

- Provide a diagram and/or photo clearly indicating the dimensions, number and location of designated on-site parking spaces,
- Include samples of the proposed interior and exterior signs,
- Provide evidence of an installed and approved Bear Box for refuse, if necessary.
- Enclose the application, supplemental information, acknowledgments and fee.

Step 2 **TAX COLLECTOR'S OFFICE** - (530) 621-5800 (Placerville) or (530) 573-7955 x5800 (S. Lake Tahoe), or (916) 358-3555 X 5800 from the 916 area code.

- The Tax Collector's staff is available 8:00 a.m. to 5:00 p.m. to assist you through this process.
- To avoid delays, all blank lines on the ***Business License Application*** must be filled in or signed by the appropriate party. The Business License can be applied for concurrently with the Vacation Home Rental permit online. Payment can be made by credit card or by check can be with applications to: **El Dorado County Treasurer-Tax Collector**, P.O. Box 678002, Placerville CA 95667-8002

Step 3 **FIRE DEPARTMENT** -

- Fees and inspections for new permits will begin January 2019 and for renewing permits in March 2019.
- The inspection check-list can be found on the VHR website here bit.do/edcvhrs.
- Fees are paid as a part of the Vacation Home Rental permit with Planning Services.
- Passing inspections are required prior to initial permit issuance and every other year after that.
- The local Fire Department will contact you to schedule the visit.

Other Agencies Contact Information

RECORDER'S OFFICE - (530) 621-5490 (Placerville) or (530) 573-3409 (South Lake Tahoe), or (916) 358-3555 x5490 from the 916 area code.

If you do not already have an El Dorado County fictitious business name and you do not use your last name in the name of your business, you must file for a fictitious business name with the El Dorado County Recorder's Office.

ASSESSOR'S OFFICE - (530) 621-5719 (Placerville) or (530) 573-3422 (S. Lake Tahoe)

- Contact the Assessor's office to obtain the parcel number for the Vacation Home Rental unit. You may also obtain the information on the Internet at *www. http://www.edcgov.us/Assessor/* Select "On-line Property Information."
- Write the parcel number on your application in the space provided.

BUILDING DEPARTMENT - (530) 621-5315 (Placerville) or (530) 573-3330 (So. Lake Tahoe), or (916) 358-3555 x3330 from the 916 area code.

- Contact Building Department to get information about the permit history of the property.
- Apply for permits for remodels, hot tubs and/or decks with the Building Department.

When the completed application and fee are received, your Vacation Home Rental Permit will be issued to the owner/agent of the property. This permit must be posted within the unit and be clearly visible on or adjacent to the front door.



PLANNING AND BUILDING DEPARTMENT

VACATION HOME RENTAL APPLICATION

El Dorado County Ordinance 5.56.070 et al

Rental Location: _____ Assessor Parcel Number: _____

(Street Address and Town)

<http://www.edcgov.us/assessor> and select On Line Property Information)

Rental Description (example: primary residence, guest house) _____

Trash Pick Up Day: _____ Bear Box Installed YES NO

Bear Boxes required on properties within the Silver Fork, Tahoe Truckee Unified, and Lake Tahoe Unified School District.

Source of Drinking Water Well Municipal Hot Tubs or Spas: YES NO

Square Footage Dwelling Space: _____ Number of Bedrooms: _____

Number and Location of on-site Parking Spaces*: _____ Maximum Number of Occupants: _____

***NOTE:** Parking in the Tahoe Basin must be on a paved surface. A site plan must be attached showing on-site parking dimensions, location of bear box and proposed signs. Occupancy shall not exceed two persons per bedroom, plus two additional persons, excluding children five years of age or younger.

Ownership Information: Check One: Individual Partnership Corporation Trust

List all Owners, Partners, Corporate Officers, or Trustees Names, Titles, and Addresses. If additional space needed, attach list with all information.

NAME	TITLE	PHONE #	ADDRESS
*			

*Primary Owner to Contact

Local Contact Information:

Local Contact Name: _____ Local Contact Phone No.: _____
(Must be available 24 hrs/day & able to respond to rental location within 1/2 hour) (This telephone number will appear on your signs)

Local Contact Mailing Address: _____

Local Contact Email: _____ Phone #: _____

Agent Information

Agent Name: _____

Agent Company: _____

Agent Mailing Address: _____

Agent Email: _____ Phone #: _____

Applicant/Agent Information:

Print Applicant Name: _____ Title: _____
(Must be an Owner, Partner, Corporate Officer, Lessee or Trustee OR Agent of Owner with written contract indicating agency)

Applicant/Agent Signature: _____ Date: _____

MAKE CHECK PAYABLE TO:

El Dorado County
2850 Fairlane Ct
Placerville CA 95667-4197

REQUIRED SUBMITTAL INFORMATION For Vacation Home Rental

The following information must be provided with all applications. **If all the information is not provided, the application will be deemed incomplete and will not be accepted.** For your convenience, please use the check (√) column on the left to be sure you have all the required information.

FORMS REQUIRED

Check (√)

Applicant County

- | | | | |
|-------|-------|----|--|
| _____ | _____ | 1) | Owner/Agent's Acknowledgement & Certification signed by all property owners or agent. |
| _____ | _____ | 3) | Local Contact Person's Acknowledgement signed by the local contact person with a copy of their Certification test results showing a passing score. |
| _____ | _____ | 4) | Proof of ownership (Recorded Grant Deed), if the property has changed title since the last tax roll. |
| _____ | _____ | 5) | Evidence that a business license application/ valid Transient Occupancy Tax registration certificate has been issued. |
| _____ | _____ | 6) | Copy of the Written Agreement signed by the owners of the property |

SITE PLAN REQUIREMENTS

One 8 ½ "x11" site plan drawn to scale and of sufficient size to allow for a clear delineation of the following required information (where applicable). Must include a graphic scale. For your convenience, please check the Applicant column on the left to be sure you have all the required submittal information.

Check (√)

Applicant County

- | | | | |
|-------|-------|-----|--|
| _____ | _____ | 7) | Entire parcel of land showing perimeter and all existing uses (i.e. dwelling, guest houses, garages, on-site parking) with dimensions. A parking stall is approximately 9 feet by 18 feet. |
| _____ | _____ | 8) | Approved bear-resistant trash and litter storage or collection areas, if necessary. |
| _____ | _____ | 9) | Total gross square footage of building(s) to be rented. |
| _____ | _____ | 10) | Proposed interior and exterior sign locations, size and copy. |

NOTE: Planning Services takes applications in-person by appointments only. MAKE YOUR APPOINTMENT IN ADVANCE VIA EMAIL OR USING QLESS VIA THE MAIN PLANNING WEBSITE .



PLANNING AND BUILDING DEPARTMENT

Vacation Home Rental Owner's/Agent's Acknowledgement & Certification

I understand that I am responsible for compliance with the provisions of the Vacation Home Rental Ordinance Chapter 5.56, and that any failure of my local contact person and/or Agent(s) to comply with the Ordinance shall be deemed non-compliance by me (§5.56.060).

I understand that before renting the vacation rental, my agent(s), my local contact person, or I must post the permit required by the Vacation Home Rental Ordinance in a conspicuous place on or adjacent to the front door (§5.56.100) along with the interior and exterior signs.

I agree **by written agreement to limit and enforce the limit on the number** of overnight occupants of the vacation home rental to the number permitted (§5.56.090). *Initials* _____

I agree to **obtain the name, address and contact information** for each renter age 18 and over (§5.56.130). *Initials* _____

I agree to provide renters a **written copy** of the occupancy limits for overnight and daytime hours, quiet hours, any parking restrictions including for snow remove, trash pick-up day and bear box instructions, requirements for campfire permits, and all other rules and regulations (§5.56.130). *Initials* _____

I agree to inform renter that should any violation occur, that **finest may be imposed** (§5.56.140). *Initials* _____

I agree that the **physical address** will be made public and be available on the Planning Services website. (§5.56.090). *Initials* _____

I agree **by written agreement to limit and to enforce** the limit on the hot tub or spa hours of use to between 8:00 am and 10:00 pm as required by the ordinance (§5.56.090). *Initials* _____

I agree to **include the permit number in all advertisements for guests** as designated in the ordinance (§5.56.090). *Initials* _____

I agree to **allow inspection** as designated in the ordinance (§5.56.090). *Initials* _____

I agree to **maintain independent garbage collection and disposal** as designated in the ordinance (§5.56.090) and provisions in Chapter 8.42 and 8.76. *Initials* _____

I agree to inform tenants of, and to ensure the tenants and/or guests of the vacation home rental are aware of, and do **not** create unreasonable noise or disturbances, engage in **disorderly conduct**, or violate provisions of the El Dorado County Code or any applicable law pertaining to noise or disorderly conduct (§5.56.090 A3). Upon notification that occupants and/or guests have created unreasonable noise or disturbances, engaged in disorderly conduct or violated provisions of the El Dorado County Code or other law pertaining to noise or disorderly conduct, I agree to promptly abate such conduct and prevent recurrence of such conduct by those occupants or guests (§5.56.090). I agree that violations of this provision may result in the suspension or revocation of this Vacation Home Rental Permit. (§5.56.140). *Initials* _____

I understand I must designate a **local contact person** who has access and authority to assume management of the unit and take remedial measures on a 24-hour basis when the unit is rented. The local contact person shall be required to respond to the location of the vacation home rental within **one half (1/2) hour** after being notified by law enforcement officials or the public of the existence of a violation of this chapter or any other provision of this code, or any disturbance requiring immediate remedy or abatement (§5.56.130). (The local contact person may be the owner if the owner resides within one half hour travel time.) I understand that if the local contact person changes, I must contact Planning Service's Office for a new permit indicating the new local contact person.

I represent that the designated bedrooms in the vacation rental meet all local building and safety code requirements (§5.56.070 D) or, alternatively, that the El Dorado County Building Services Division has determined that, per Section 307.13.3 of the 2001 California Building Code, the existing use or occupancy may be continued if such use was legal at the time of adoption of this 2001 code, provided such use is continued use or occupancy and is not dangerous to life. *Initials* _____

I agree to ensure the occupants comply with the Solid Waste Management Ordinance (§8.42) and that trash will not be left on the exterior of the property (except in bear-proof containers) before 6:00 p.m. of the day prior to trash pick-up or after 6:00 p.m. on the day of trash pick-up. *Initials* _____

I agree to ensure the occupants and/or guests comply with the snow removal parking restrictions and area interference restrictions. I understand that no person shall park except in areas where signs permit, and that no parking is allowed on the street during snow removal conditions in accordance with Chapter §10.12 - Parking.

I agree to provide sufficient parking to meet El Dorado County on-site parking requirements, including garage when necessary. I certify that the off-street parking spaces depicted on the attached photo or diagram were legally established in conformance with El Dorado County and TRPA regulations, if applicable. *Initials* _____

I understand that I am responsible for the above requirements, and that while the local contact person must respond to calls within one half hour, I am responsible for directing my local contact person and/or agent(s) in writing, in a manner that complies with the Vacation Home Rental Ordinance. *Initials* _____

I understand that failure by my local contact person, and/or agent(s) will be deemed non-compliance by me (§5.56.060) and that under the provisions of the Vacation Home Rental Ordinance, I may be subject to penalties for non-compliance of \$500.00 to \$1,000.00 and that the Vacation Home Rental Permit may be suspended or revoked should repeated non-compliance occur. *Initials* _____

I agree to all of the above as a condition for receiving an El Dorado County Business License, Transient Occupancy Registration, and a Vacation Home Rental Permit for the unincorporated area of El Dorado County. *Initials* _____

I have read all regulations pertaining to the operation of a vacation home rental and agree to comply with all conditions of the Vacation Home Rental Permit (§5.56.070).

I certify that the information submitted as application for a Vacation Home Rental Permit is true and accurate in all respects. I (we) agree to all the above provisions and certify under penalty of perjury, the above is true and accurate.

Owner's Signatures:

PRINT NAME: _____

SIGNATURE _____

DATE: _____

PRINT NAME: _____

SIGNATURE _____

DATE: _____

Agent's Signatures:

PRINT NAME: _____

SIGNATURE _____

DATE: _____

PRINT NAME: _____

SIGNATURE _____

DATE: _____



PLANNING AND BUILDING DEPARTMENT

Vacation Home Rental Certified Local Contact Acknowledgement

I understand that I am responsible for compliance with the provisions of the Vacation Home Rental Ordinance Chapter 5.56.

I understand that before renting the vacation rental, the agent(s), the owner or I, must post the permit required by Vacation Rental Ordinance in a conspicuous place on or adjacent to the front door (§5.56.100).

I have taken and passed the required Certified Local Contact exam (§5.56.130). *Initials* _____

I agree **to enforce the limit on the number of overnight occupants** of the vacation home rental to the number permitted (§5.56.090). *Initials* _____

I agree to **obtain the name, address and contact information** for each renter age 18 and over (§5.56.130). *Initials* _____

I agree to provide renters a **written copy** of the occupancy limits for overnight and daytime hours, quiet hours, any parking restrictions including for snow removal, trash pick-up day and bear box instructions, requirements for campfire permits, and all other rules and regulations (§5.56.130). *Initials* _____

I agree to inform renter that should any violation occur, that **finest may be imposed** (§5.56.140). *Initials* _____

I agree to **limit by written agreement and to enforce the limit on the hot tub or spa hours** of use to between 8:00 am and 10:00 pm as required by the ordinance (§5.56.090). *Initials* _____

I agree to **include the permit number in all advertisement for guests** as designated in the ordinance (§5.56.090). *Initials* _____

I agree to **be able to respond on-site if necessary to resolve complaints that are in violation of this ordinance** (§5.56.130). *Initials* _____

I agree to inform tenants of, and to ensure the tenants and/or guests of the vacation home rental are aware of, and do not create unreasonable noise or disturbances, engage in **disorderly conduct**, or violate provisions of, the El Dorado County Code or any State law pertaining to noise or disorderly conduct (§5.56.090 A-3). Upon notification that occupants and/or guests have created unreasonable noise or disturbances, engaged in disorderly conduct or violated provisions of the El Dorado County Code or State law pertaining to noise or disorderly conduct, I agree to promptly abate such conduct and prevent recurrence of such conduct by those occupants or guests (§5.56.090). I agree that violations of this provision may result in the suspension or revocation of this Vacation Home Rental Permit (§5.56.140). *Initials* _____

I understand that as a **local contact person** I must have access and authority to assume management of the unit and take remedial measures on a 24-hour basis when the unit is rented. As the local contact person, I shall be required to respond to the location of the vacation home rental within **one half (1/2) hour** after being notified by law enforcement officials or the public of the existence of a violation of this chapter or any other provision of this code, or any disturbance requiring immediate remedy or abatement (§5.56.130).

I agree to comply with, and ensure the occupants comply with, the Solid Waste Management Ordinance (§8.42) and that trash will not be left on the exterior of the property (except in bear- proof containers) before 6:00 p.m. of the day prior to trash pick-up to 6:00 p.m. of the day of trash pick-up.

I agree to ensure the occupants and/or guests comply with the snow removal parking restrictions and area interference restrictions. I understand that no person shall park except in areas where signs permit, and that no parking is allowed on the street during snow removal conditions in accordance with Chapter §10.12 - Parking.

I understand that I am responsible for the above requirements and that while the local contact person must respond to calls within one half hour. I am responsible for having a written agreement with the owner or agent that ensures compliance with the Vacation Home Rental Ordinance. I understand that failure on my part to meet the provisions of the Vacation Home Rentals, may subject the owner to penalties for non-compliance of \$500.00 to \$1,000.00 and that the Vacation Home Rental Permit may be revoked should repeated non-compliance occur.

I have read all regulations pertaining to the operation of a vacation home rental and agree to comply with all conditions of the Vacation Home Rental Permit (§5.56.070).

By signing this certification, the undersigned acknowledges and agrees that the name and phone number provided as the VHR local contact shall be posted online by the county and shall be accessible to the general public.

The County of El Dorado and it's officers, agents, employees, and representatives assume no responsibility for anyone's use of the information and shall not be liable for any improper or incorrect use of the information contained herein. Under no circumstances, shall the County of El Dorado be liable for any direct, indirect, special, exemplary, or consequential damages however caused and on any theory of liability.

I (we) agree to all the above provisions and certify under penalty of perjury, the above is true and accurate.

Certified Local Contact's Signature:

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

(Local Contact Person)

COMPANY: _____

MAILING ADDRESS: _____ CITY STATE ZIP: _____

PHONE: _____ Email _____