

## 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, 3<sup>rd</sup> Floor Sacramento, CA 95811. You may also reach them at (916) 264-5011 or via email at [planning@cityofsacramento.org](mailto: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](mailto: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.

**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, there is a link at the top of the Short-Term Rental Permit website. You will need to create an account first on the City of Sacramento Citizen Portal, if you already have an account you may use the same login here to apply for a Short-Term Rental Permit.

**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 (279) 444-0160 – this is a local telephone number specifically designated to Short-Term Rentals within the City of Sacramento.

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

Revenue Division Business Permits | 915 I Street, First Floor, Room 1201 | Sacramento, CA 95814  
[businesspermits@cityofsacramento.org](mailto:businesspermits@cityofsacramento.org) | 916-808-5852

# 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

The screenshot shows the City of Sacramento Citizen Portal. At the top, the City of Sacramento logo is displayed. Below it, the Community Development Department is identified. A navigation bar includes links for Announcements, Register for an Account, and Login. A search bar is present with a dropdown arrow. The main content area features a navigation menu with Home, Building, Planning, Public Works, Operating Permit, and General Property Info. Below the menu is an Advanced Search dropdown. The main content area is divided into two columns. The left column contains a welcome message and a list of services available with registration, including On-line Permits and Electronic Plan Check (EPC) Application Submittal. The right column contains a Login form with fields for User Name or E-mail and Password, a Login button, and links for Remember me, I've forgotten my password, and New Users: Register for an Account. Two callout boxes are present: one pointing to the 'Register for an Account' link in the navigation bar, and another pointing to the 'New Users: Register for an Account' link in the login form.

**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: LOGIN INTO YOUR NEW ACCOUNT & CLICK "OPERATING PERMIT"**

The screenshot shows the City of Sacramento website interface. At the top, the logo for the City of Sacramento is displayed. Below it, the text 'Community Development Department' is visible. A navigation bar includes links for 'Announcements', 'Logged in as: [username]', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is present with the text 'Search...'. A message in red text advises using specific browsers: 'For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.' The main navigation menu includes 'Home', 'Building', 'Planning', 'Public Works', 'Operating Permit', and 'General Property Info'. The 'Operating Permit' menu item is highlighted with a blue bar. Below this, a secondary menu shows 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A personalized greeting 'Hello, [username]' is shown. The main content area features a blue header for 'My Collection (0)' with a 'View Collections' button. The text 'You do not have any collections right now.' is centered. At the bottom, there is a 'Work in progress' section with a 'View All Records' button and a table with columns for 'Record Name', 'Record ID', 'Module', 'Creation Date', and 'Action'. The table currently shows 'No records found'.

**CLICK OPERATING PERMIT**

**STEP 4: CLICK "CREATE AN APPLICATION"**

The screenshot shows the City of Sacramento website interface. At the top, the City of Sacramento logo is displayed. Below it, the Community Development Department is identified. Navigation links include Announcements, Logged in as [redacted], Collections (0), Account Management, and Logout. A search bar is present with a search icon. A yellow banner provides browser recommendations: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8. The main navigation menu includes Home, Building, Planning, Public Works, Operating Permit (highlighted), and General Property Info. Under the Operating Permit menu, there are two options: 'Create an Application' and 'Search for Operating Permits'. A black callout box with red text 'CLICK CREATE AN APPLICATION' is positioned over the 'Create an Application' link, with an arrow pointing to it from the 'Operating Permit' menu item. Below the navigation, there is a 'Records' section showing 'Showing 0-0 of 0' records in a table with columns for Permit Number, Type, Business Name, Status, and Address. The 'Search for Permits' section prompts users to enter information like Site Address, Parcel Number, or Permit Number. The 'General Search' section includes various search criteria: 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--), and Parcel No. A checkbox for 'Search my records only' is also visible.

## STEP 5: ACCEPT THE TERMS & CONDITIONS, THEN CLICK "CREATE APPLICATION"

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

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 6: CLICK "SPECIAL BUSINESS"

The screenshot shows the City of Sacramento website interface. At the top, the logo for the City of Sacramento is displayed. Below it, the text 'Community Development Department' is visible. A navigation bar includes links for 'Announcements', 'Logged in as [redacted]', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is present with the placeholder text 'Search...'. A yellow banner provides browser recommendations: 'For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.' The main navigation menu includes 'Home', 'Building', 'Planning', 'Public Works', 'Operating Permit', and 'General Property Info'. Under 'Operating Permit', there are two options: 'Create an Application' and 'Search for Operating Permits'. Below this, a section titled 'Select a Record Type' instructs users to 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' A search input field and a 'Search' button are provided. A dropdown menu is open, showing 'Cannabis' and 'Special Business'. A blue button labeled 'Continue Application >' is visible. A black arrow points from the 'Special Business' option to a white callout box with a black border containing the text 'CLICK "SPECIAL BUSINESS"'. At the bottom, there is a footer with the phone number '916-264-5011', a 'CALL' icon, and multilingual text: '我們講中文 • Hablamos Español • Мы говорим по-русски • ພວກເຮົາເວົ້າພາສາລາວໄດ້ • Peb hais lus Hmoob • Chúng tôi nói tiếng Việt'. Copyright information for 2018 and a link to 'Web Policies' are also present.

**STEP 7: SELECT YOUR BUSINESS PERMIT TYPE & CONTINUE WITH FILLING OUT THE APPLICATION**

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. Search...

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

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
  - 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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