



SHORT-TERM RENTAL PROGRAM REGISTRATION CHECKLIST

<https://www.cityofsanrafael.org/shorttermrentals>

Please make sure to have the following documents and information ready before registering your Short-Term Rental

PROPERTY INFORMATION <i>(Required for All properties)</i>	Ready
Property and Contact Information <ul style="list-style-type: none"> <input type="checkbox"/> Property Address <input type="checkbox"/> Primary Resident Contact Information <input type="checkbox"/> Type of Short-Term Rental <input type="checkbox"/> Occupancy <input type="checkbox"/> Number of Bedrooms <input type="checkbox"/> Number of Bathrooms <input type="checkbox"/> Number of Designated Off-Street Parking Spaces 	
24/7 Local Contact Information Documentation of Primary Residency <i>(must provide 3 of the following 5 documents):</i> <ul style="list-style-type: none"> <input type="checkbox"/> Motor Vehicle Registration <input type="checkbox"/> Drivers License <input type="checkbox"/> Voter Registration <input type="checkbox"/> Tax Documents showing Homeowner's Tax Exemption <input type="checkbox"/> Utility Bill 	
Interior Signage <i>Note: Signage can be posted on the wall or in a binder, immediately upon entering listing, please provide photos or pdf documentation available to the renter of the following:</i> <ul style="list-style-type: none"> <input type="checkbox"/> 24/7 Local Emergency Contact Person <input type="checkbox"/> Maximum Number of Occupants <input type="checkbox"/> Maximum Number of Vehicles <input type="checkbox"/> Instructions to guests outlining location of designated off-street parking spaces <input type="checkbox"/> Instructions to guests for maintain clear access to shared maneuvering areas, if applicable <input type="checkbox"/> Garbage Disposal Instructions <input type="checkbox"/> Information Regarding Fire Safety and Fire Access Roads <input type="checkbox"/> Emergency and Wildfire Evacuation Procedures <input type="checkbox"/> Information on signing up for emergency alerts <input type="checkbox"/> Information on the San Rafael Noise Ordinance 	
SELF-CERTIFICATION SAFETY INSPECTION <i>(required for all properties)</i>	
Completed Self-Certification Safety Inspection Checklist Photos of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Off-Street Parking <input type="checkbox"/> Egress (per bedroom) <input type="checkbox"/> CO2 and Smoke Detectors (per bedroom) <input type="checkbox"/> Photo "Interior Signage" 	

SELF-CERTIFICATION VEGETATION INSPECTION <i>(required for properties in a Wildland-Urban Interface)</i>	Ready
Completed Self-Certification Vegetation Inspection Checklist	
Photos of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Front of home from a distance of approximately thirty feet (30'), <input type="checkbox"/> Back of home from a distance of approximately thirty feet (30'), <input type="checkbox"/> Side 1 of home, <input type="checkbox"/> Side 2 of home 	
PARKING PLAN <i>(required for properties with privately maintained shared vehicle access to property)</i>	
Instructions to guests outlining location of designated off-street parking spaces	
Instructions to guests for maintaining clear access to shared maneuvering areas	
Any combination of the following documentation: <ul style="list-style-type: none"> <input type="checkbox"/> Existing Variances <input type="checkbox"/> Shared Maneuvering Diagrams or Conditions <input type="checkbox"/> Sketch of Designated Off-Street Parking <input type="checkbox"/> Signage identifying designated off-street parking spaces <input type="checkbox"/> Agreements indication designated off-street parking spaces 	

For additional information regarding the City’s Short-Term Rental Program:

- Visit the website at www.cityofsanrafael.org/shorttermrentals. If you still have questions;
 - Contact Code Enforcement Officer, Eric Cogbill
 - Phone: (415)485-3487 or (415) 485-3308 for vegetation related questions
 - E-mail: ericc@cityofsanrafael.org
 - Counter Hours are on Wednesdays, between 8:30am to 12:30pm at City Hall.
 - Code Enforcement Division
 - 1400 Fifth Avenue, 3rd Floor
 - San Rafael, CA. 94901