

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.



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.

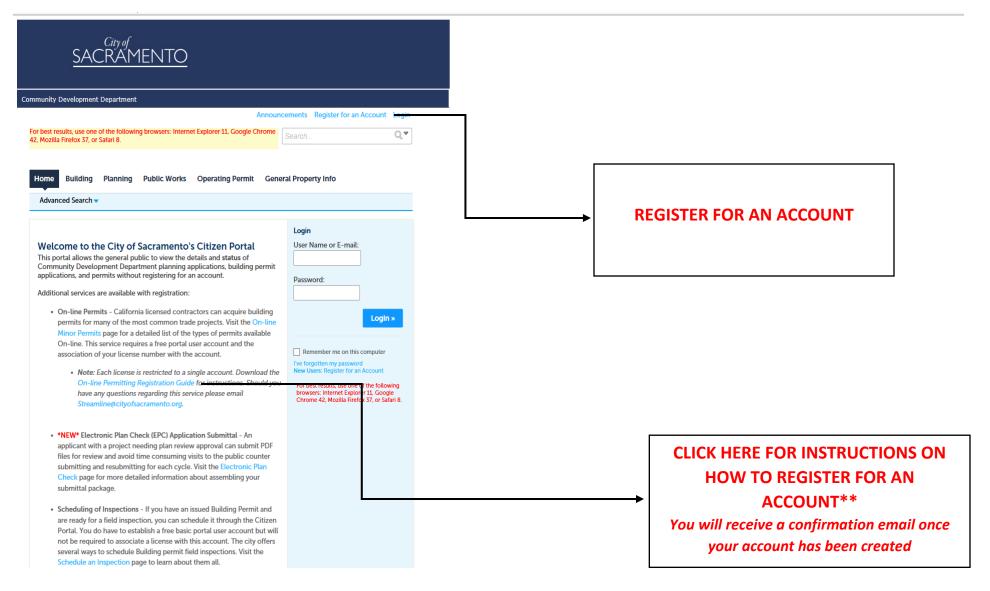
Please see the next pages for step by step instructions and screen shots that will walk you through the online application system

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HOW TO APPLY ONLINE FOR A SPECIAL BUSINESS PERMIT

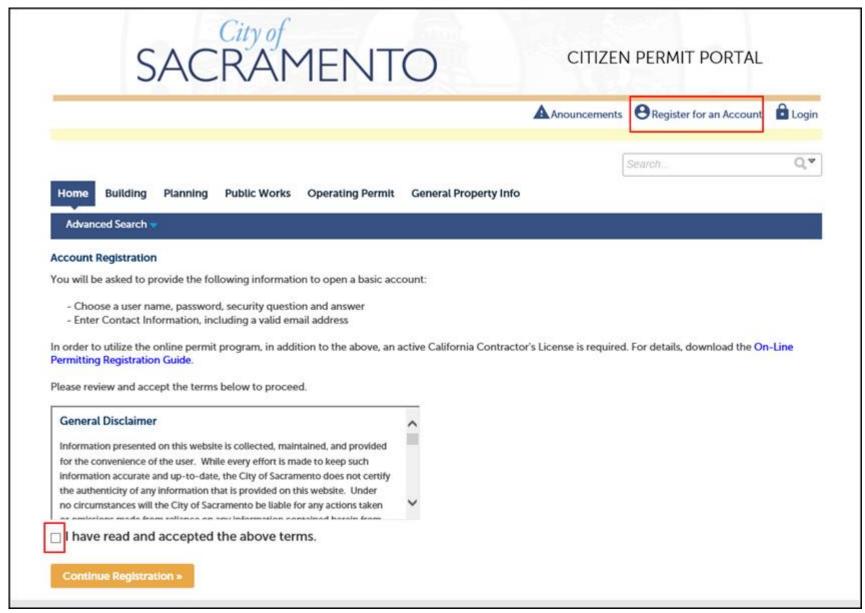
STEP 1: GO TO https://aca.accela.com/sacramento/Default.aspx

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



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



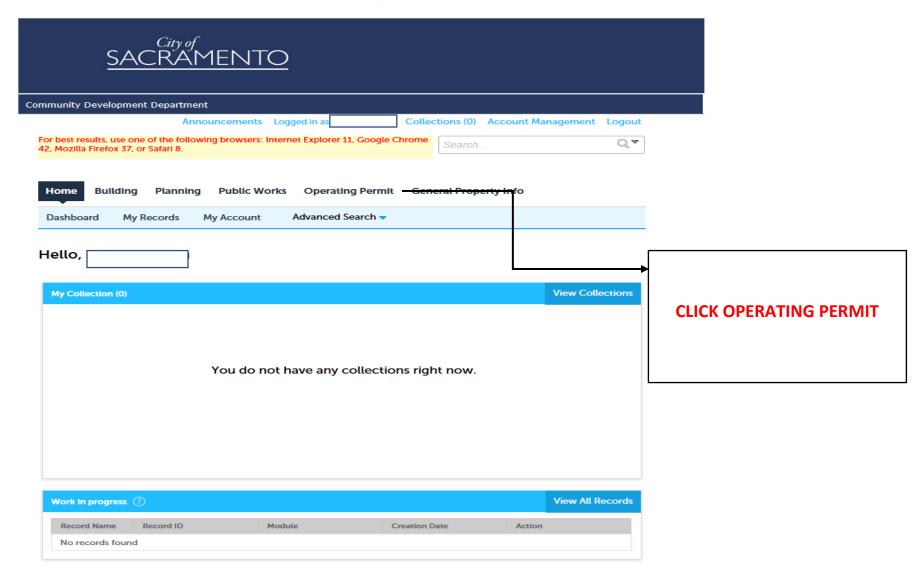
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STEP 4: CREATE YOUR PROFILE, YOU MUST RECEIVE THE ACCOUNT VERIFICATION EMAIL TO COMPLETE THIS PROCESS

Account Registration Step 2: Enter/Confirm Your Account Information				
Login Information				
*User Name: ②				
*E-mail Address:				
*Password:				
*Type Password Again:				
*Select a Security Question:	①			
*Answer: ②				
Contact Information				
Choose how to fill in your contact information.				
Add New				
'm not a robot	reCAPTCHA Privacy - Terms			
Continue Registration »				

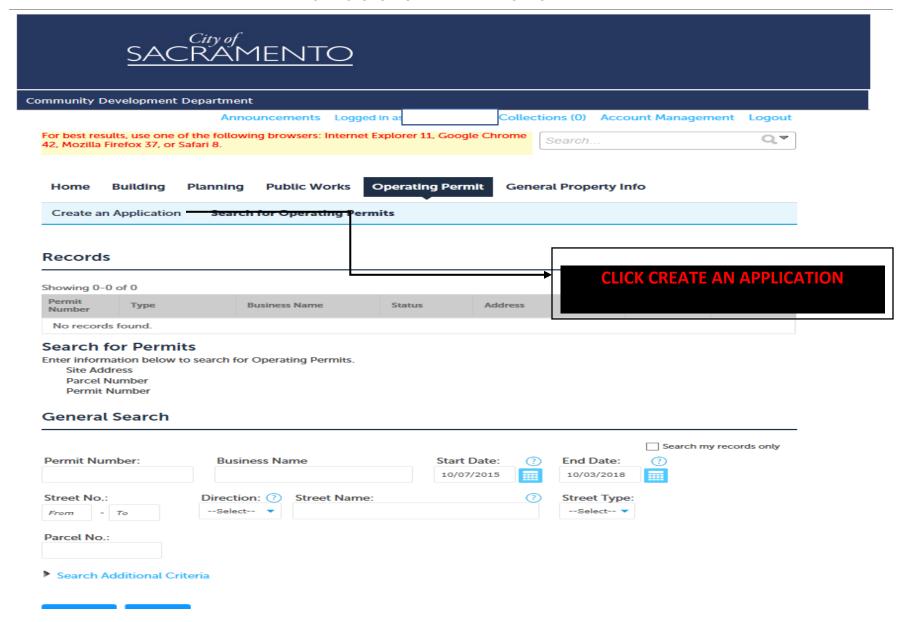
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STEP 5: ONCE YOUR ACCOUNT IS VERIFIED, LOGIN INTO YOUR NEW ACCOUNT & CLICK "OPERATING PERMIT"



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STEP 6: CLICK "CREATE AN APPLICATION"



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

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Ine Application Come to the City of Sacramento Revenue Division's Operating Permit Citizen al. This system will allow you to submit or renew an application, update mation for your business(s), pay fees and track the status of your application from convenience of your home or office, 24 hours a day. See note that due to the following requirements, your permit will not be approved to the following steps are completed at the Revenue Division, 915 i Street Rm 1201, amento, 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. See "Allow Pop-ups from This Site" before proceeding. You must accept the General taimer below before beginning your application. Seitlow Pop-ups from This Site before proceeding. You must accept the General taimer below before beginning your application. Joint Revenue Tax Certificate (BoT) of the following on-line perating permit application fulfills California Code requirements. Outlined in this city is covered by the permit for which the applications, identify and describe the activity to expert the permit for which the applications is made. Selections made arrived the permit of which the application is made. Selections made arrived the permit of work statement. It the application process produce a description of work statement. It the application process produce a description of work statement. It the application process produce a description of work statement. It the application process produce a description of work statement. It was a publication process produce a description of work statement. It was a policy of the produce of the		Search	Q×
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STEP 8: CLICK "SPECIAL BUSINESS"



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

SAG	City of CRAMENT	<u>O</u>		
munity Developmer	t Department			
	Announcements	Logged in as: Col	lections (0) Account Mar	nagement Logout
r best results, use one , Mozilla Firefox 37, o		Internet Explorer 11, Google Chrom	Search	QV
Home Building Create an Application	Planning Public Wo		eneral Property Info	
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Special Business Mobile Food Compo Mobile Food Driver Mobile Food Vehicl Short Term Rental	Application e Application Application	- SELECT BUSIN	ESS PERMIT TYPE	
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