

Short-Term Rental Permits FAQ's

What is a short-term rental permit?

This permit allows the applicant to rent a residential unit or part of a residential unit on a short-term basis. A short-term basis is 30 days or less to the same person. A renter who signs a contract or lease for more than 30 consecutive days is not considered short-term and this permit would not apply. (City Code 5.114)

Who needs a short-term rental permit?

Anyone who rents out a room(s) in their house or their whole house on a short-term basis, and does not have a Conditional Use Permit from Planning.

What if I have a secondary structure on my property, am I allowed to rent that structure?

Yes, the secondary structure must follow the City code regarding the definition of a dwelling unit (City Code 17.108.050). If the structure has been added to the property or remodeled it must have been done through the appropriate City Planning and Development Code requirements for a secondary dwelling unit.

Who do I contact to verify my secondary structure is properly permitted?

City of Sacramento Community Development Department is located at 300 Richards Blvd, 3rd Floor Sacramento, CA 95811. You may also reach them at (916) 264-5011 or via email at planning@cityofsacramento.org

Can I use both my main dwelling unit and secondary dwelling unit as short-term rentals?

Yes, however, you must apply for short-term rental permits for each structure.

What is the cost of a short-term rental permit?

A new permit is \$230, renewal permit is \$160, renewals submitted after expiration incur a \$50 late fee.

Do I need a Conditional Use Permit from Planning?

You need a Conditional Use Permit if you are renting out a house on a short-term basis that is: 1) not your primary residence and; 2) you do so for more than 90 days total per calendar year. Contact Planning at planning@cityofsacramento.org for more information.

If my short-term rental is my primary residence, do I need a Conditional Use Permit from Planning?

No. You can rent out all or part of your primary residence as much as you want within the guidelines of the short-term rental permit.

What if my residence is subject to Covenants, Conditions, & Restrictions (“CC&Rs”) or Homeowner Association rules (“HOAs”)?

You must provide a copy of the CC&Rs or HOAs with your short-term rental application and cannot operate a short-term rental in violation of any CC&Rs or similar regulations.

What is required for a short-term rental permit?

Here are the requirements per City Code 5.114:

- Business Operation Tax Account (open/active/current), categorized as a hotel (no home occupation permit required)
- Collect and remit to the City Transient Occupancy Tax
- Rent to no more than six people at any one time, per parcel, unless otherwise indicated
- Adhere to the Rental Housing Program Standards
- Make sure your renters are aware of and follow all applicable City regulations

Why is a business operation tax as a hotel required?

A hotel is defined as a structure or any portion of a structure which is intended for occupancy on a transient basis. In this case a transient basis refers to occupancy of 30 consecutive days or less (City Code 3.28.020 and 3.08.200).

What is Transient Occupancy Tax?

Transient Occupancy Tax is a tax imposed on any person who stays in a hotel for a period of 30 consecutive days or less. No tax is imposed on day 31. (City Code 3.28)

What is the City’s Transient Occupancy Tax rate?

The City’s transient occupancy tax rate is 12%.

How long is the short-term rental permit good for?

The short-term rental permit is an annual permit and must be renewed each year.

Can I apply online for the short-term rental permit?

Yes, there is a link at the top of the Short-Term Rental Permit website. You will need to create an account first on the City of Sacramento Citizen Portal, if you already have an account you may use the same login here to apply for a Short-Term Rental Permit.

How do I report an unpermitted Short-Term Rental or file a complaint about a Short-Term Rental?

If you believe a property is operating as a Short-Term Rental without a City issued permit, or you have a complaint about a short-term rental, you may call (279) 444-0160 – this is a local telephone number specifically designated to Short-Term Rentals within the City of Sacramento.

Please see the next pages for step by step instructions and screen shots that will walk you through the online application system

Revenue Division Business Permits | 915 I Street, First Floor, Room 1201 | Sacramento, CA 95814
businesspermits@cityofsacramento.org | 916-808-8500

HOW TO APPLY ONLINE FOR A SPECIAL BUSINESS PERMIT

STEP 1: GO TO <https://aca.accela.com/sacramento/Default.aspx>

STEP 2: CREATE AN ACCOUNT IN THE CITY OF SACRAMENTO'S CITIZEN PORTAL

The screenshot shows the City of Sacramento Citizen Portal. At the top, the City of Sacramento logo is displayed. Below it, the Community Development Department is identified. A navigation bar includes links for Announcements, Register for an Account, and Login. A search bar is present with a dropdown arrow. A main navigation menu includes Home, Building, Planning, Public Works, Operating Permit, and General Property Info. Below the menu is an Advanced Search dropdown. The main content area is divided into two columns. The left column contains a welcome message and a list of services available with registration, including On-line Permits and Electronic Plan Check (EPC) Application Submittal. The right column contains a Login form with fields for User Name or E-mail and Password, a Login button, and links for Remember me, I've forgotten my password, and New Users: Register for an Account. Two callout boxes are overlaid on the page. The first callout box, labeled 'REGISTER FOR AN ACCOUNT', points to the 'Register for an Account' link in the navigation bar. The second callout box, labeled 'CLICK HERE FOR INSTRUCTIONS ON HOW TO REGISTER FOR AN ACCOUNT**', points to the 'New Users: Register for an Account' link in the login form. The text in the second callout box reads: 'You will receive a confirmation email once your account has been created'.

STEP 3: CREATE AN ACCOUNT BY ACCEPTING THE TERMS AND CONDITIONS

The screenshot shows the 'CITIZEN PERMIT PORTAL' for the City of Sacramento. At the top, the city logo is on the left and the portal name is on the right. Below the logo, there are navigation links for 'Anouncements', 'Register for an Account' (highlighted with a red box), and 'Login'. A search bar is located to the right of the navigation links. Below the search bar is a horizontal menu with 'Home' (highlighted), 'Building', 'Planning', 'Public Works', 'Operating Permit', and 'General Property Info'. Underneath the menu is an 'Advanced Search' button. The main content area is titled 'Account Registration' and contains the following text: 'You will be asked to provide the following information to open a basic account:' followed by a list: '- Choose a user name, password, security question and answer' and '- Enter Contact Information, including a valid email address'. Below the list, it states: 'In order to utilize the online permit program, in addition to the above, an active California Contractor's License is required. For details, download the [On-Line Permitting Registration Guide](#).' The next line says: 'Please review and accept the terms below to proceed.' Below this is a scrollable box titled 'General Disclaimer' containing text about information collection and liability. At the bottom of the page, there is a checkbox (highlighted with a red box) next to the text 'I have read and accepted the above terms.' and an orange 'Continue Registration »' button.

STEP 4: CREATE YOUR PROFILE, *YOU MUST RECEIVE THE ACCOUNT VERIFICATION EMAIL TO COMPLETE THIS PROCESS*

**Account Registration Step 2:
Enter/Confirm Your Account Information**

Login Information

*User Name: ?

*E-mail Address:

*Password: ?

*Type Password Again:


*Select a Security Question: ?

*Answer: ?

Contact Information

Choose how to fill in your contact information.

I'm not a robot

 reCAPTCHA
Privacy · Terms

STEP 5: ONCE YOUR ACCOUNT IS VERIFIED, LOGIN INTO YOUR NEW ACCOUNT & CLICK “OPERATING PERMIT”

The screenshot shows the City of Sacramento user interface. At the top, the City of Sacramento logo is displayed. Below the logo, the text 'Community Development Department' is visible. A navigation bar contains links for 'Announcements', 'Logged in as [username]', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is present with the text 'Search...'. Below the search bar, a message reads: 'For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.' The main navigation menu includes 'Home', 'Building', 'Planning', 'Public Works', 'Operating Permit', and 'General Property Info'. The 'Operating Permit' menu item is highlighted. Below the navigation menu, there are sub-menu items: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A greeting 'Hello, [username]' is displayed. The main content area shows 'My Collection (0)' with a 'View Collections' button. Below this, a message states: 'You do not have any collections right now.' At the bottom, there is a 'Work in progress' section with a 'View All Records' button. A table with columns 'Record Name', 'Record ID', 'Module', 'Creation Date', and 'Action' is shown, with the text 'No records found' below it. A red box with the text 'CLICK OPERATING PERMIT' and an arrow points to the 'Operating Permit' menu item.

STEP 6: CLICK "CREATE AN APPLICATION"

The screenshot shows the City of Sacramento website interface. At the top, the City of Sacramento logo is displayed. Below it, the 'Community Development Department' is noted. Navigation links include 'Announcements', 'Logged in as [username]', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is present with a 'Search...' placeholder. A red banner provides browser recommendations: 'For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.' The main navigation menu includes 'Home', 'Building', 'Planning', 'Public Works', 'Operating Permit', and 'General Property Info'. The 'Operating Permit' menu is expanded, showing 'Create an Application' and 'Search for Operating Permits'. A callout box with a black background and red text 'CLICK CREATE AN APPLICATION' is positioned over the 'Create an Application' link. Below the navigation is a 'Records' section showing 'Showing 0-0 of 0' records in a table with columns for Permit Number, Type, Business Name, Status, and Address. The 'Search for Permits' section prompts users to enter information like Site Address, Parcel Number, or Permit Number. The 'General Search' section contains various search filters: Permit Number, Business Name, Start Date (10/07/2015), End Date (10/03/2018), Street No. (From - To), Direction (--Select--), Street Name, Street Type (--Select--), and Parcel No. A checkbox for 'Search my records only' is also present.

STEP 7: ACCEPT THE TERMS & CONDICTIONS, THEN CLICK "CREATE APPLICATION"

Community Development Department

Announcements Logged in as: [] Collections (0) Account Management Logout

For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.

Search... 

Home Building Planning Public Works **Operating Permit** General Property Info

Create an Application Search for Operating Permits

Online Application

Welcome to the City of Sacramento Revenue Division's Operating Permit Citizen Portal. This system will allow you to submit or renew an application, update information for your business(s), pay fees and track the status of your application from the convenience of your home or office, 24 hours a day.

Please note that due to the following requirements, your permit will not be approved until the following steps are completed at the Revenue Division, 915 I Street Rm 1201, Sacramento, CA 95814.

- Live Scan (fingerprinting/criminal history background check). To schedule an appointment please call the Permits Division at (916) 808-5852.
- Payment by Cash or Check (if not paid on-line with a credit card)
- Before applying for a Special Business Permit, you must have a valid Business Operation Tax Certificate (BOT) with the City of Sacramento.
- You can apply for a BOT here: [Business Operations Tax Certificate](#)
- You will need a valid BOT number to complete your Special Business Permit application.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Notice

Importance of accuracy and completeness: Completion of the following on-line operating permit application fulfills California Code requirements. Outlined in this section is the requirement that all applications, identify and describe the activity to be covered by the permit for which the application is made. Selections made during the on-line application process produce a description of work statement. It is the applicant's responsibility to provide accurate information. Activity identified during field inspection which is not in alignment with or exceeds the scope of the

I have read and accepted the above terms.

Continue Application »

1. ACCEPT TERMS & CONDITIONS
2. CLICK CONTINUE APPLICATION

STEP 8: CLICK "SPECIAL BUSINESS"

The screenshot shows the City of Sacramento website interface. At the top, the logo for the City of Sacramento is displayed. Below it, the header includes 'Community Development Department' and navigation links for 'Announcements', 'Logged in as [redacted]', 'Collections (0)', 'Account Management', and 'Logout'. A yellow banner provides browser recommendations: 'For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.' A search bar is also present. The main navigation menu includes 'Home', 'Building', 'Planning', 'Public Works', 'Operating Permit', and 'General Property Info'. Under 'Operating Permit', there are options for 'Create an Application' and 'Search for Operating Permits'. The 'Select a Record Type' section prompts the user to 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' A search input field and a 'Search' button are provided. A dropdown menu is open, showing 'Cannabis' and 'Special Business'. A blue button labeled 'Continue Application >' is visible. A black arrow points from the 'Special Business' option to a red-bordered box containing the text 'CLICK "SPECIAL BUSINESS"'. The footer contains the phone number '916-264-5011', a 'CALL' icon, and the text '我們講中文 • Hablamos Español • Мы говорим по-русски • ພວກເຮົາເວົ້າພາສາລາວໄດ້ • Peb hais lus Hmoob • Chúng tôi nói tiếng Việt'.

STEP 9: SELECT YOUR BUSINESS PERMIT TYPE & CONTINUE WITH FILLING OUT THE APPLICATION

City of SACRAMENTO

Community Development Department

Announcements Logged in as: [] Collections (0) Account Management Logout

For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8. Search...

Home Building Planning Public Works **Operating Permit** General Property Info

Create an Application Search for Operating Permits

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[] Search

- ▶ Cannabis
- ▼ Special Business
 - Mobile Food Company Application
 - Mobile Food Driver Application
 - Mobile Food Vehicle Application
 - Short Term Rental Application

Continue Application »

SELECT BUSINESS PERMIT TYPE

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