

## 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      **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 **Vacation Home Rental Application** must be filled in or signed by the appropriate party.
- Included in this package are maps with directions to the departments that may need to be contacted. Phone numbers for all departments are provided below.
- Please note that if you have a written agreement with your agent, indicating agency regarding property management, your agent may apply for this permit.
- The **owner's acknowledgement & certification** must be signed by the owner and returned with the application.
- The **agent's acknowledgement & certification** must be signed by the agent and returned with the application.
- The **local contact person's acknowledgement & certification** must be signed by the local contact person and returned, except when the owner or agent are acting as the local contact person, in which case this acknowledgement & certification is not required.

Step 2      **ASSESSOR'S OFFICE** - (530) 621-5719 (Placerville) or (530) 573-3422 (S. Lake Tahoe)

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

Step 3      **CALCULATE MAXIMUM OVERNIGHT OCCUPANTS AND MAXIMUM PARKING SPACES**

- In the space provided on the application, indicate the approximate square footage of the living area in the vacation home rental.
- Provide the number of bedrooms in the space provided on the application. (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 acknowledgment & Certification.)
- **Calculate the maximum number of Occupants** (2 person per bedroom, plus 4 additional persons). Record the maximum number of occupants in the space provided on the application.
- **Provide a diagram and/or photo** clearly indicating the number and location of designated on-site parking spaces.





360 FAIR LANE  
PLACERVILLE, CA 95667

**LAKE TAHOE VACATION HOME RENTAL PERMIT APPLICATION**

El Dorado County Ordinance 5.56.070 et al

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

Assessor Parcel Number: \_\_\_\_\_ Trash Pick Up Day: \_\_\_\_\_  
(Obtain from Assessor's Office OR <http://www.edcgov.us/assessor> and select On Line Property Information)

Approx. Square Footage (Living Area): \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

Number of Onsite Parking Spaces\*: \_\_\_\_\_ Maximum Number of Occupants: \_\_\_\_\_

\*NOTE: A diagram or photo must be attached showing onsite parking places.

Date residence became a Vacation Home Rental: \_\_\_\_\_

**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

**Primary Contact Information for Multiple Owners:**

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Local Contact Information:**

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

Local Contact Mailing Address: \_\_\_\_\_

Local Contact Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Operator Information** (Name of person or Agent who receives and files Transient Occupancy Tax Returns)

Operator Name: \_\_\_\_\_

Operator Company: \_\_\_\_\_

Operator Mailing Address: \_\_\_\_\_

Operator Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Applicant Information:**

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MAKE \$8; .00 CHECK PAYABLE TO: **C. L. RAFFETY, C.P.A.**  
**Treasurer-Tax Collector**  
360 Fair Lane,  
Placerville, CA 95667  
[www.edcgov.us/taxcollector](http://www.edcgov.us/taxcollector)



### Vacation Home Rental Owner's Acknowledgement & Certification

I understand that I am responsible for compliance with the provisions of the Lake Tahoe 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 Lake Tahoe Vacation Rental Ordinance in a conspicuous place on or adjacent to the front door (§5.56.100).

I agree to limit **by written agreement and to make best efforts 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 limit **by written agreement and to make best efforts to enforce the limit on the number of number of vehicles** of overnight occupants to the number designated in the permit (§5.56.090).

*Initials* \_\_\_\_\_

I agree to **limit by written agreement and to make best efforts to enforce** the limit on the hot tub or spa hours of use 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 inform tenants of, and to use best efforts 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 use **best efforts** to prevent a recurrence of such conduct by those occupants or guests (§5.56.090). *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. The local contact person shall be required to respond to the location of the vacation home rental within **one (1) hour** after being notified by law enforcement officials 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 the Lake Tahoe Basin and can reach the vacation rental within one hour.) I understand that if the local contact person changes, I must contact the Tax Collector's Office for a new permit indicating the new local contact person.

I represent that the designated bedrooms in the vacation rental for which I have applied to be permitted meet all local building and safety code requirements (§5.56.070 D). In addition:

All bedrooms have at least one operable window or door approved for emergency escape or rescue that opens directly into a public street or yard. The emergency door or window is operable from the inside to provide a full, clear opening without the use of separate tools. Escape or

rescue windows have a minimum net clear openable area of 5.7 square feet. The minimum net clear openable height dimension is 24 inches. The minimum net clear openable width dimension is 20 inches. Windows provided as a means of escape or rescue have a finished sill height not more than 44 inches above the floor.

All designated bedrooms have a ceiling height of not less than 7 feet, 6 inches, except when exposed beam ceiling members are spaced at 48 inches or more on center, then ceiling height shall be measured to the bottom of the deck supported by these members, provided that the bottom of the members is not less than 7 feet above the floor. If any room has a sloping ceiling, the prescribed ceiling height for the room is required in only one half of the area thereof. No portion of the room measuring less than 5 feet from the finished floor to the finished ceiling shall be included in any computation of the minimum area thereof. If any room has a furred ceiling, the prescribed ceiling height is required in two-thirds area thereof, but in no case shall the height of the furred ceiling be less than 7 feet. *Initials* \_\_\_\_\_

**Alternative to above two paragraphs:** The El Dorado County Building Department has determined that, per Section 307.13.3 of the 2001 California Building Code, an existing use or occupancy may be continued if such use was legal at the time of adoption of the 2001 code, provided such use is continued use or occupancy and is not dangerous to life.

The areas used as sleeping rooms meet the requirements of the California Building Code including, but not limited to, light and ventilation, ceiling height, emergency egress, and smoke alarm. Sleeping rooms have a window or exterior door for emergency escape. For homes built after 1976, the windowsill opening height does not exceed 44 inches above the floor. The openable area of the window must be at least 5.7 square feet with a minimum net openable width of 20 inches and a minimum net openable height of 24 inches. Homes built in 1976 or earlier have sill height not exceeding 48 inches, the openable area is at least 5 square feet and no openable dimension is less than 22 inches. *Initials* \_\_\_\_\_

I agree to comply with, and use my best efforts 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.

I agree to use my best efforts 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 or between November 1st and May 1st in that portion of the County lying south of the Placer/El Dorado County Line, and north of the Placer/El Dorado County line, and north of the Bliss State Park's northern boundary within the Lake Tahoe Basin Watershed area (§10.12.170 to and include §10.12.184).

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. *Initials* \_\_\_\_\_

I understand that I am responsible for the above requirements, and that while the local contact person must respond to calls within one hour, I am responsible for directing my local contact person and/or agent(s) in writing, in a manner that uses my best efforts to comply with the Vacation Home Rentals in the Lake Tahoe Basin Ordinance.

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 Rentals in the Lake Tahoe Basin Ordinance, I may be subject to penalties for non-compliance of \$250.00 to \$1,000.00 and that the Vacation Home Rental

Permit may be revoked should repeated non-compliance occur.

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, within the Lake Tahoe Basin.

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: \_\_\_\_\_

Print Name: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Date: \_\_\_\_\_



### Vacation Home Rental Agent's Acknowledgement & Certification

I understand that I am responsible for compliance with the provisions of the Lake Tahoe Vacation Home Rental Ordinance Chapter 5.56. I understand that before renting the vacation rental, the owner, my local contact person or I, must post the permit required by the Lake Tahoe Vacation Rental Ordinance in a conspicuous place on or adjacent to the front door (§5.56.100).

I agree to limit by written agreement and to make best efforts 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 limit by written agreement and to make best efforts to enforce the limit on the number of vehicles of overnight occupants to the number designated in the permit (§5.56.090). *Initials* \_\_\_\_\_

I agree to limit by written agreement and to make best efforts to enforce the limit on the hot tub or spa hours of use 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 inform tenants of, and to use best efforts 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 use **best efforts** to prevent a recurrence of such conduct by those occupants or guests (§5.56.090). *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. The local contact person shall be required to respond to the location of the vacation home rental within one (1) hour after being notified by law enforcement officials 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 must be able to reach the vacation rental within one hour.) I understand that if the local contact person changes, I must contact the Tax Collector's Office for a new permit indicating the new local contact person.

I represent that to the best of my knowledge the designated bedrooms in the vacation rental for which I have applied to be permitted meet all local building and safety code requirements (§5.56.070 D) or, alternatively, that the El Dorado County Building Department 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.

I agree to comply with, and use my best efforts to ensure compliance 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 use my best efforts to ensure compliance 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, or between November 1st and May 1st, in that portion of the County lying south of the Placer/El Dorado County Line, and north of the Placer/El Dorado County line, and north of the Bliss State Park's northern boundary within the Lake Tahoe Basin Watershed area (§10.12.170 to and including §10.12.184).

I agree to provide sufficient **parking** to meet El Dorado County onsite parking requirements, including garage when necessary.

I understand that I am responsible for the above requirements, and that while the local contact person must respond to calls within one hour, I am responsible for directing my local contact person and/or agent(s) in writing, in a manner that uses my best efforts to comply with the Lake Tahoe Vacation Home Rental Ordinance. 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 Rentals in the Lake Tahoe Basin

Ordinance, the owner may be subject to penalties for non-compliance of \$250.00 to \$1,000.00 and that the Vacation Home Rental Permit may be revoked should repeated non-compliance occur.

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, within the Lake Tahoe Basin.

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

**PRINT NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Agent)

**COMPANY:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **CITY STATE ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_





**Vacation Home Rental  
Local Contact Person's Acknowledgement & Certification**

I understand that I am responsible for compliance with the provisions of the Lake Tahoe 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 Lake Tahoe Vacation Rental Ordinance in a conspicuous place on or adjacent to the front door (§5.56.100).

I agree to make best efforts 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 make best efforts to enforce the limit on the number of vehicles of overnight occupants to the number designated in the permit (§5.56.090). *Initials* \_\_\_\_\_

I agree to limit by written agreement and to make best efforts to enforce the limit on the hot tub or spa hours of use 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 inform tenants of, and to use best efforts 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 use best efforts to prevent a recurrence of such conduct by those occupants or guests (§5.56.090). *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. As the local contact person, I shall be required to respond to the location of the vacation home rental within **one (1) hour** after being notified by law enforcement officials 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 use my best efforts 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 to 6:00 p.m. of the day of trash pick-up.

I agree to use my best efforts 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, or between November 1st and May 1st, in that portion of the County lying south of the Placer/El Dorado County Line, and north of the Placer/El Dorado County line, and north of the Bliss State Park's northern boundary within the Lake Tahoe Basin Watershed area (§10.12.170 to and including §10.12.184).

I understand that I am responsible for the above requirements and that while the local contact person must respond to calls within one hour. I am responsible for having a written agreement with the owner or agent that ensures compliance with the Lake Tahoe Vacation Home Rental Ordinance. I understand that failure on my part to meet the provisions of the Vacation Home Rentals in the Lake Tahoe Basin Ordinance, may subject the owner to penalties for non-compliance of \$250.00 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).

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

**PRINT NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Local Contact Person)

**COMPANY:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **CITY STATE ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_