



# COUNTY OF SANTA CRUZ

## PLANNING DEPARTMENT

701 OCEAN STREET, 4<sup>TH</sup> FLOOR, SANTA CRUZ, CA 95060  
(831) 454-2580 FAX: (831) 454-2131

## Vacation Rental Permit Application

*\*\*\*\*\*Carefully read the List of Required Information (LORI) and ensure that ALL required information is included with this application. If you do not have ALL of the required information, your application will not be accepted.*

### Permit and Property Information

Current vacation Rental Permit Number (if applicable): \_\_\_\_\_

Assessor's Parcel Number (APN): \_\_\_\_\_  
*(APNS MAY BE OBTAINED FROM THE ASSESSOR'S OFFICE AT (831) 454-2002)*

Street Address: \_\_\_\_\_

### Applicant Information (Complete only if different from Owner Information)

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NO. (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE NO. (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

### Owner Information

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NO. (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE NO. (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

### **NOTE:**

*If the application submittal is made by anyone other than the owner, a signed Owner/Agent form (attached) or a property management agreement must be submitted with the application.*

## 24-HOUR CONTACT

**NOTE:** *24-Hour Contact must reside within a 30 mile radius of the vacation rental*

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NO.(\_\_\_\_\_) \_\_\_\_\_ CELL PHONE NO. (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

## ELECTED/ PUBLIC OFFICIAL OR COUNTY EMPLOYEE INFO. PUBLICATION

**If the contact person identified above is an elected or appointed official** (including a public safety official) as defined by sections 6254.21 or 6254.24 of the California Government Code, this application must be signed below by the contact person, and constitutes written permission under Government Code section 6254.21 that the contact person's name and phone number may be placed on the County's internet website. If the contact person identified above is an employee of the County of Santa Cruz within the scope of section 468 of the County Procedures Manual, this application must be signed below by the contact person, it constitutes a waiver of the provisions of that section, and it constitutes written permission to place the contact person's name and phone number on the County's internet website.

**X** \_\_\_\_\_  
Contact person signature, **if applicable**

## VACATION RENTAL SAFETY CERTIFICATION

The following items require verification to assure the vacation rental unit is equipped and maintained to minimum safety standards to help provide for a safe vacation experience. Verification can be performed by owner (self-certified), certified home inspector, County Building Inspector, or by the property manager/agent.

- Smoke alarms** (listed and approved by the State Fire Marshall) installed in the following locations per the 2016 California Residential Code, Sec. R314.1.
  - In each sleeping room.
  - Outside each separate sleeping area in the immediate vicinity of the bedroom(s).
  - At least one alarm on each story, including basements and habitable attics.
  
- Carbon Monoxide alarms** (listed by an approved agency such as UL) installed in the following locations per the 2016 California Residential Code, Sec. R315.1.
  - Outside each separate sleeping area in the immediate vicinity of the bedroom(s).
  - At least one alarm on each story, including basements and habitable attics but not including crawl spaces or uninhabitable attics.
  
- Working **GFCI's** (ground fault circuit interrupters) required at all receptacles within 6 feet of all kitchen, bathroom, bar and laundry sinks per the 2016 California Electrical Code, Art. 210.8.
  
- All sleeping rooms shall be provided with at least one **emergency egress window** with a minimum net clear opening of 5 square feet, with a minimum opening height of 24 inches and minimum net clear opening width of 20 inches, with the bottom of the clear opening being not greater than 44" measured from the floor. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided such devices are releasable or removable from the inside without the use of a key, tool or special knowledge. Per the 2016 California Residential Code, Sec. R310.
  
- All stairs shall have at least one continuous **handrail** running the full length of the stairs per the 2016 California Residential Code, Sec. R311.7.8
  
- All walking surfaces measured vertically more than 30" above grade or other floor levels, including mezzanines, platforms, stairs, ramps and landings shall have **guard railing** a minimum of 42" in height with openings no greater than 4" per the 2016 California Residential Code, Sec. R312.1. Exception: Guards on the open sides of stairs shall have a height not less than 34" measured vertically from a line connecting the leading edges of the treads.
  
- Pool/spa safety barrier** enclosures shall comply with Santa Cruz County Code, Sec. 12.10.216. Exception: Self-contained spas/ hot tubs with approved safety covers need not comply with barrier reqs.
  
- Rental equipped with at least one **fire extinguisher** (type 2A10BC) installed in a readily visible/accessible location near the kitchen.

I hereby certify that the safety standard conditions listed above are fully complied with and will be maintained in a useable and functioning condition. **Form must be signed by one of the following four parties.**

Owner of Rental Unit		Date
Certified Home Inspector	License #	Date
County Building Inspector		Date
Property Manager/Agent		Date

*For questions regarding these safety certification requirements please contact the Building Official at (831) 454-3195*

## PLANS REQUIRED FOR RENEWALS

**Please check the appropriate boxes below.**

1. Have there been any additions or other work than has resulted in an increase in the number of bedrooms since the issuance of your current vacation rental permit that have not been authorized by an amendment to your current vacation rental permit?  
 YES. If you check this box, you must submit revised floor plans that clearly show the previous floor plan, the current floor plan, and explain what work was done (see List of Required Information, page 7).  
 NO. If you check this box, you do not need to submit floor plans with your renewal application.
  
2. Has there been any decrease in the size or number of parking spaces since the issuance of your current vacation rental permit that has not been authorized by an amendment to your current vacation rental permit?  
 YES. If you check this box, you must submit a revised plot plan that clearly shows the previous parking, the current parking, and explain what has changed and the reason for the change (see List of Required Information, page 7).  
 NO. If you check this box, you do not need to submit a plot plan with your renewal application.

**If you checked no to both questions, you do not need to submit any plans with your renewal application.**

## APPLICANT'S SIGNATURE

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the County of Santa Cruz is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Planning Director.

I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, and that proof of such is on file with the Zoning Section.

I further certify that there are no restrictions against vacation rentals associated with the subject property, including, but not limited to, Homeowner's Association regulations, and I understand that any vacation rental permit issued will be rendered void if there are restrictions against vacation rentals on the subject property.

I understand that the County of Santa Cruz has attempted to request everything necessary for an accurate and complete review of my proposal; however, after Planning staff has taken in the application and reviewed it further, it may be necessary to request additional information and clarification.

I understand that if this application will require a public hearing pursuant to County Code Section 13.10.694(D)(3), the application will be converted to an "at cost" application and I will be required to sign a contract and be billed for staff time associated with processing the application as provided in County Code Section 13.10.694(D)(3)(b)(ii).

\_\_\_\_\_  
**Signature of Owner or Authorized Agent**

\_\_\_\_\_  
**Date**

## OWNER-AGENT APPROVAL FORM

For persons other than the owner who wish to obtain a building, development, and/or other permit, the approval of the owner is required.

This is the County's authorization to issue a permit to the agent listed below:

**Agent:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

**Owner:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Assessor's Parcel Number(s)

\_\_\_\_\_  
Project Location

Note: One Owner-Agent form will be required for each permit required. In the case where there is more than one owner of a parcel, the owner signing this form represents that he/ she has the consent from all other owners of the parcel. By signing this form, the owner is authorizing the agent to legally bind the owner to responsibility for payment of the County's cost for all actions related to noncompliance with permit conditions. The agent will be required to provide proof of service, by mail, to the owner of a copy of the executed acceptance of permit conditions.

## LIST OF REQUIRED INFORMATION FOR VACATION RENTAL APPLICATIONS

**This application and information is for vacation rental permit RENEWALS and NEW applications for 3 or fewer bedrooms.** For new applications for vacation rentals consisting of four or more bedrooms, the application shall be considered at a public hearing. Additional permit fees apply.

1. **Completed application form.** Be sure to include owner agent form, if needed, and completed Vacation Rental Safety Certification.
2. **Plans.** All NEW vacation rental applications require plans. RENEWALS require plans if:
  - There has been an increase in the number of bedrooms, or
  - There has been a decrease in the number or size of parking spaces, and
  - The vacation rental permit has not been amended to approve the changes.

**One (1) Set of Plans (if the plan size exceeds 11 x 17, one (1) 8 1/2 by 11 inch plan set is also required). Plans must include the following:**

- Assessor's Parcel Number on every sheet.
  - Name, address, phone numbers and e-mail address of applicant, plan preparer, and owners.
  - Scale and north arrow on every sheet. Preferred scale is ¼ inch = one foot. **Other scales may be appropriate but must be approved by Planning staff before submitting application.**
  - Date of preparation on every sheet.
  - **Site Plan** (refer to *Measuring your Vacation Rental and Drawing Scaled Plans* handout)
    - Location and dimensions of all property lines, drawn to scale and labeled.
    - Location and dimensions of all rights-of-way, vehicular easements, and edge of pavement, all labeled.
    - Location and dimensions of driveways and parking spaces (minimum dimensions 8.5 feet x 18 feet).
    - Location of all existing buildings.
  - **Floor Plan** (refer to *Measuring your Vacation Rental and Drawing Scaled Plans* handout)
    - Show and label all rooms, drawn to scale, including windows and doors
3. **Copy of current rental/lease agreement.** Please indicate on the rental/lease agreement where the following information is stated:
    - The maximum number of guests that are allowed (2 per bedroom + 2 additional; children under 8 not counted).
    - The maximum number of people that are allowed for celebrations and gatherings between 8:00 a.m. and 10:00 p.m. (no more than twice the maximum number of guests allowed).
    - The maximum number of vehicles allowed (the number of existing on-site parking spaces, plus two on street where available).
    - Information regarding limitations on noise (quiet hours between 10:00 p.m. and 8:00 a.m.).
    - Trash management (trash must be kept in closed containers and not allowed to accumulate).
    - Prohibition on illegal behavior including an explicit prohibition of ANY fireworks.
  4. **Proof of Transient Occupancy Tax Payment.** This may be obtained from the Treasurer-Tax Collector, located on the first floor of the County Building at 701 Ocean Street, Santa Cruz CA; (831) 454-2510; [TTC.WEBMAIL@santacruzcounty.us](mailto:TTC.WEBMAIL@santacruzcounty.us). Copies of canceled checks submitted for payment of TOT, specific to each individual vacation rental, are also acceptable. Please include a summary of the dates of use as a vacation rental. **NOTE: You must show significant rental use of the unit for three of the previous five (5) years.**
  5. **Name, address, and telephone number(s) of the local contact person,** who must be located within a 30-mile radius of the rental and be available 24 hours a day.
  6. **A photograph of the sign as installed on the parcel as required by County code.** The sign must include the 24-hour contact information, permit # and permit expiration date (if applicable). For new applications this may be submitted after approval.