



# COMMUNITY DEVELOPMENT DEPARTMENT

## PLANNING DIVISION

### SHORT-TERM RENTAL PERMIT USER GUIDE

1000 Spring Street  
Paso Robles, CA 93446  
Phone: (805) 237-3970  
planning@prcity.com

#### GENERAL INFORMATION

In order to operate a short-term vacation rental as of (insert date or Ordinance #) the City of Paso Robles requires property owners to obtain a short-term rental permit in accordance with Paso Robles Municipal Code (PRMC) Chapter 21.34 and a city business license pursuant to PRMC Chapter 5.04. The owner and/or owner's authorized agent shall be responsible for applying for and renewing the business license annually and the permit every 3 years.

#### SUBMITTAL REQUIREMENTS

- Short-Term Rental (STR) Application Form**
- STR Verification of Property Condition Form**
- STR Authorized Agent Designation Form (if property owner is not the applicant)**
- Floor Plan** (to scale) showing all interior rooms and location of each bedroom with number of beds (including sofa beds or hide-a-beds) to be rented as part of the short-term rental and approximate square footage in short-term rental property. The floor plan should also note the maximum number of overnight renters, subject to the limitations set forth in PRMC Section 21.34.30 D.
- Site Plan** showing entire property on which the short-term rental unit is located, including the power panel disconnect, house water main valve, number and location of designated on-site parking spaces available (including garage parking) for use by renter(s) and storage location of trash containers and scheduled day for trash pickup.
- Non-Refundable Application Fee (3-year term)** \$550 for a non-hosted accommodation permit or \$300 for a one-bedroom home share permit.
- STR Neighbor Notification Letter & corresponding mailing list** (within 10 days of permit issuance)

#### DEFINITIONS

##### **Short-Term Rental**

Any habitable structure constructed for residential occupancy under the California Building Code for which a rental contract for occupancy has been made for a term of 30 days or less and which the short-term rental use is permitted to operate, pursuant to a current and valid Permit on file with the City. Short-Term Rentals include both homeshares and non-hosted accommodations

##### **Homeshare**

A short-term rental structure in which the owner (or an authorized agent) both resides and remains during the time a short-term renter is occupying the short-term rental unit. This can include an accessory dwelling unit (ADU) located on the same parcel as with the primary residence occupied by the owner (or an authorized agent).

##### **Non-Hosted Accommodation**

A short-term rental structure that is not occupied by either the owner or an authorized agent while it is being occupied by a renter. A non-hosted accommodation permit may operate as a homeshare, but not the converse.

##### **Bedroom**

Any habitable room with no less than 70 square feet of floor area and no dimension less than seven (7) feet, in a dwelling, with at least one wall located along an exterior wall with a window that can be used for emergency egress, and equipped with ventilation, heating, smoke detector and carbon monoxide detector. Egress window requirements shall be based on the California Building Code requirements at the time of original construction of the room.

##### **Buffer**

A minimum of 100 feet is required between short-term rentals in the R-1 zoning district. Distance is measured from the perimeter of the property line. This does not apply to a second short-term rental permit on the same lot.



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**PLANNING DIVISION**  
**SHORT-TERM RENTAL PERMIT APPLICATION**

1000 Spring Street  
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 Phone: (805) 237-3970  
 planning@prcity.com

**GENERAL INFORMATION REQUIRED**

**Business or Owner Name:** \_\_\_\_\_ **Bus. License #:** \_\_\_\_\_

**Short Term Rental Location:** \_\_\_\_\_

**Which describes your short-term rental?**

**Homeshare** \_\_\_\_\_ **or** **Non-Hosted Accommodation** \_\_\_\_\_

**Where is your short-term rental located?**

**Single Family Residence** \_\_\_\_\_ **Accessory Dwelling Unit** \_\_\_\_\_ **Duplex** \_\_\_\_\_ **Tri-Plex** \_\_\_\_\_

**Residential Portion of Mixed-Use Bldg.** \_\_\_\_\_ **Apartment** \_\_\_\_\_

**Will this be the 1<sup>st</sup> or 2<sup>nd</sup> STR permit on the property?** \_\_\_\_\_

**PROPERTY OWNER/AUTHORIZED AGENT INFORMATION REQUIRED**

Owner or the Authorized Agent shall be available by telephone 24 hours a day, 7 days a week, and shall be able to respond within 30 minutes of receipt of a complaint while the short-term rental property is occupied by a renter.

**Property Owners Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

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

**Authorized Agent Name** (If different than owner): \_\_\_\_\_ **Email:** \_\_\_\_\_

(If assigning agent, please include signed Authorized Agent Designation form)

**Agent Mailing Address:** \_\_\_\_\_

**Agent's Home Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**OWNER'S DECLARATION & ACKNOWLEDGMENT OF TERMS OF SHORT-TERM RENTAL PERMIT**

\_\_\_\_\_ I have read and understand, and have instructed my authorized agent (if applicable) to read, all regulations pertaining to the operation of a short-term rental, including Chapter 21.34 of the Paso Robles Municipal Code, the city's business license tax provisions (Chapter 5.04 of the Paso Robles Municipal Code), the city's transient occupancy tax requirements (Chapter 5.06 of the Paso Robles Municipal Code), the Good Neighbor Brochure, City Council Resolution No. 18-082 creating the Paso Robles Tourism Improvement District and the required assessments

thereunder, the San Luis Obispo County Visitors and Conference Bureau (dba Visit SLO CAL), and agree to pay all required assessments thereunder and to comply with any other regulations regarding short-term rentals promulgated by the director or the City Council to implement the provisions of Chapter 21.34 of the Paso Robles Municipal Code.

\_\_\_\_\_ I have provided to the City the name of and all required forms of contact information for the person designated to be available by telephone 24 hours a day, 7 days a week, to respond within 30 minutes of receipt of a complaint while my property is being used as a short-term rental. I agree to notify the City of any change in the identity of the contact person during the term of the Permit.

\_\_\_\_\_ I acknowledge and agree that within 10 days of permit issuance, the owner or agent shall notify all neighbors, within 50 feet of the perimeter of the property, that a Short-Term Rental Permit has been obtained. Notification will include a copy of the Good Neighbor Brochure and the owner’s and/or authorized agent’s name and phone number.

\_\_\_\_\_ I acknowledge and agree that the property may not be used as a short-term rental immediately upon the occurrence of (i) a transfer of ownership of the property; (ii) expiration of the permit; or (iii) revocation of the permit.

\_\_\_\_\_ I agree to indemnify, defend, and hold the city harmless for any and all claims, actions or litigation arising out of the issuance of the permit by the city.

\_\_\_\_\_ I understand and agree to provide access and information to the city fire inspector as may be requested or necessary to ensure the health and safety of the transient occupants of my property.

\_\_\_\_\_ I acknowledge and agree to notify the city immediately of any additions, deletions or changes to any of the information I have provided in this form, and to provide any additional information as may be requested by the city in connection with the administration of my permit.

\_\_\_\_\_ I acknowledge and agree that I am responsible for paying any and all costs incurred by the city in connection with the compliance and/or enforcement of the conditions of the permit including, but not limited to, the cost of any response to complaints regarding the use of the property as a short-term rental , and the cost of any inspections of the property.

\_\_\_\_\_ I acknowledge and agree that I am responsible for reviewing any covenants, conditions and restrictions (CC&Rs), homeowners’ association rules, or other rules that may govern my neighborhood and may restrict use of my property as a short-term rental. I understand and agree that a City short-term rental permit does not authorize operation of a short-term rental in violation of other rules or restrictions that may apply.

I, the undersigned owner, declare under penalty of perjury that all of the information provided above is true and correct. I understand that the permit is subject to revocation if there is any materially false or misleading information contained in this Declaration and Verification of Information. I further understand that I am signing this declaration under penalty of perjury and that perjury is punishable under California Penal Code Section 125 by imprisonment for a period of two (2) to four (4) years.

OWNER:

\_\_\_\_\_

Print Name of Property Owner

\_\_\_\_\_

Signature of Property Owner

\_\_\_\_\_

Date

**Before a short-term rental permit can be issued, this form must be completed and signed by the property owner and returned to the city as part of the permit application process. Note: A copy of the property owner’s driver’s license, form notarization, or other verification acceptable to the city is required to be presented when the permit application is filed to verify the property owner’s signature.**



# City of Paso Robles

## Short-Term Rental

### Verification of Property Condition

1000 Spring Street  
Paso Robles, CA 93446  
Phone: (805) 237-3970  
planning@prcity.com

Property Address:	Number of On-Site Parking Spaces:	Number of Bedrooms:
Owner's Name:	Owner's Phone #:	
Authorized Agent (if applicable):	Authorized Agent's Phone #:	

INITIAL ITEMS AS COMPLETE		Address visible from the street. (numbers shall be a minimum of 4" in height)
		Smoke alarm on each level, in each bedroom & area outside of bedrooms.
		Minimum of (1) carbon monoxide alarm located outside of bedrooms and on each floor.
		Window or door from each bedroom opening directly to exterior for emergency egress.
		Minimum (1) 5 Pound Type ABC Fire Extinguisher located visibly close to kitchen.
		No permanent use of extension cords or relocatable power taps for appliances, heaters, lamps, or other fixtures is present in structure.
		If present, fireplace(s) have screens to prevent sparks and rolling logs. If fireplace is gas-fired, dampers must be permanently fixed in open position
		Sign Posted in a Prominent Location to Include: <ul style="list-style-type: none"> <li>• "In case of emergency dial 911"</li> <li>• Local Contact Person Name &amp; Phone Number.</li> <li>• Maximum Number of Guests.</li> <li>• Maximum Number of Onsite Parking Spaces.</li> <li>• Trash Pick-up Day &amp; Rules.</li> <li>• Notification that guests, local contact person, Authorized Agent and/or Owner may be cited &amp;/or fined by the City in accordance with Chapter 21.34 of the Paso Robles Municipal Code.</li> </ul> <p>City of Paso Robles Noise Regulations &amp; Good Neighbor Brochure Available to Guests.</p>

I, the undersigned Owner, declare under penalty of perjury that all of the information provided above is true and correct. I understand that the Permit is subject to revocation if there is any materially false or misleading information contained in this Declaration and Verification of Information. I further understand that I am signing this declaration under penalty of perjury and that perjury is punishable under California Penal Code Section 125 by imprisonment for a period of two (2) to four (4) years.

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**Before a short-term rental permit can be issued, this form must be completed and signed by the property owner and returned to the City as part of the permit application process. Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the City is required to be presented when the permit application is filed to verify the property owner's signature.**



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**PLANNING DIVISION**  
**AUTHORIZED AGENT DESIGNATION**

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**This form to be completed by the property owner only when designating an authorized agent to act on the owner's behalf as the operator, manager and/or contact person for a non-hosted accommodation, as defined in Chapter 21.34 of the Paso Robles Municipal Code.**

\_\_\_\_\_  
Property Address

Excluding the Owner's Declaration and Verification of Property Information Form, the execution of which I understand is my personal responsibility, I hereby authorize the following person to act as my authorized agent to **[check all that apply]**  operate,  manage and/or  serve as the contact person for my non-hosted accommodation, as that term is defined in Chapter 21.34 of the Paso Robles Municipal Code.

\_\_\_\_\_  
Name of Authorized Agent

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

**I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.** Note: A copy of the owner's driver license, form notarization, or other verification acceptable to the City is required to be presented when the short-term rental permit application is filed to verify the property owner's signature.

\_\_\_\_\_  
Property Owner's Name (please print)

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

Permit Application #: \_\_\_\_\_ (to be filled out by staff)

# SHORT-TERM RENTAL NEIGHBOR NOTIFICATION LETTER TEMPLATE

A copy of the letter sent and corresponding mailing list to be submitted to the City within 10 days of permit issuance.

Date: \_\_\_\_\_

Property Owner Address:

\_\_\_\_\_  
\_\_\_\_\_

*(all property owners within 50 feet of the perimeter of the property are required to be notified)*

Subject: Vacation rental for \_\_\_\_\_

Dear Neighbor,

City Ordinance requires that I, the landowner of the above property, notify you that I plan to use this home as a short-term rental. The ordinance includes a number of standards that are intended to minimize the impact of vacation rentals on neighboring residents. These include:

**Parking & Occupancy Limits:** The Permittee shall limit (i) parking on public streets, (ii) overnight occupancy, and (iii) daytime guests of the Short-Term Rental property to the numbers specified in the following table:

# of Bedrooms	Minimum On-site Parking	Total # of Overnight Occupants (9 pm. to 7 a.m.)	Maximum # of Daytime Occupants (7 a.m. to 9 p.m.)
0 / 1 bedrooms	1	2	6
2 bedrooms	2	4	8
3 bedrooms	3	6	10
4 bedrooms	4	8	12
5 bedrooms	5	10	14

The subject property is permitted to rent out \_\_\_\_\_ bedrooms which requires \_\_\_\_\_ on-site parking spaces. Our overnight occupants are limited to \_\_\_\_\_ and daytime occupants are limited to \_\_\_\_\_.

**Noise/Special Events:** The Permittee shall ensure that the Renters and/or Guests of the Short-Term Rental property do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this Code, including but not limited to any City noise regulations including Chapters 21.60 (Noise Ordinance) and 9.07 (Prohibited Conduct). The Permittee shall not allow the Short-Term Rental property to be used for any gathering where the number of persons will exceed the permitted daytime occupancy limits, as set forth in this Section, unless an approved city use permit for a special event has been obtained.

**Owner Response to Complaints:** The Owner or Authorized Agent must be available to respond to any nuisance complaints within 30 minutes, at all times when the Short-Term Rental is rented, 24-hours a day. The City has established a non-emergency hotline telephone number for the express purpose of receiving complaints regarding the operation of any Short-Term Rental property, and forwarding those complaints to both the Owner and Authorized Agent, if any, for that Short-Term Rental property for immediate resolution of the complaint, and/or, if necessary, to the Paso Robles Police Department if the complaint has not been resolved. The hotline number is **805-329-3336**.

**If any issues arise, please contact myself, my authorized agent or the City hotline (805-329-3336). A copy of the good neighbor brochure is also being provided to you.**

Sincerely,

\_\_\_\_\_  
(Owner or Authorized Agent)

\_\_\_\_\_  
(Telephone)

# Floor Plan Example

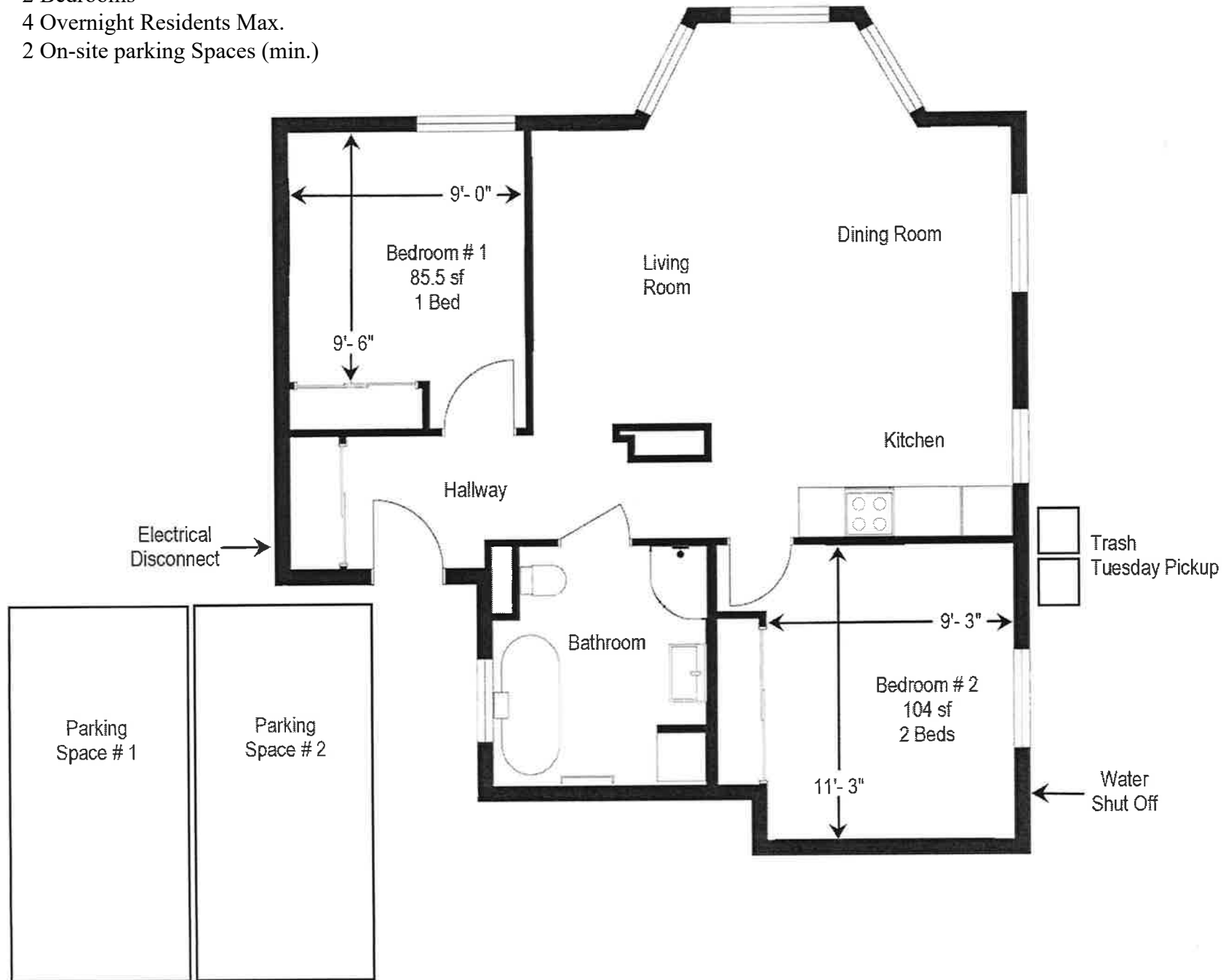
1100 Spring Street

800 sf +/-

2 Bedrooms

4 Overnight Residents Max.

2 On-site parking Spaces (min.)



Site Plan Example

1234 Main Street

APN 009-654-888

