6 months per year).
- A valid business license and Short-Term Rental Permit must be maintained and the Transient Occupancy Tax must be paid.
- The property shall not exceed an occupancy of two guests per bedroom.
- The use shall not result in more than 10 vehicle trips per day.
- The property shall not produce a level of noise or activity that adversely impacts neighboring properties.
- If approved, the short-term rental is only valid for one year from date of permit issuance.

By signing below, I understand that upon the issuance of the Short-Term Rental Permit, conditions will be placed on the short-term rental regulating its operation. I confirm that I have read the above notice and understand the restrictions placed on short-term rentals by Sacramento County. I acknowledge that the short-term rental permit may be revoked if Code Enforcement, Sheriffs' or Planning and Environmental Review receive substantiated complaints; finally, I agree to pursue a business license through the Department of Finance once this permit is issued as required by Section 5.04.010 of the Sacramento County Code.

Property Owner Signature: _____

Date: _____

Applicant Signature: _____

Date: _____