

SHORT-TERM VACATION RENTAL REGULATIONS [SAMPLE]

The South San Francisco City Council requires a permit to operate a Short-Term Vacation Rental Permit for rental of a residential dwelling unit for fewer than 30 consecutive days.

Am I Eligible for a Permit?

You are eligible to receive a permit if:

- You are the permanent resident of the proposed short-term vacation rental.
- Your proposed short-term vacation rental use is for an existing single-family dwelling unit (multi-family units are not eligible).
- You are applying for only one short-term vacation rental permit.
- You can provide at least one off-street parking space for use by your short-term vacation renters.
- You have a local contact person who will be available to respond within one hour to any issues that arise whenever the unit is rented and occupied.
- You have a valid city business license.
- Short-term vacation rentals are permitted by the terms of any applicable lease agreements, HOA bylaw, or CC+Rs.

Planning Division staff members are available to answer your questions and help determine your availability for a short-term vacation rental permit. Please call the Planning Division at (650) 877-8535 to speak with a planner if you have any questions.

How Do I Apply?

You can submit an application with the Planning Division. The application form provides details on the materials and fee that must be submitted with the application. Once you have submitted a completed application, Planning Division staff will review your application. Review and processing will take approximately 3-4 weeks. You will receive a letter from the Planning Division indicating if your permit has been approved, conditionally approved, or disapproved by the Chief Planner. Remember to include your permit number on any print or digital advertisements or listings for your short-term vacation rental.

SHORT-TERM VACATION RENTAL PERMIT APPLICATION [SAMPLE]

South San Francisco Municipal Code Chapter 20.350

A short-term vacation rental is a residential structure that is rented to a transient occupant for a period of less than 30 days. The full residential structure, or a portion of it, can be rented to a transient occupant in a short-term vacation rental use. A short-term vacation rental includes both hosted rentals (the host is present in the dwelling unit that is being used as a short-term vacation rental) and non-hosted rentals (the host is not present in the dwelling unit that is being used as a short-term vacation rental).

A complete short-term vacation rental permit application includes:

1. Filing Fee (Payable to the City of South San Francisco): \$150
2. South San Francisco Business License
3. Application and Affidavit
4. Site Plan
5. Floor Plan
6. Proof of Residency

SHORT-TERM VACATION RENTAL PERMIT APPLICATION INFORMATION FORM

Property Owner / Applicant Information

Name: _____

Address: _____

City, State, Zip Code: _____

Phone: _____

Email: _____

Property Information

Address of the Proposed Short-Term Vacation Rental Unit:

Is this a single-family dwelling unit? ☐ Yes ☐ No

Is a short-term vacation rental use consistent with applicable lease agreements, HOA bylaws, and / or Covenants, Conditions + Restrictions (CC+Rs)? ☐ Yes ☐ No

Number of bedrooms (indicate on floor plan):

Number of on-site parking spaces available for short-term rental occupants (indicate on site plan):

Local Contact Manager Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Note: The local contact manager must be available 24-hours a day to accept telephone calls and respond physically to the short-term rental within one hour when the unit is rented and occupied. The local contact manager may be the property owner / primary resident of the short-term vacation rental, or be another designated individual.

AFFIDAVIT

I DECLARE THAT I AM (CHECK ONE):

☐ THE OWNER, ☐ LESSEE, ☐ ATTORNEY OF THE OWNER, OR ☐ A PERSON WITH THE POWER OF ATTORNEY FROM THE OWNER OF THE ABOVE PROPERTY INVOLVED IN THIS APPLICATION, AND THAT THE FOREGOING IS TRUE AND CORRECT.

EXECUTED AT _____ CALIFORNIA,

THE _____ DAY OF _____, 20_____.

_____ SIGNATURE

FOR OFFICIAL USE ONLY

RECEIPT NO.: _____	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
FEE: _____	<input type="checkbox"/> CONDITIONALLY APPROVED
APPLICATION REC'D: _____	
VALID THROUGH: _____	_____
OCCUPANCY LIMIT: _____	CHIEF PLANNER DATE