



This application and information are for submittal of **new hosted rental permits**. To apply for a renewal permit, please use the Hosted Rental Renewal Permit Application ([PLG-160](#)). A hosted rental is a short-term rental (less than 30 days) within a legal dwelling unit, where a long-term resident acting as a host occupies one bedroom in the dwelling unit while one to three legal bedrooms are rented for the purpose of overnight lodging for a period of less than 30 days. To rent an entire property for 30 days or less, please refer to the Non-hosted Rental application and ordinance.

### List of Required Information (LORI)

If you do not have all the required information, your application will not be accepted.

- 1. Completed Application Form - PLG-155 (attached)** Be sure to include the owner-agent form ([PLG-210](#)), if needed, and completed rental safety certification.
- 2. Site Plan** All NEW Hosted Rental applications require plans.  
**One (1) Set of Plans (if the plan size exceeds 11 x 17, one 8.5" by 11" set also required). Plans must include:**
  - Assessor's Parcel Number on every sheet.
  - Name, address, phone numbers, and e-mail address of applicant, plan preparer, and owners.
  - Scale and north arrow on every sheet. Preferred scale is ¼ inch = one foot. **Other scales may be appropriate but must be approved by Planning staff before submitting application.**
  - Date of preparation on every sheet.
  - **Site Plan** (refer to *Measuring your Short-Term Rental and Drawing Scaled Plans* handout, available [here](#))  
Where is this handout?
    - Location and dimensions of all property lines, drawn to scale and labeled.
    - Location and dimensions of all rights-of-way, vehicular easements, and edge of pavement, all labeled.
    - Location and dimensions of driveways and parking spaces (minimum dimensions 8.5 feet x 18 feet).
    - Location of all existing buildings.
  - **Floor Plan** (refer to *Measuring your Short-Term Rental and Drawing Scaled Plans* handout, available [here](#))  
Where is this handout?
    - Show and label all rooms, drawn to scale, including windows and doors
- 3. Transient Occupancy Tax Payment Registration** This may be obtained from the Treasurer-Tax Collector, located on the first floor of the County Building at 701 Ocean Street, Santa Cruz, CA. Please call (831)-454-2510 or via email at [ttcwebmail@santacruzcounty.us](mailto:ttcwebmail@santacruzcounty.us). Please note, a **stamped TOT registration form is required**.
- 4. Copy of Current Rental/Lease Agreement** Please indicate on the rental/lease agreement where the following information is stated:
  - The maximum number of guests that are allowed (3 per bedroom; 2 bedrooms maximum; children under 8 not counted; rental to unaccompanied minors under the age of 18 is prohibited).
  - The maximum number of vehicles allowed is 1 per bedroom.



- Information regarding limitations on noise (quiet hours between 10:00 p.m. and 8:00 a.m.).
  - Pets, if allowed by owner, shall be secured on the property at all times. Continual nuisance barking by unattended pets is prohibited.
  - Weddings, outdoor parties, or similar activities are prohibited.
  - Trash management (trash must be kept in closed containers and not allowed to accumulate).
  - Prohibition on illegal behavior including an explicit prohibition of ANY fireworks.
  - Emergency evacuation instructions.
  - No cooking shall be allowed in any guest room or in any bathroom.
- 5. Affidavit or other proof of compliance with the Tenant Displacement Protection provision outlined in SCCC 13.10.694(D)(5)(c). Please check the box on the attached self-certification form, as applicable.**
- 6. Proof of Registration with CruzAware sign up using the following link : [CruzAware Registration](#). Once registered, include a screenshot of the registration “Account” page.**
- 7. List of online hosting rental platforms (Airbnb, etc.) proposed for advertising.**
- 8. Copy of the rental listing proposed, with the following information included:**
- Space for a six digit Permit Number (Permit Number will be provided after submittal)
  - Number of overnight guests allowed (3 per bedroom)
  - Number of parking spaces and location (1 car per bedroom)
  - Approximate location of off-site parking spots
  - Noise restrictions
  - Language on road conditions if the property is located in a mountainous area



### Permit and Property Information

Assessor's Parcel Number\*: \_\_\_\_\_

Street Address: \_\_\_\_\_

Transient Occupancy Tax Registration Number: \_\_\_\_\_

Number of bedrooms to be rented: \_\_\_\_\_

### Owner Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

\*Assessor's Parcel Numbers (APNs) may be obtained from the Assessor's Office at 831-454-2002.

**NOTE: If the application submittal is made by anyone other than the owner, a signed Owner/Agent form ([PLG-210](#)) or a property management agreement must be submitted with the application.**



## Rental Safety Certification

The following items require verification to assure the rental is equipped and maintained to minimum safety standards to help provide for a safe vacation experience. Verification can be performed by owner (self-certified), certified home inspector, County Building Inspector, or by the property manager/agent.

- Smoke alarms** (listed and approved by the State Fire Marshall) installed in the following locations per the current building code requirements.
  - In each sleeping room.
  - Outside each separate sleeping area in the immediate vicinity of the bedroom(s).
  - At least one alarm on each story, including basements and habitable attics.
- Carbon Monoxide alarms** (listed by an approved agency such as UL) installed in the following locations per the current building code requirements.
  - Outside each separate sleeping area in the immediate vicinity of the bedroom(s).
  - At least one alarm on each story, including basements and habitable attics but not including crawl spaces or uninhabitable attics.
- Working GFCI's** (ground fault circuit interrupters) required at all receptacles within 6 feet of all kitchen, bathroom, bar and laundry sinks per the current electrical code requirements.
- All sleeping rooms shall be provided with at least one **emergency egress window** with a minimum net clear opening of 5 square feet, with a minimum opening height of 24 inches and minimum net clear opening width of 20 inches, with the bottom of the clear opening being not greater than 44 inches measured from the floor. Or an egress door with a minimum height of 78 inches and minimum net clear opening width of 36 inches. Bars, grilles, grates, or similar devices are permitted to be placed over emergency escape and rescue openings provided such devices are releasable or removable from the inside without the use of a key, tool or special knowledge. Per the current building code requirements.
- All stairs shall have at least one continuous **handrail** running the full length of the stairs per the current building code requirements.
- All walking surfaces measured vertically more than 30" above grade or other floor levels, including mezzanines, platforms, stairs, ramps, and landings shall have **guard railing** a minimum of 42" in height with openings no greater than 4" per the current building code requirements. Exception: Guards on the open sides of stairs shall have a height not less than 34" measured vertically from a line connecting the leading edges of the treads.
- Pool/spa safety barrier** enclosures shall comply with Santa Cruz County Code, Sec. 12.10.216. Exception: Self-contained spas/ hot tubs with approved safety covers need not comply with barrier requirements
- Rental equipped with at least one **fire extinguisher** (type 2A10BC) installed in a readily visible/accessible location near the kitchen.
- Guest room has access to facilities for sanitation.
- The issuance of the Short-Term Rental Permit does **not require termination of an existing tenancy without just cause**, as defined in **California Civil Code Section 1946.2**. If the issuance of a new Short-Term Rental Permit requires termination of an existing tenancy without just cause, the applicant is liable to pay the lessee an amount equal to six months of the dwelling's actual rent, and evidence shall be provided, under penalty of perjury, that this provision has been satisfied.



I hereby certify that the safety standard conditions listed above are fully complied with and will be maintained in a useable and functioning condition. **Form must be signed by one of the following four parties.**

_____		_____
Owner of Rental Unit		Date
_____	_____	_____
Certified Home Inspector	License #	Date
_____		_____
County Building Inspector		Date
_____		_____
Property Manager/ Agent		Date

**Applicant's Signature**

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the County of Santa Cruz is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Planning Director.

I certify that, to the best of my knowledge, the bedroom(s) associated with this hosted rental are legal and suitable for human occupancy.

I understand that hosted rentals are for bedrooms in the primary dwelling unit and are not permitted in accessory structures (including ADU's), legally restricted affordable housing units, balconies, sheds or porches, RV's, or tents.

I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, and that proof of such is on file with the Zoning Section.

I further certify that there are no restrictions against short-term rentals associated with the subject property, including, but not limited to, Homeowner's Association regulations, and I understand that any permit issued will be rendered void if there are restrictions on the subject property.

I understand that the County of Santa Cruz has attempted to request everything necessary for an accurate and complete review of my proposal; however, after Planning staff have taken in the application and reviewed it further, it may be necessary to request additional information and clarification.

\_\_\_\_\_

Signature of Owner or Authorized Agent

\_\_\_\_\_

Date