



SHORT TERM RENTAL OPERATIONS PERMIT APPLICATION FORM

City of Pacifica
Administrative Services Department
170 Santa Maria Ave., Pacifica, CA 94044
(650) 738-7392

The following application for a short term rental operations is required pursuant to the City of Pacifica Municipal Code (PMC), Section 9-4.4903. The Code requires that no person shall operate a short term rental without having first obtained a permit. Every Short Term Rental operator shall pay a **\$150.00 Permit Fee** in addition to any fees required for the **Business License Permit** (minimum \$40.00 for most business types). The short term rental operations fee, business license fees and appropriate documents should be collected at the same time.

Each person operating a short-term rental shall comply with the **Transient Occupancy Tax** requirements set forth in PMC Chapter 7 of Title 3, and shall obtain a Transient Occupancy Registration Certificate pursuant to Section 3.7-06 from the Pacifica Administrative Services Department.

Applicant's name: _____ **Phone Number:** _____

Address of short term rental: _____

1. **Describe short term rental (Residence, Condo, etc.):** _____

2. **Is the applicant the owner of the property?:** Yes ___ No ___

If no, attach written consent of the landlord or his or her agent authorizing approval of the Short Term Rental operations.

3. **Is the applicant using any advertising platform(s)? If so, please list below:** Yes ___ No ___

4. **Does the short-term rental have a working smoke detector?** Yes ___ No ___

5. **Does the short-term rental have a working carbon monoxide detector?** Yes ___ No ___

6. **Does the short-term rental have a working fire extinguisher?** Yes ___ No ___

7. **Is the short-term rental located in an accessory dwelling unit (in-law unit)?** Yes ___ No ___

In accordance with PMC Section 9-4.453(a)(6), an accessory dwelling unit may not be used for rentals of terms less than thirty (30) consecutive days.

8. **Will applicant provide the following materials electronically to guests before arrival and make available printed materials on any website utilized to advertise short-term rental?** Yes ___ No ___

- (1) A diagram of exits, fire extinguisher locations, and fire and police contact numbers; and
- (2) The short-term rental permittee's contact information; and
- (3) The City's noise regulations (PMC Chapter 10 of Title 5); and
- (4) The City's Social Host Liability Ordinance (PMC Chapter 28 of Title 5).

Approval of a short-term rental permit does not legalize any use or structure not permitted by law or contract, including but not limited to restrictions imposed by a homeowners association or in a lease agreement.

No person shall operate or allow short-term rental of property in any location not approved for use as a permanent dwelling unit including, but not limited to, any vehicle, trailer, tent, storage shed or garage (PMC Section 9-4.4902(e)).

Applicant agrees to maintain operational smoke detector, carbon monoxide detector, and fire extinguisher on the premises at all times. The applicant must submit to the City a signed safety declaration in a form prepared by the City simultaneously with this form. A short-term rental permit is valid until December 31 of the year it is issued, unless suspended or revoked. The permittee may renew the permit annually, by submitting a renewal application and fee before the expiration of the permit. If the permit is not renewed it will automatically expire on December 31 of the year it is issued.

Applicant's
Signature: _____

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For City Use Only:

Fee: _____ Date: _____

Business License: _____

Receipt No.: _____

APPROVALS: Administrative Services: _____

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