

## 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, needs to obtain a short-term rental permit.

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

Yes, however, you must have a primary residence within the Sacramento City limits. You will also have to apply for a separate short-term rental permit. Additionally, 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 housing guidelines and permits.

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

A new permit is \$125 and a renewal is \$90.

### **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 the house 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 is required for a short-term rental permit?**

Here are the requirements per City Code 5.114:

- Business Operation Tax Account, 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
- Adhere to the Rental Housing Program Standards
- Make sure your renters are aware of and follow applicable City parking regulations and the noise ordinance

**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.

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

**Step 1: Screen After Logging In, Click Operating Permit**

The screenshot shows the City of Sacramento user interface. At the top, there is a dark blue header with the City of Sacramento logo. Below this is a navigation bar with links for 'Announcements', 'Logged in as: [redacted]', 'Collections (0)', 'Account Management', and 'Logout'. 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.' A search bar is located to the right of the banner. Below the banner is a main navigation menu with 'Home' (selected), 'Building', 'Planning', 'Public Works', 'Operating Permit', and 'General Property Info'. Underneath is a secondary menu with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The user is greeted with 'Hello, [redacted]'. The main content area features two sections: 'My Collection (0)' with a 'View Collections' button and a message 'You do not have any collections right now.'; and 'Work in progress (?)' with a 'View All Records' button and a table with columns 'Record Name', 'Record ID', 'Module', 'Creation Date', and 'Action'. The table contains the text 'No records found'.

## Step 2: Click Create An Application

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

### Records

Showing 0-0 of 0

Permit Number	Type	Business Name	Status	Address	Expires	Action
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:  End Date:

Street No.:  -  Direction:  Street Name:  Street Type:

Parcel No.:

▶ [Search Additional Criteria](#)

### Step 3: Read And Agree The Terms And Conditions; Click Continue Application

Community Development Department

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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 »](#)

## Step 4: Select Special Business



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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**

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## Step 5: Select Short-Term Rental 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

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