

Short-Term Rental Permit Application

Section One: Site Information

Site Address:

Is this the applicant's primary residence? * ☐ Yes ☐ No

*If "no", lodging can only be provided for 90 days aggregate (total) per calendar year. Over 90 days requires a conditional use permit.

How many structures are on the property/parcel: ☐ 1 ☐ 2 ☐ 3 or more

Which unit will be used for rental: ☐ Main Dwelling ☐ ADU ☐ Duplex ☐ Tri-Plex ☐ 4-Plex ☐ Half-Plex ☐ Apartment

Do you intend to rent out more than one structure? ☐ Yes* ☐ No *If "yes", additional permits may be required

Rental Listing URL:

Is the site subject to Covenants, Conditions, & Restrictions ("CC&Rs") or Homeowner Association rules ("HOAs")? ☐ Yes ☐ No
If yes, applicant must submit a copy of the CC&Rs or HOAs with this application to the City of Sacramento.

Have evictions been conducted at this property requiring an exemption under the City of Sacramento Tenant Protection
☐ Yes, please provide the date: ☐ No

****OFFICIAL USE ONLY****

Assessor Parcel Number:

Zone:

Section Two: Applicant Info/Consent of Property Owner

Applicant Name:

Applicant Phone:

Applicant Email:

Applicant Address:

Responsible Person:

Emergency Contact Number:

If the applicant is not the property owner, the property owner must acknowledge all Short-Term Rental regulations and a Property Owner Consent Form must be completed and provided with this application.

(Link to Property Owner Consent Form: <https://forms.cityofsacramento.org/f/FinancePropertyOwnerAckn>)

Property Owner Name:

Property Owner Signature:

Date:

Section Three: Property Manager (Person responsible during/after normal business hours to respond to property for issues)

Property Manager Name:

Property Manager Phone:

Property Manager Email:

Property Manager Residential Address:

Section Four: Rules and Regulations

I understand the following rules and regulations regarding short term rentals (initial):

☐ I am required to have an active/paid/current Business Operation Tax Account with the City.

☐ I am responsible for paying Transient Occupancy Tax on revenue generated from short term rent

☐ A maximum of six people (per parcel, unless otherwise indicated) can rent at any one time

☐ All applicable City regulations apply to short term renters

☐ Complaints related to the short-term rental property will go to 311, or a City contracted vendor

Section Five: Information Provided

I have been provided the following information by the City of Sacramento (initial):

☐ Transient Occupancy Tax documents

☐ Noise ordinance 8.68

☐ Rental Housing Program Standards

Section Six: Agreement and Signature

I hereby certify under penalty of perjury that the answers I have given are true and correct to the best of my knowledge and belief, and I understand and agree that any false or misleading answer will result in denial or revocation of any permit. Further, the City is hereby authorized to seek and verify information contained in this application. I understand verification of the accuracy of the application information is a matter of public record and may be made available to interested parties upon request.

Applicant Signature:

Date:

Permit Fees: New - \$260.00 Renewal - \$250.00 Late Renewal Assessment Fee - \$50.00