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 <u>and;</u> 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.

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 | 916-808-5852

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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

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

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STEP 3: 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.

Search...

| 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.

CLICK OPERATING PERMIT

Work in progress ⓘ   View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

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STEP 4: CLICK "CREATE AN 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~~

Records

CLICK CREATE AN APPLICATION

Showing 0-0 of 0

Permit Number	Type	Business Name	Status	Address
No records found.				

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: ⑦	End Date: ⑦
		10/07/2015	10/03/2018

Street No.:   Direction: ⑦   Street Name: Street Type:

From - To   --Select-- ▼   --Select-- ▼

Parcel No.:

▶ Search Additional Criteria

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

Community Development Department

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

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STEP 6: CLICK "SPECIAL BUSINESS"

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

SELECT BUSINESS PERMIT TYPE

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