



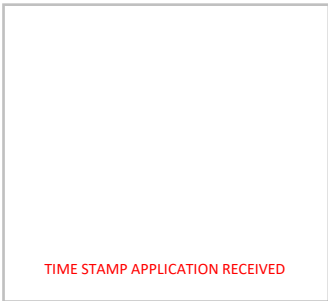
# PLANNING AND BUILDING DEPARTMENT

## VACATION HOME RENTAL APPLICATION

<https://www.edcgov.us/Government/Planning>

**PLACERVILLE OFFICE:**  
**PLANNING**  
 2850 Fairlane Court, Placerville, CA 95667  
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 South Lake Tahoe, CA 95150  
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### VACATION HOME RENTAL (VHR) CHANGE OF CERTIFIED LOCAL CONTACT

VHR permit number: \_\_\_\_\_ Assessor Parcel Number: \_\_\_\_\_

Rental Location: \_\_\_\_\_  
 (Street Address and Town)

**Local Contact (LC) Information:**

Local Contact Name: \_\_\_\_\_ Local Contact Email: \_\_\_\_\_

LC Physical Address: \_\_\_\_\_ LC Mailing Address: \_\_\_\_\_

LC Primary Phone Number: \_\_\_\_\_ LC Secondary Phone Number: \_\_\_\_\_

Are you requesting to update change in agent? Yes  No  If yes, provide additional items 4-5 listed on check list.

### REQUIRED SUBMITTAL INFORMATION

The following information must be provided with application. **If all the information is not provided, the application will be deemed incomplete and will not be accepted.** Place a check in the applicant column on the left to be sure you have all required information.

Applicant	County	
_____	_____	1. <b>Local Contact Person's Acknowledgement</b> form signed by the local contact person. Include a copy of their Certification test results showing a passing score of at least 17/20
_____	_____	2. Provide a copy of the LC's <u>Certification test results</u> showing a passing score of at least 17/20
_____	_____	3. Payment for Change of Local Contact fee. Check made payable to <b>El Dorado County</b> . Fees can be found <a href="https://www.edcgov.us/Government/planning">https://www.edcgov.us/Government/planning</a>
_____	_____	4. Provide new <a href="#">Interior signs</a> and <a href="#">Exterior signs</a> with updated Local Contact phone number.
If requesting a <b>Change in Agent</b> , please provide required material in boxes 4-5		
_____	_____	5. <b>Owner/Agent's Acknowledgement &amp; Certification</b> signed by all property owners or agent.
_____	_____	6. If Agent is signing both Acknowledgments, then a signed <b>Owner's Letter of Authorization</b> is required

VHR Owners Name: \_\_\_\_\_ VHR Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New LC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

LC Change Fee: \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_