

Contra Costa County
Department of
Conservation and Development
 30 Muir Road, Martinez, CA 94553
 PHONE: 925-674-7200
 FAX: 925-674-7244



File Number _____

\$350.00 Application Fee

ADMINISTRATIVE SHORT-TERM RENTAL APPLICATION AND PERMIT

This is an application to verify your short-term rental request complies with County zoning requirements. You must apply for a business license with the Tax Collector’s Office following Community Development Division approval of this application. A copy of this approval must be attached to your business license application.

PROPOSED SHORT-TERM RENTAL ADDRESS	CITY	ZIP		
APPLICANT	PHONE	MAILING ADDRESS	CITY	ZIP
PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)	PHONE	MAILING ADDRESS	CITY	ZIP
RESPONSIBLE PARTY (IF NON-HOSTED)	PHONE	MAILING ADDRESS	CITY	ZIP

The owner, lessee, or holder of similar interest in a residential dwelling unit shall provide the following information as part of this ministerial short-term rental application:

- A. **Primary residence documentation.** The name(s), address(es), contact information, and primary residence documentation of the host(s) if the short-term rental will be hosted for any period. The host’s primary residence must be documented by at least two of the following: motor vehicle registration, driver’s license, California state identification card, voter registration, income tax return, property tax bill, or a utility bill.
- B. **Location:**
 - 1. No more than one short-term rental may be operated on any lot. **(applicant’s initials)**_____
 - 2. Is your residential dwelling unit located within a building that contains five or more dwelling units?
Yes ____ **No** ____ If yes, this use is not permitted per Code Section 88-32.602 (b).
- C. **Site Plan:**
 - 1. All structures located on the lot and indicating the residential dwelling unit proposed for short-term rental.
 - 2. The location of the parking spaces (one parking space required for short-term rentals up to three bedrooms, and two parking spaces for short-term rentals with four or more bedrooms).
- D. **Floor Plan.** A legible floor plan of the residential dwelling unit proposed for short-term rental.
- E. **Property Restrictions.** Is the proposed short-term rental protected by a restrictive covenant?
Yes ____ **No** ____ If yes, please attach written consent from the appropriate party – HOA, etc.).
- F. **Indemnification.** The applicant agrees to indemnify, defend, and hold harmless the County, its boards, commissions, officers, employees, and agents from any and all claims, costs, losses, actions, fees, liabilities, expenses, and damages arising from or related to the applicant’s application for a short-term rental permit, the County’s approval of the permit, and the operation of the short-term rental. _____ **(applicant’s initials)**

PERMIT TERM, RENEWAL AND LICENSING REQUIREMENTS

Permittee shall comply with all regulations of Ordinance No. 2020-12 (Short-Term Rentals) while operating a short-term rental. Below are specific sections of the Short-Term Rental Ordinance related to permits and licensing.

88-32.410 Term and renewal.

(a) Ministerial short-term rental permit.

- (1) A ministerial short-term rental permit will expire one year from the date the permit was approved, unless it is revoked sooner.
- (2) An application for renewal must be filed with the department at least 30 calendar days before the permit expires. If any of the documentation or information supplied by the applicant pursuant to Section 88-32.406 has changed since the permit was approved, the applicant must submit updated information and documentation with the application for renewal.

88-32.414 Permits not transferable. A short-term rental permit may not be transferred.

88-32.614 Business license. A permittee shall obtain a valid business license issued pursuant to Chapter 64-14 of this code before renting or offering to rent a short-term rental.

88-32.616 Transient occupancy registration certificate. A permittee shall obtain a valid transient occupancy registration certificate issued pursuant to Chapter 64-4 of this code before renting or offering to rent a short-term rental. A copy of the business license shall be provided to Community Development staff.

By signing below, the applicant/owner acknowledges that the short-term rental will comply with the criteria stated herein. Any violation of these regulations will result in possible fines, penalties or legal action.

APPLICANT SIGNATURE		DATE	
PROPERTY OWNER SIGNATURE		DATE	
RESPONSIBLE PARTY SIGNATURE (must be 18 years of age or older)		DATE	
FOR COMMUNITY DEVELOPMENT DIVISION USE ONLY			
PLANNING DIRECTOR OR DESIGNEE SIGNATURE	DATE APPROVED	EXPIRATION DATE	FEE PAID
MAXIMUM NUMBER OF VEHICLES ALLOWED	MAXIMUM NUMBER OF OVERNIGHT GUESTS		SUPERVISOR DISTRICT
FILE NUMBER	ZONING DISTRICT (Include General Plan For P-1 District)		PARCEL NUMBER