



PLANNING AND BUILDING DEPARTMENT

VACATION HOME RENTAL APPLICATION
<https://www.edcgov.us/Government/Planning/VHR>



PLACERVILLE OFFICE:
PLANNING
2850 Fairlane Court, Placerville, CA 95667
(530) 621-5355 / (530)642-0508 Fax
VHRpermitRenewal@edcgov.us

LAKE TAHOE OFFICE:
924 B Emerald Bay Rd
South Lake Tahoe, CA 96150
(530) 573-3330
(530) 542-9082 fax

This application is for a single, whole-house rental only. bit.do/edcvhrs

Rental Location: _____ Assessor Parcel Number: _____
(Street Address and Town)

Number of Bedrooms: _____ Dwelling Square Footage: _____ Maximum Number of Occupants: _____

Number of Bedrooms Rented: _____ Trash Pick-Up Day: _____

Source of Drinking Water: Municipal or Well Hot Tubs or Spas: Yes No

Number of 32-Gallon Cans: 2 3 4 Bear Box Installed: Yes No

Ownership Information:

List all Owners, Partners, Corporate Officers, or Trustees Names, Titles, and Addresses. If additional space needed, attach list with all information. **Check here if a new title has been recorded since the last permit renewal.** See Page 8

Primary Owner to Contact:

Name: _____ Email: _____

Mailing Address: _____

Phone Number: _____

Secondary Owner: (Include a separate page listing all owners or a copy of the LLC/Trust paperwork.)

Name: _____ Email: _____

Mailing Address: _____

Phone Number: _____

Local Contact Information:

Local Contact Name: _____ Local Contact Phone No.: _____

Local Contact Physical Address: _____

Local Contact Mailing Address: _____

Local Contact Email: _____ Secondary Phone Number: _____

Property Management Information

Agent Name: _____

Agent Company: _____

Agent Mailing Address: _____

Agent Email: _____ Phone #: _____

Applicant Information & Signature:

Title: _____

Print Applicant Name: _____

(Must be an Owner, Partner, Corporate Officer, Lessee, Trustee OR Agent of Owner with completed Page 7)

Applicant/Agent Signature: _____

Date: _____

OFFICE USE ONLY

APPLICATION FEE :

NEW: \$ _____ RENEWAL: \$ _____ FIRE FEE: \$ _____

PERMIT EXP DATE: _____ FIRE EXP DATE: _____

NEW VHR# _____

PRIOR VHR # _____

WAIT LIST # _____

FIRE DISTRICT: _____

Vacation Home Rental Required Submittals

The following checklists outline required material to be submitted with your application packet. **If information is missing, the application will be deemed incomplete.** Please check (✓) applicant column to be sure you have all the required information. Do not staple any of the documents; place them in order as shown in checklist. Please read pages 8-9 for instructions on obtaining required application information and for answers to frequently asked questions.

Renewal Application Requirements

Applicant	County		
_____	_____	1.	Page 1 of the Vacation Home Rental Application
_____	_____	2.	Signed Certified Local Contact Acknowledgement. Include a copy of the <u>test results</u> with a passing score of at least 17/20. (Only if property has changed Local Contact)
_____	_____	3.	Photos of the interior and exterior of bear box showing the 32-gallon trash cans held inside. bit.ly/vhrbearbox
_____	_____	4.	Copy of proposed Interior and Exterior signs with photo of existing external sign from property line (Examples can be found at bit.do/edcvhrs)
_____	_____	5.	Payment for fire inspection , if needed.
_____	_____	6.	Payment of fees. For amount and method of payment see last page of application.

New Application Requirements

Applicant	County		
_____	_____	1.	Complete copy of the Vacation Home Rental Application
_____	_____	2.	Owner/Agent’s Acknowledgement & Certification signed by all property owners or agent (pg. 3-4)
_____	_____	3.	Certified Local Contact Acknowledgement signed by the local contact person. Include a copy of their Certification test results showing a passing score of at least 17/20
_____	_____	4.	If Agent is signing both Acknowledgments, then a signed Letter of Authorization is required (pg. 7)
_____	_____	5.	Proof of ownership (Recorded Grant Deed), only needed for new VHR applications
_____	_____	6.	Photos of both interior and exterior of bear box showing the number of 32-gallon trash cans held inside. bit.ly/vhrbearbox
_____	_____	7.	Provided a copy of the proposed Interior and Exterior Signs (Examples can be found at bit.do/edcvhrs)
_____	_____	8.	Copy of guest’s Rental Agreement which included information is required: <ul style="list-style-type: none"> a) Specific Address of rental property b) Noise Standards (Quiet hours are from 10:00pm to 8:00am) c) Maximum Occupancy for overnight and daytime hours d) Trash pick-up day and bear box instructions e) Maximum parking and off-street parking restrictions and snow removal activity f) Requirements for Cal fire campfire permits. Otherwise state: “No Outdoor Fires” g) Hot Tub usage shall not occur between 10:00pm to 8:00am h) “Should any violations of the VHR ordinance occur, fines may be imposed in accordance with El Dorado County Municipal Code (§5.56.180 and §5.56.190)” i) “The Vacation Home Rental permit requirements are required to be in your standard rental agreement with the tenant (§5.56.090)”
_____	_____	9.	One 8½ x11 Site Plan drawn to scale and of sufficient size to allow for a clear delineation of the following required information (where applicable): <ul style="list-style-type: none"> a) Entire parcel of land showing property <u>perimeter</u> and all existing uses (dwelling, guest houses, garages, onsite parking, hot tub) with dimensions. A parking stall is approximately 9 feet by 18 feet b) Location of bear boxes when required c) Location of interior and exterior signs
_____	_____	10.	Payment of fees. For amount and method of payment see last page of application.



Vacation Home Rental Owners/Agent's Acknowledgement & Certification

I understand that I am responsible for compliance with the provisions of the VHR 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). *Initials* _____

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

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 VHR 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. *Initials* _____

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 (§8.76) and that trash will not be left on the exterior of the property (except in bear-proof containers) before 6:00 a.m. of the day of 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. *Initials* _____

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 diagrams 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 VHR 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 VHR Ordinance, I may be subject to penalties for non-compliance of \$500.00 to \$1,000.00 and that the VHR 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 VHR 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 VHR Permit (§5.56.070). *Initials* _____

I certify that the information submitted as application for a VHR 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: _____



Vacation Home Rental Certified Local Contact Acknowledgement

I understand that I am responsible for compliance with the provisions of the VHR Ordinance Chapter 5.56.

Initials _____

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

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 (§8.76) and that trash will not be left on the exterior of the property (except in bear-proof containers) before 6:00 a.m. of the day of 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 its 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: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____ CITY STATE ZIP: _____

PHONE: _____ Email _____

Vacation Home Rental
Owner's Letter of Authorization

Date: _____

This letter is to authorize _____ and/or _____ to submit and process a Vacation Home Rental application for my property located at _____ to the El Dorado County Planning Department.

Owner 1

Name: _____ Contact Email: _____

Mailing Address: _____

Primary Contact Phone Number: _____ Secondary Phone Number: _____

Signature: _____

Owner 2

Name: _____ Contact Email: _____

Mailing Address: _____

Primary Contact Phone Number: _____ Secondary Phone Number: _____

Signature: _____

Owner 3

Name: _____ Contact Email: _____

Mailing Address: _____

Primary Contact Phone Number: _____ Secondary Phone Number: _____

Signature: _____

Owner 4

Name: _____ Contact Email: _____

Mailing Address: _____

Primary Contact Phone Number: _____ Secondary Phone Number: _____

Signature: _____

**Vacation Home Rental
Complete List of Owners, Board Members and/or Officers**

Owner 1

Name: _____ Contact Email: _____
Mailing Address: _____
Primary Contact Phone Number: _____ Secondary Phone Number: _____
Signature: _____

Owner 2

Name: _____ Contact Email: _____
Mailing Address: _____
Primary Contact Phone Number: _____ Secondary Phone Number: _____
Signature: _____

Owner 3

Name: _____ Contact Email: _____
Mailing Address: _____
Primary Contact Phone Number: _____ Secondary Phone Number: _____
Signature: _____

Owner 4

Name: _____ Contact Email: _____
Mailing Address: _____
Primary Contact Phone Number: _____ Secondary Phone Number: _____
Signature: _____

Owner 5

Name: _____ Contact Email: _____
Mailing Address: _____
Primary Contact Phone Number: _____ Secondary Phone Number: _____
Signature: _____

Owner 6

Name: _____ Contact Email: _____
Mailing Address: _____
Primary Contact Phone Number: _____ Secondary Phone Number: _____
Signature: _____

Owner 7

Name: _____ Contact Email: _____
Mailing Address: _____
Primary Contact Phone Number: _____ Secondary Phone Number: _____
Signature: _____

Owner 8

Name: _____ Contact Email: _____
Mailing Address: _____
Primary Contact Phone Number: _____ Secondary Phone Number: _____
Signature: _____



PLANNING AND BUILDING DEPARTMENT

INSTRUCTIONS & INFORMATION FOR THE VACATION HOME RENTAL (VHR) APPLICATION

VHR applications can be submitted either in person, by email or mailed into the Planning Division. Planners are available to assist with submittals by **appointment only**. Appointments can be self-scheduled by clicking on “Schedule an Appointment” here: <https://www.edcgov.us/Government/Planning>. Fees are payable by check, cash or online. Checks must be payable to **El Dorado County**. To avoid delays in the issuance of your Permit, please follow the procedures and check list.

VHR PREPERATION PROCEDURES

- Complete the VHR permit application, VHR Required Submittal Checklist, and acknowledgments forms. All blanks on the application packet must be filled in. The **application must be signed by an Owner, Partner, Corporate Officer, or Trustee, or Agent thereof**.
- Please note that if you have a written agreement authorizing an agent for property management, your agent may apply for this permit. Written agreement authorization forms are available on page 7.
- The owner’s /agent’s acknowledgement & certification must be signed by the **Agent, Owner, Partner, Corporate Officer or Trustee**, with evidence of such (such as a copy of the recorded grant deed, LLC officers list or copy of the signed rental agreement authorization form), and returned with the application.
- The certified local contact person’s acknowledgement & certification must be signed by the local contact person and returned. Include a copy of their Certification test results.
- Once all preparations have been completed, if emailing, send your applications with supporting documents to vhrpermitrenewal@edcgov.us with the ADDRESS IN THE SUBJECT LINE and either Renewal or New VHR

ASSISTANCE WITH REQUIRED SUBMITTAL INFORMATION

To obtain the parcel number for the address contact the **Assessor's office** at Placerville: (530) 621-5719 or South Lake Tahoe at (530) 573-3422 or online at <https://www.edcgov.us/Government/Assessor> and select “New Online Property Information.”

- To obtain Trash pick-up day information :

South Tahoe Refuse Co., Inc. at (530) 541-5105	Amador Disposal Services at (530) 626-4141
Tahoe Truckee Sierra Disposal at (530) 583-0148	El Dorado Disposal at (530) 626-4141
American River Disposal at (530) 544-1199	

Bear Box Requirements:

Bear box requirements can be found here: bit.ly/vhrbearbox

To use a map to find out if your property requires a Bear Box, go to bit.do/edcvhrs, under Vacation Home Rental Resources, select the **Vacation Home Rental Locator Map** and agree to terms and conditions.

- In the upper left corner, click on the “**Layer List icon**”, put a check mark next to “Bear Box Boundary”. If your VHR is in the area with the **blue hatch** area, then you are required to have a Bear Box installed.



Evidence of an installed, front-loading, Bear Box(es), with the required number of 32-gallon cans, is a photo of the interior and exterior of the Bear Box on the property as well as the bear box location noted on the site plan.

Max Occupancy:

Occupancy shall not exceed two persons per bedroom, plus two additional persons, excluding children five years of age or younger.

FREQUENTLY ASKED QUESTIONS

Application and Inspection fees:

- The application fee for a new permit is \$190 and for a renewing permit is \$178. Fee to join the Wait List is \$140.
- Fire inspection fees are based on the size of the house, verified by staff using the Assessor's Records (<http://www.edcgov.us/assessor> and select On Line Property Information). This inspection is separate from and in addition to any inspections for: construction projects, escrow inspections or Calfire's Defensible Space inspections:

Size of Home (Sq. Ft.)	Fee
<1,500	\$325
1,500-3,000	\$650
3,001-4,500	\$975
>4,500	\$1,300

Initial Review

Applications that are missing items from the checklist and/or fees will be deemed incomplete. A project manager will contact the Owner/Agent regarding any missing material. **Materials must be received within 30 days.** If requested material is not submitted by the deadline, the permit application will be denied and a new application and planning fees will need to be submitted. See "Waiting List" below.

Renewal Applications

VHR permits, along with Business Licenses and Transient Occupancy Registration Certificate, need to be renewed annually. To avoid your permit from lapsing submit the application 30 days before the expiration date. There is no grace period after the expiration date of your VHR permit. If you do not turn in your application prior to expiration date, it will expire and you will need to apply as a new applicant and submit all of the required material. See "Wait List" below.

Online Payments

Payment can be made online with a small convenience fee after the application has been accepted.
PAYMENT MUST BE MADE WITHIN 15 DAYS OR THE APPLICATION WILL BE DENIED.

Fire Department

- Costs of inspections are based on home square footage, excluding garages and carports.
- Fees are collected by the County and remitted to your fire district as a part of the Vacation Home Rental application.
- Fire Inspections are required every other year.
- Once Planning Services has determined that your VHR application packet is complete, you will be notified to schedule the Fire inspection.
- The inspection checklist can be found on the VHR website here bit.do/edcvhrs
- The initial inspection must be scheduled within 30 days and completed within 60 days of notification.
- Any site failing the initial inspection has an additional 30 days to complete any necessary work and request a re-inspection. Failing to pass the inspection within 60 days shall result in a denial of the application.
- The applicant is responsible for notifying Planning when the inspection has passed.

Buffer

A 500-foot buffer affects all currently permitted VHR sites in El Dorado County. New permits will not be accepted for sites inside any portion of a buffer of an existing Vacation Home Rental.

Wait List

A waiting list is available for those sites in the Tahoe Basin who want to wait for one of the 900 permits or for West Slope sites who are in a buffer. Wait List applications will be available on the County's VHR Website. Any incomplete applications or renewing permits failing to submit documentation, fees, or pass the required inspections within 90 days of original submittal will be denied and must join the wait list.

Violations

Properties found to be renting without a valid VHR permit shall remit all payments required in Ordinance 5.56 and will not be allowed to apply for a permit nor apply for the wait list for a period of one (1) year.

Change of Certified Local Contact

If there is a change in your Certified Local Contact, the owner/agent will need to fill out a VHR Permit Local Contact Change Form. Submit required forms with application, along with required fee. Current fee listed on VHR Home page.
bit.do/edcvhrs