STEP BY STEP INSTRUCTIONS
VACATION HOME RENTAL APPLICATION

To avoid delays in the issuance of your Vacation Home Rental Permit, please follow the application steps below.

Step 1  **PLANNING SERVICES** (530) 621-5355; 2850 Fair Lane, Placerville CA 95667-4197; e-mail to planning@edcgov.us; https://www.edcgov.us/Government/Planning

- Planners are available with an appointment 8:00 a.m. to 4:00 p.m. to assist you through this process. Complete applications with all items included in the check list and the fee may also be mailed to the address above.

- The Business License with the Treasurer-Tax Collector can be applied for concurrently with the Vacation Home Rental permit. Provide a copy of the Business License and Transient Occupancy Tax registration certificate when received from the Treasurer-Tax Collector.

- Complete the Vacation Home Rental permit application and acknowledgments. All blanks on the application packet must be filled in.

- The application has been **signed by an Owner, Partner, Corporate Officer, or Trustee, or agent thereof.**

- A signed copy of the **required written rental agreement** which includes terms: limiting overnight occupancy and the number of vehicles, how to handle the trash, parking on the street during snow conditions, hot tub hours, and countywide noise ordinance. (The Vacation Home Rental permit requirements are required to be in your standard rental agreement with the tenant). (§5.56.090)

- Please note that if you have a written agreement authorizing an agent for property management, your agent may apply for this permit.

- The **owner’s/agent’s acknowledgement & certification** must be signed by the agent or Owner, Partner, Corporate Officer or Trustee, with evidence of such (such as a copy of the recorded grant deed, or copy of the signed rental agreement or contract), and returned with the application.

- The **certified local contact person’s acknowledgement & certification** must be signed by the local contact person and returned. The local contact should include a copy of their Certification test results as evidence that they have passed.

- Write the Parcel Number on your application in the space provided. You may obtain the information on the Internet at [www.edcgov.us/Assessor/](http://www.edcgov.us/Assessor/) Select “Online Property Information.”

- Trash pick-up day information may be obtained from the South Tahoe Refuse Co., Inc. at (530) 541-5105, Tahoe Truckee Sierra Disposal at (530) 583-0148, El Dorado Disposal at (530) 626-4141, American River Disposal at (530) 544-1199, or Amador Disposal Services at (530) 626-4141.

- Fill in the application supplemental checklist with details of the rental:
  - Provide the number of bedrooms. (Please note the bedroom window and ceiling requirements of §5.56.090 of the Vacation Home Rental Ordinance and the alternative standard provided in the Owner’s acknowledgement & Certification.) and acknowledgment that the bedrooms meet all local building and safety codes. The number of bedrooms must match those recognized by the Building Department and Assessor’s office,
  - Calculate the maximum number of Occupants (Occupancy shall not exceed two persons per bedroom, plus two additional persons, excluding children five years of age or younger.)
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](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.edcgov.us/Assessor](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.
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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>PHONE #</th>
<th>ADDRESS</th>
</tr>
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<tbody>
<tr>
<td>*</td>
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</table>

*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 ½ 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.**
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 fines 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.
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 fines 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 _______________________________