



**City of Petaluma
Short-Term Vacation Rental Permit**

Fee: [See Fee Schedule](#)
Processing Time: **Over the Counter**
Permit # _____

Please fill out the [General Application](#) Form as well.

Please fill out permit questions and pay the application fee noted on the fee schedule. This form will be your permit when approved. In some cases, you may have to comply with additional conditions. NOTE: Private property regulations such as deed restrictions or Conditions, Covenants, and Restrictions (CC&R's) of homeowners' associations may restrict or prohibit short-term vacation rentals even if such use is allowed by City Regulations. Applicants are encouraged to determine compliance with all applicable private regulations before applying for City approval. Rentals are not permitted in accessory dwellings permitted after September 7, 2017.

This Permit is valid through the end of the calendar year it is issued and is subject to annual renewal.

Applicant: _____ **Business Name:** _____ **Phone:** _____

Address of Proposed Rental: _____ **Email:** _____

Will this Short-term Vacation Rental Be Hosted? Yes No

Please note, *Hosted* means the permittee will occupy habitable space on the property along with the guest(s). If a short-term vacation rental is *Non-Hosted*, then rentals are limited to a total of **90 nights** per calendar year. A violation of this requirement could lead to revocation of permit.

Responsible Manager Contact Information

This may be you if you are hosting your guests. If hiring a rental manager, they must have the ability to respond to complaints or issues within one hour.)

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Short-Term Vacation Rental Description

- Location: Primary Dwelling: Entire Home Total Bedrooms in Primary Dwelling _____
 Primary Dwelling: Limited to Bedroom(s) Total Bedrooms in Rental _____
 Detached Habitable Space Total Off-Street Parking Spaces: ___ Covered ___ Uncovered
 Detached Habitable Space location: _____
 Other Rental Location: _____

If you do not meet the minimum parking requirements, you may request credit for up to 2 spaces if there is sufficient space along the adjacent street frontage. Would you like to request this exception? Yes No

Requirements for Hosted units:	Requirements for Non-Hosted units:
<p>1 I understand that no more than two bedrooms in the dwelling may be furnished for compensation for stays less than 30 days. (See section 7.100 of the IZO for Bed and Breakfast Requirements) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>1 I understand that the entire dwelling unit may be furnished for compensation, provided that the guests constitute one party, which may be evidenced through a single rental agreement for the entire dwelling. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2 I agree that the responsible manager noted above will always be available when my dwelling is furnished for compensation to short term guests and will respond to complaints within 1 hour. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>2 I agree that the responsible manager noted above is located within 45 miles of the City will always be available and be able to respond to complaints within 1 hour. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3 I agree that no more than 2 bedrooms in the dwelling will be furnished for compensation. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>3 I agree that I will furnish my dwelling for compensation to guests staying less than 30 days for no more than a total of 90 days during any calendar year. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Requirements applicable to all Rentals:

- | | | |
|-----------|--|---|
| 1 | The proposed dwelling unit provides smoke and Carbon Monoxide detectors, is adequately heated, and satisfies all applicable California Building Standards Code requirements in effect in the City. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| 2A | The proposed short term rental will not be located in an accessory dwelling unit constructed after September 7, 2017. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| 2B | If the answer above is 'yes,' do not proceed; see Implementing Zoning Ordinance §7.030(O). If the proposed short term rental would be located in an accessory dwelling unit constructed prior to September 7, 2017, please provide the corresponding building permit (#_____) | |
| 3 | I agree to provide a guest manual to all short-term guests. The manual will provide the local responsible manager's contact information, Performance Standards set forth in Chapter 21 of the Implementing Zoning Ordinance parking limitations, and other helpful information to minimize conflict within the neighborhood. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| 4 | I agree to NOT place signage on the property that advertises the short term vacation rental. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| 5 | I agree to include my permit number in all advertisements for my short term rental, including any online listings. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| 6 | I agree to limit the number of occupants to 2 overnight occupants per bedroom plus 2 additional occupants. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

Conditions, Covenants & Restrictions (CC&Rs)

- | | | |
|-----------|--|---|
| 7A | Is your property subject to CC&Rs? If you do not have a copy of the CC&Rs, please request one from the Homeowner's Association or a Title Company. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| 7B | If the answer above is 'yes,' do your CC&Rs allow for a Short Term Vacation Rental? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

Acknowledgement Required

Revocation of Permit. Upon confirmation of three or more verified violations of this section or other information alleging that a short-term vacation rental has violated or is in violation of any applicable laws, regulations, or other requirements, including, but not limited to, the requirements of this section, the Planning Manager or a designee of the Planning Manager may commence permit revocation proceedings in accordance with section 24.030(J). Once a Short-Term Vacation Rental Permit has been revoked, continued use of the Short-Term Vacation Rental at that location is prohibited and subsequent applications may not be filed within one (1) year from the date of revocation.

Property Owner Signature Required: The City of Petaluma requires the property owner's signature when issuing a Short Term Vacation Rental Permit. This signature serves to verify that the property owner has been informed of the intent to furnish for compensation all or part of the dwelling unit to guests for periods of less than 30 days. The City of Petaluma obtains property ownership information from the Sonoma County Tax Assessor's office. If we cannot verify current ownership information, we may ask for documentation to verify ownership.

Property Owner's Signature

Date

Applicant's Signature

Date

I certify that the above short term vacation rental information is true and correct, and that I understand and agree to abide by the conditions of approval per City of Petaluma Implementing Zoning Ordinance Chapter 7.110.

Last Updated: February 24, 2020