



# Short Term Vacation Rental Checklist

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## Short Term Vacation Rental Program

The City of Petaluma's short term vacation rental program--which allows residential property to be rented for short term stays of less than 30 days--went into effect on October 14, 2015. The newly established program includes requirements, limitations, and complaint procedures for operating a short-term vacation rental property within the City.

Starting January 1, 2016, the City will begin enforcing the following requirements for all short term vacation rentals:

**Required permits** -- The following permits and licenses are required for all short term vacation rental including both hosted and non-hosted rentals:

1. A Short Term Vacation Rental Permit (contact Planning Department for current price)
2. City of Petaluma Business License (contact Finance Department for current price)
3. Transient Occupancy Tax Certificate (10% of revenue)

**Transient Occupancy Tax (TOT)** – A TOT (currently 10 percent of rental revenue) must be paid to the City of Petaluma, through the Finance Department using a special Remittance Form on a monthly basis by the property owner or manager. TOT monies help to fund the additional City services needs—everything from emergency services to street use—generated by tourists and overnight guests to Petaluma.

**Limits on Number of Guests and Length of Stay** – The number of guests in a short term vacation rental is limited to 2 guests per bedroom plus an additional 2 overnight guests. The maximum length of stay is 29 days.

**Parking Requirements** – Existing residential parking requirements (3 onsite parking spaces) must be provided on-site for the residential unit that is hosting the short term vacation rental. Compliance with existing residential parking requirements minimizes neighborhood impacts to the surrounding area. No additional parking is required for the short term vacation rental. There are possible exceptions to this rule that you can discuss with Planning Division staff.

**Code of Conduct** – The City's established neighborhood preservation ordinances applies to all short term rental properties and their guests. Hosts are encouraged to inform renters of these ordinances and must be available to address violation of these ordinances at all times during short term rental stays. Hosts with repeated violations will have their Permits revoked.

**Program Limitations** – The short term vacation rental program will sunset at the end of 2018 unless it is extended by the City Council. The program could also be rescinded by an earlier City Council action if determined that the program is causing adverse impacts on neighborhoods. In either instance, existing permits would be valid through the end of the calendar year in which it was issued. Hosts/property owners should be aware of this and plan accordingly.



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## How to Get Started

### Choose your rental format – Hosted or Non Hosted?

Non-hosted units are when you do not live in, or on, the same property as the dwelling unit. Non Hosted units are limited to a total of 90 days of rental per calendar year. Hosted units are when you rent out rooms within the home you live in. Our permit will be issued as one or the other, so you will need to choose before you request your permit.

### Check your dwelling for safety and code compliance

Units must have smoke and carbon monoxide detectors, adequate heat, and satisfy applicable building code requirements for residential use.

### Apply for a STVR Permit

Permits for short term vacation rentals are issued (over the counter in most cases) by the Planning Division during regular counter hours, Monday through Thursday from 8:00 am to 5:00 pm. Fill out the [STVR Application](#) and the [General Permit Application](#) and bring it along with you to the Planning Counter (11 English Street) for assistance. The permit costs \$348.80 the first year, must be renewed annually.

### Obtain a Business License and TOT Certificate

Business Licenses and TOT Certificates are issued by the Finance Department during regular counter hours, Monday through Thursday from 8:00 am to 5:00 pm. Fill out the [Business License Application](#) and bring it to the Finance Counter **AFTER** you have an approved STVR permit from the Planning Division. The business License costs \$49 currently.

### Talk to your Neighbors

The City strongly encourages hosts to personally reach out to neighbors to let them know that you will be operating a short term vacation rental, listen to their concerns if any, and provide contact information should any issues arise. Good neighborhood communication and outreach is key to the running a successful short term vacation rental in your neighborhood.

### Create a Guest Manual

A guest manual outlining City noise rules and how to contact the manager should be provided to your guests.



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**Provide SVTR Permit # in all advertisements**

Include your SVTR permit number in all advertising for your short term vacation rental.

**Track your revenue and submit TOT**

It is the host's responsibility to remit Transit Occupancy Taxes of 10% of total revenue to the City. [Remittance forms](#) and payment of applicable taxes are due monthly on the 15<sup>th</sup> of each month.

**Limit guest party size**

No more than 2 people per bedroom plus 2 additional overnight guests allowed.

**Assure your responsible manager is available**

Manager must be available at all times and respond to inquiries or complaints within 1 hour. Approval of your STVR Permit is contingent upon appropriate management to minimize impacts to the surrounding residential neighborhood.

**Assure non-hosted units are rented to only 1 party**

This should be evidenced by a single contract.

## Helpful Contacts:

**Planning Department- Short Term Vacation Rental Permits**– 707-778-4470;

[planning@ci.petaluma.ca.us](mailto:planning@ci.petaluma.ca.us)

**Finance Department, Business License** – 707-778-4354; [bustax@ci.petaluma.ca.us](mailto:bustax@ci.petaluma.ca.us)