



SHORT-TERM RENTAL PERMIT APPLICATION GUIDE

STR PERMIT APPLICATION PROCESS

An application for a short-term rental permit shall be submitted by the property owner or agent (written property owner authorization is required for an agent to file the application) to:

- **Host Compliance Online:**
<https://safe.hostcompliance.com/placer-county-ca/permit-registration/welcome>
- Batch (HOA/Property Management Group) applications may be submitted to the Placer County Code Compliance Services (STR Unit):
Placer County
Attn: STR Unit
775 North Lake Blvd.
Tahoe City, CA 96145

The Application shall at a minimum include the following:

1. Property owner or agent name and contact information.
2. The name of the local contact person, if different from the property owner or agent, and a telephone number and email address at which that party may be immediately reached.
3. Address and assessor's parcel number for property for which the short-term vacation rental is located.
 - Please indicate the name of the serving Fire District.
4. Rental unit type (i.e. home, condo). If more than one residential unit is located on the property, identify if the rental unit is the property's primary or secondary dwelling.
5. The number of bedrooms. For purposes of this section, a bedroom is a room that contains a minimum of seventy (70) square feet and that meets all requirements of the California Residential Code and contains a window or opening that can be used for emergency egress.
6. Maximum occupancy amount. Occupancy is defined as two people per bedroom, plus two additional people, excluding children under sixteen (16) years of age. Occupancy limits begin at ten (10) pm. Occupancy limits may be increased on a case-by-case basis, at the discretion of the community development resource agency director.

- A floor plan best conveys these details by describing each room's intended occupancy.
7. Total number of on-site parking spaces, if applicable. If on-site parking is not available, an alternative parking plan must be provided designating the location of off-site parking.
- A parcel, or site map best conveys these details.
8. Proof of existing garbage service and total number of trash receptacles:
- Vendor receipts or statements
 - Receptacles must meet animal proofed requirements within one year.
9. A current TOT certificate, or application for TOT certificate.
10. Number and location of fire extinguishers, smoke and carbon monoxide alarms.
- A floor plan best conveys these details.
11. Certification of compliance with Fire Code and fire safety requirements
- Self-certification forms can be found under key resources:
<https://www.placer.ca.gov/str>
12. Acknowledgment that the property owner or agent has read and understood this article, and the County's noise, parking, garbage collection, guest safety and operational standards.
- May be accomplished with a cover letter or attached statement with owner/agent signatures
13. If the information supplied by the property owner on the application for a short-term rental permit is not consistent with county records, an inspection may be required prior to or after the issuance of the short-term rental permit. An inspection fee shall be charged for the inspection.

STR Permit Fee Payment

Payments can be accomplished through the Host Compliance Website, or for batch applications, a check may be submitted as payment along with the application to the STR Unit.