

Short-Term Rental Permits FAQ's

What is a short-term rental permit?

This permit allows the applicant to rent a residential unit or part of a residential unit on a short-term basis. A short-term basis is 30 days or less to the same person. A renter who signs a contract or lease for more than 30 consecutive days is not considered short-term and this permit would not apply. (City Code 5.114)

Who needs a short-term rental permit?

Anyone who rents out a room(s) in their house or their whole house on a short-term basis and does not have a Conditional Use Permit from Planning.

What if I have a secondary structure on my property, am I allowed to rent that structure?

Yes, the secondary structure must follow the City code regarding the definition of a dwelling unit (City Code 17.108.050). If the structure has been added to the property or remodeled it must have been done through the appropriate City Planning and Development Code requirements for a secondary dwelling unit.

Who do I contact to verify my secondary structure is properly permitted?

City of Sacramento Community Development Department is located at 300 Richards Blvd, 3rd Floor Sacramento, CA 95811. You may also reach them at (916) 264-5011 or via email at planning@cityofsacramento.org

Can I use both my main dwelling unit and secondary dwelling unit as short-term rentals?

Yes, however, you must apply for short-term rental permits for each structure.

What is the cost of a short-term rental permit?

A new permit is \$230, renewal permit is \$160, renewals submitted after expiration incur a \$50 late fee.

Do I need a Conditional Use Permit from Planning?

You need a Conditional Use Permit if you are renting out a house on a short-term basis that is: 1) not your primary residence and; 2) you do so for more than 90 days total per calendar year. Contact Planning at planning@cityofsacramento.org for more information.

If my short-term rental is my primary residence, do I need a Conditional Use Permit from Planning?

No. You can rent out all or part of your primary residence as much as you want within the guidelines of the short-term rental permit Sacramento City Code 5.114:

http://www.qcode.us/codes/sacramento/view.php?topic=5-5_114&frames=on.

Revenue Division Business Permits | 915 I Street, First Floor, Room 1201 | Sacramento, CA 95814
businesspermits@cityofsacramento.org | 916-808-8500

What if my residence is subject to Covenants, Conditions, & Restrictions (“CC&Rs”) or Homeowner Association rules (“HOAs”)?

You must provide a copy of the CC&Rs or HOAs with your short-term rental application and cannot operate a short-term rental in violation of any CC&Rs or similar regulations.

What is required for a short-term rental permit?

Here are the requirements per City Code 5.114:

- Business Operation Tax Account (open/active/current), categorized as a hotel (no home occupation permit required)
- Collect and remit to the City Transient Occupancy Tax
- Rent to no more than six people at any one time, per parcel, unless otherwise indicated
- Adhere to the Rental Housing Program Standards
- Make sure your renters are aware of and follow all applicable City regulations

Why is a business operation tax as a hotel required?

A hotel is defined as a structure or any portion of a structure which is intended for occupancy on a transient basis. In this case a transient basis refers to occupancy of 30 consecutive days or less (City Code 3.28.020 and 3.08.200).

What is Transient Occupancy Tax?

Transient Occupancy Tax is a tax imposed on any person who stays in a hotel for a period of 30 consecutive days or less. No tax is imposed on day 31. (City Code 3.28)

What is the City’s Transient Occupancy Tax rate?

The City’s transient occupancy tax rate is 12%.

How long is the short-term rental permit good for?

The short-term rental permit is an annual permit and must be renewed each year.

Can I apply online for the short-term rental permit?

Yes, first create an account on the Sacramento Citizen Portal, if you already have an account, you may use the ~~same~~ login to apply for a Short-Term Rental Permit. Then apply online using the Sacramento Citizen Portal: <https://aca-prod.accela.com/sacramento/Default.aspx>.

How do I report an unpermitted Short-Term Rental or file a complaint about a Short-Term Rental?

If you believe a property is operating as a Short-Term Rental without a City issued permit, or you have a complaint about a short-term rental, you may call **3-1-1** or (916) 808-5011 or [make a complaint online](#).

Please see the next pages for step by step instructions and screen shots that will walk you through the online application system.

HOW TO APPLY ONLINE FOR A SPECIAL BUSINESS PERMIT

STEP 1: GO TO <https://aca.accela.com/sacramento/Default.aspx>

STEP 2: CREATE AN ACCOUNT IN THE CITY OF SACRAMENTO'S CITIZEN PORTAL



[Announcements](#) [Register for an Account](#) [Login](#)

For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.

Search...

[Home](#) [Building](#) [Planning](#) [Public Works](#) [Operating Permit](#) [General Property Info](#)

Advanced Search ▾

Welcome to the City of Sacramento's Citizen Portal

This portal allows the general public to view the details and status of Community Development Department planning applications, building permit applications, and permits without registering for an account.

Additional services are available with registration:

- On-line Permits - California licensed contractors can acquire building permits for many of the most common trade projects. Visit the [On-line Minor Permits](#) page for a detailed list of the types of permits available On-line. This service requires a free portal user account and the association of your license number with the account.
 - *Note: Each license is restricted to a single account. Download the [On-line Permitting Registration Guide](#) for instructions. Should you have any questions regarding this service please email Streamline@cityofsacramento.org.*
- ***NEW*** Electronic Plan Check (EPC) Application Submittal - An applicant with a project needing plan review approval can submit PDF files for review and avoid time consuming visits to the public counter submitting and resubmitting for each cycle. Visit the [Electronic Plan Check](#) page for more detailed information about assembling your submittal package.
- Scheduling of Inspections - If you have an issued Building Permit and are ready for a field inspection, you can schedule it through the Citizen Portal. You do have to establish a free basic portal user account but will not be required to associate a license with this account. The city offers several ways to schedule Building permit field inspections. Visit the [Schedule an Inspection](#) page to learn about them all.

Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.

REGISTER FOR AN ACCOUNT

**CLICK HERE FOR INSTRUCTIONS ON
HOW TO REGISTER FOR AN
ACCOUNT****

*You will receive a confirmation email once
your account has been created*

STEP 3: CREATE AN ACCOUNT BY ACCEPTING THE TERMS AND CONDITIONS

The screenshot shows the 'CITIZEN PERMIT PORTAL' for the City of Sacramento. At the top, there is a navigation bar with links for 'Anouncements', 'Register for an Account' (highlighted with a red box), and 'Login'. Below this is a search bar and a menu with options: 'Home', 'Building', 'Planning', 'Public Works', 'Operating Permit', and 'General Property Info'. The 'Advanced Search' button is also visible. The main content area is titled 'Account Registration' and explains that users will be asked to provide information to open a basic account, including a user name, password, security question, and contact information. It also states that an active California Contractor's License is required for the online permit program. A 'General Disclaimer' box is present, detailing the City's liability. At the bottom, there is a checkbox (highlighted with a red box) for 'I have read and accepted the above terms.' and an orange 'Continue Registration >' button.

City of
SACRAMENTO

CITIZEN PERMIT PORTAL

Anouncements Register for an Account Login

Search...

Home Building Planning Public Works Operating Permit General Property Info

Advanced Search

Account Registration

You will be asked to provide the following information to open a basic account:

- Choose a user name, password, security question and answer
- Enter Contact Information, including a valid email address

In order to utilize the online permit program, in addition to the above, an active California Contractor's License is required. For details, download the [On-Line Permitting Registration Guide](#).

Please review and accept the terms below to proceed.

General Disclaimer

Information presented on this website is collected, maintained, and provided for the convenience of the user. While every effort is made to keep such information accurate and up-to-date, the City of Sacramento does not certify the authenticity of any information that is provided on this website. Under no circumstances will the City of Sacramento be liable for any actions taken or omissions made from reliance on any information contained herein from


☐ I have read and accepted the above terms.

Continue Registration >


STEP 4: CREATE YOUR PROFILE, *YOU MUST RECEIVE THE ACCOUNT VERIFICATION EMAIL TO COMPLETE THIS PROCESS*

Account Registration Step 2: Enter/Confirm Your Account Information


Login Information


* User Name: 

* E-mail Address:

* Password: 

* Type Password Again:


* Select a Security Question: 

* Answer: 

Contact Information

Choose how to fill in your contact information.

Add New

☐ I'm not a robot 
reCAPTCHA
Privacy · Terms

Continue Registration »

STEP 5: ONCE YOUR ACCOUNT IS VERIFIED, LOGIN INTO YOUR NEW ACCOUNT & CLICK "OPERATING PERMIT"

City of
SACRAMENTO

Community Development Department

[Announcements](#) Logged in as [Collections \(0\)](#) [Account Management](#) [Logout](#)

For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.

Home Building Planning Public Works **Operating Permit** General Property Info

Dashboard My Records My Account Advanced Search ▼

Hello,

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [?](#) [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

CLICK OPERATING PERMIT

STEP 6: CLICK "CREATE AN APPLICATION"

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Search...

Home | Building | Planning | Public Works | **Operating Permit** | General Property Info

Create an Application | Search for Operating Permits

Records

Showing 0-0 of 0

Permit Number	Type	Business Name	Status	Address
No records found.				

CLICK CREATE AN APPLICATION

Search for Permits

Enter information below to search for Operating Permits.

Site Address
Parcel Number
Permit Number

General Search

☐ Search my records only

Permit Number:

Business Name

Start Date:
10/07/2015

End Date:
10/03/2018

Street No.:
From - To

Direction:
--Select--

Street Name:

Street Type:
--Select--

Parcel No.:

[Search Additional Criteria](#)

STEP 7: ACCEPT THE TERMS & CONDICTIONS, THEN CLICK “CREATE APPLICATION”

Community Development Department

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Search...

Home Building Planning Public Works **Operating Permit** General Property Info

Create an Application Search for Operating Permits

Online Application

Welcome to the City of Sacramento Revenue Division's Operating Permit Citizen Portal. This system will allow you to submit or renew an application, update information for your business(s), pay fees and track the status of your application from the convenience of your home or office, 24 hours a day.

Please note that due to the following requirements, your permit will not be approved until the following steps are completed at the Revenue Division, 915 I Street Rm 1201, Sacramento, CA 95814.

- Live Scan (fingerprinting/criminal history background check). To schedule an appointment please call the Permits Division at (916) 808-5852.
- Payment by Cash or Check (if not paid on-line with a credit card)
- Before applying for a Special Business Permit, you must have a valid Business Operation Tax Certificate (BOT) with the City of Sacramento.
- You can apply for a BOT here: [Business Operations Tax Certificate](#)
- You will need a valid BOT number to complete your Special Business Permit application.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Notice

Importance of accuracy and completeness: Completion of the following on-line operating permit application fulfills California Code requirements. Outlined in this section is the requirement that all applications, identify and describe the activity to be covered by the permit for which the application is made. Selections made during the on-line application process produce a description of work statement. It is the applicant's responsibility to provide accurate information. Activity identified during field inspection which is not in alignment with or exceeds the scope of the

☐ I have read and accepted the above terms.

Continue Application »

1. ACCEPT TERMS & CONDITIONS

2. CLICK CONTINUE APPLICATION

STEP 8: CLICK "SPECIAL BUSINESS"

City of SACRAMENTO

Community Development Department

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[Create an Application](#) [Search for Operating Permits](#)

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[Search](#)

► Cannabis
► **Special Business**

[Continue Application »](#)

CLICK "SPECIAL BUSINESS"

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STEP 9: SELECT YOUR BUSINESS PERMIT TYPE & CONTINUE WITH FILLING OUT THE APPLICATION

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Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

► Cannabis

▼ Special Business

☐ Mobile Food Company Application

☐ Mobile Food Driver Application

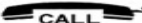
☐ Mobile Food Vehicle Application

☐ Short Term Rental Application

Continue Application »

SELECT BUSINESS PERMIT TYPE

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