

If you wish to apply for a Non-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 manager (who is required to be available 24-hours a day, 7-days a week while the dwelling unit is being rented)
  - c. Name, address and contact information for the owner's local emergency contact representative in the event the owner is the manager and is unable to be contacted
  - d. How many parking spots are available
  - e. Whether pets will be allowed
  - f. If there is an outdoor fire area.
2. All necessary fees and a filled out fee agreement form.
3. An Environmental Information Form (included in the Main Application Package).
4. Provide proof of ownership of the property (deed).
5. Name address and contact information for all owners of record.
6. 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.
7. Proof that a transient occupancy registration certificate for the subject property has been applied for and/or received.
8. 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.
9. A verified list of the names and addresses of the owners of all properties 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 and will be used for project and hearing notification)
10. A Planning Commission hearing will be required for the approval of a non-hosted short-term rental.

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 homeowner's insurance policy to ensure you are covered for your rental use.