



# Environmental Health – Land Use Services

## Code Enforcement

(909) 884-4056

(760) 995-8148

[www.sbcounty.gov/ehlus](http://www.sbcounty.gov/ehlus)

## SHORT-TERM PRIVATE HOME RENTAL PERMIT

This application is required in order to rent your home out on a short-term basis (less than 30 days). The applicant must certify that his/her unit meets all of the required standards and conditions outlined in the Development Code and in this application packet. The Code Enforcement Officer will conduct an exterior inspection of the site to verify that adequate parking is provided and that the grounds are kept neat and clear of trash and combustible materials. This permit must be renewed on a biennial basis.

### GENERAL PROCEDURES

1. Submit application and fees – County staff will use the checklist to determine whether your application may be accepted.
2. Application processing – Code Enforcement will review and approve the application provided that all permits standards have been met.
3. Uniform Transit Occupancy tax (TOT) - An application for payment of the County TOT is attached. For information regarding TOT visit the County Tax Collectors' web site at [www.mytaxcollector.com](http://www.mytaxcollector.com) or call (909) 387-8308.

### CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your Short-term Private Home Rental Permit application. County staff will use the checklist to determine whether your application is acceptable for submission. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Code Enforcement Division at the numbers listed above.

#### Section A – Fees

\_\_\_\_\_ Check or money order made payable to San Bernardino County Code Enforcement in the correct amount.

Application Fee	\$155.00
Biennial Renewal	\$124.00
Appeal	\$1050.00

Note: The appeal fee is paid by the individual or agency filing the appeal.

#### Section B - County Documents

\_\_\_\_\_ Completed Application

\_\_\_\_\_ **Submit Two** adhesive sets and one reproducible copy of mailing labels for all property owners that own property which is contiguous to the property for which a permit is being requested. Contiguous is defined as, "In actual close contact; touching; bounded or traversed by. "Contiguous property" shall be those properties which touch property lines of any parcel including those properties which touch said property lines of a subject parcel when such lines are projected across public or private rights-of-way, easements, roads, streets, or railroad rights-of-way.

**SHORT-TERM PRIVATE HOME RENTAL STANDARDS (Extracted from Chapter 84.28 of the San Bernardino County Development Code and other applicable codes)**

**General**

- (1) The owner shall be responsible for compliance with all applicable codes (UNIFORM ADMINISTRATIVE CODE SECTION 102.5) regarding Fire, Building and Safety (CALIFORNIA BUILDING CODE 3402), Health and Safety and other relevant laws. The owner shall also comply with the National Fire Protection Association Standards.
- (2) The owner, managing agency, property manager or agent shall be personally available by telephone on a 24-hour basis to respond to calls regarding the condition and/or operation of the unit. Failure to respond to calls in a timely and appropriate manner may result in revocation of the permit authorizing the use. Responding in a timely and appropriate manner shall mean that a response to an initial call shall be made within two hours of the time the call was made, and within 24 hours of the initial call, corrective action shall be commenced to address any violation.
- (3) The maximum occupancy of a private home, rental shall be one person per 100 square feet of building area, excluding garages or other accessory buildings; provided, however, that every rental guest has his or her own raised sleeping bed for each guest who is 2 years or older.
- (4) Each short-term private home rental unit have a clearly visible and legible notice posted within the unit on or adjacent to the front door, containing the following information
  - (A) The name of the managing agency, agent, property manager, or owner of the unit, and a telephone number at which that party may be reached on a 24-hour basis;
  - (B) The maximum number of occupants permitted to stay in the unit;
  - (C) The maximum number of vehicles allowed to be parked on the property, and
  - (D) Notification of the arrangements that the owner has made relative to proper trash and refuse disposal; and
  - (E) Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of the County Code.
  - (F) Whether or not the unit has been approved to permit on-street parking.
- (5) Information on the permitted occupancy and parking capacity for each unit and trash disposal requirements shall be stated in the rental information and agreement provided to prospective renters, prior to their occupancy of the unit.
- (6) Flammable liquid storage is prohibited except in garages where up to five gallons of fuel may be stored in approved containers for maintenance purposes. This requirement excludes fuel tanks in automobiles.
- (7) Trash shall be removed from the premises after each occupancy. There shall be no trash storage on site, unless commercial trash collection is provided. (CALIFORNIA FIRE CODE SECTION 7902.5)
- (8) All steps, stairways, decks and railings shall be stable and structurally sound.
- (9) The main entrance to the unit shall be illuminated when the unit is occupied, provided, however, that any exterior lighting shall be designed and located in compliance with Section 87.0920 or 87.9021 of the County Development Code pertaining to glare and outdoor lighting. Outdoor lighting shall be shielded to preclude light pollution or light trespass on adjacent property.
- (10) Pools and spas shall be fenced or equipped with an approved cover with approved locking mechanisms as required by state law, and shall be maintained in a safe and sanitary condition.
- (11) All food preparation activities shall be conducted for personal consumption only. Commercial catering and take-out food delivery to the rental unit is permitted.
- (12) Snow removal from driveways and off-street parking areas is required to be performed prior to each occupancy period.

**Interior**

- (13) Smoke detectors shall be installed within each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping room. Battery-operated smoke detectors are acceptable provided that they are maintained in good working order at all times, except as required by other applicable codes. ( 2001 CALIFORNIA FIRE CODE – APPENDIX 1-A SECTION 6)

- (14) The private home rental shall be equipped with a minimum of one 2A:10B: C type extinguisher with 75 feet of travel distance to all portions of the structure; there shall be no less than one such extinguisher per floor. Fire extinguisher(s) shall be mounted in visible locations with the tops of the fire extinguishers mounted between three feet and five feet above the floor and shall be accessible to occupants at all times. California State Fire Marshal annual certification tags must be provided and be current on all extinguishers. (CALIFORNIA FIRE CODE SECTION 1002)
- (15) Furniture and other combustible material shall be kept a minimum of 54 inches from fireplace openings and a minimum of 30 inches from the front of wall or floor heaters, or as required by the manufacturer.
- (16) Any locking mechanism on outside doors must be operable from inside the unit without the use of a key. (CALIFORNIA BUILDING CODE SECTION 1003.1.1.8) If any one floor of the dwelling unit is greater than 3000 square feet in area, two exit doors shall be required, each of which shall conform to this requirement. (CALIFORNIA BUILDING CODE TABLE 10 A)
- (17) Private home rentals shall be maintained in a clean and sanitary condition and free from hazards.
- (18) There shall be no exposed wiring or overloaded electrical circuits. (CALIFORNIA CODE 210.19 (A) (1)) or exposed wiring.
- (19) There shall be no permanent use of extension cords for appliances, heaters, lamps or other fixtures. (CALIFORNIA FIRE CODE SECTION 8506)
- (20) There shall be no leaking fixtures, or clogged or leaking wastewater lines.
- (21) Faucets and fixtures shall be maintained in working condition. (CALIFORNIA PLUMBING CODE 101.5.5)
- (22) Showers, sinks and bathing facilities shall be clean and shall drain properly.
- (23) There shall be no evidence of pest infestations.
- (24) Bedroom windows shall be operable to allow for emergency egress. (CALIFORNIA FIRE CODE SECTION 1206)
- (25) There shall be at least one screened window per room, to allow for proper interior ventilation.
- (26) Fireplaces shall be equipped with screens which are adequate to prevent sparks or rolling logs from escaping the fireplace opening.
- (27) All appliances, including but not limited to kitchen appliances, furnaces (CALIFORNIA MECHANICAL CODE 104.4) and water heaters (CALIFORNIA PLUMBING CODE 101.5.5), shall be operational.
- (28) Any mezzanines (lofts) or attic conversions shall be provided with acceptable exiting and head clearance; stairs providing access to these areas shall be safe and structurally sound, and no ladders shall be allowed.
- (29) Emergency exit routes shall be illuminated with a battery-operated emergency light, so as to provide for safe exiting in the event of electrical failure.
- (30) Exits shall remain clear of storage, debris or impedance at all times.

#### **Exterior**

- (31) The address of the unit must be legible from the street. (CALIFORNIA FIRE CODE SECTION 901.4.4)
- (32) No tree limbs are allowed within ten feet of chimney stack openings. (CALIFORNIA FIRE CODE SECTION 1103.2.4)
- (33) Spark arresters of a minimum opening size of three-eighths inch and maximum opening size of one-half inch shall be required on all fireplace flue openings. (CALIFORNIA FIRE CODE SECTION 1109.7)
- (34) If there is a fireplace or solid fuel barbecue, the private home rental shall be equipped with a minimum five gallon metal container with a tight fitting lid for ash disposal, which is clearly labeled. Instructions on storage or placement of ashes shall be stated in the rental agreement and on the notice posted within each unit (i.e., do not place can on or near any furniture or other combustible material; ashes must be wet down thoroughly with water; ash can must be stored outside with a minimum of three feet clearance from building, porch, trees, etc.; lid must remain on ash can when in use). (CALIFORNIA FIRE CODE SECTION 1102)
- (35) The roof and grounds of the private home rental shall be kept clear of accumulations of pine needles, weeds, or other combustible materials. (CALIFORNIA FIRE CODE SECTION 1103.2.4)
- (36) There shall be no accumulation of trash and/or debris on the site or within the unit. Trash must be disposed in appropriate trash disposal containers. (CALIFORNIA FIRE CODE SECTION 1103)
- (37) All trash collection receptacles shall be "animal-proofed."
- (38) Parking shall be provided on-site to meet the occupancy of each private home rental at a ratio of not less than one parking space per bedroom. Parking spaces may include garage, carport and driveway spaces, and may allow for tandem parking. No overnight on-street parking shall be permitted except where the street is paved to the full ultimate width of the right-of-way.
- (39) Where the rental property parcel abuts a paved street or road, the required off-street parking and access driveways shall be surfaced with a minimum of two (2) inches of road-mixed surfacing, county Public Works Department Specification No. 38)

# Short-Term Private Home Rental Permit APPLICATION

Complete all sections of this application. Please refer to the checklist starting on page 1 for complete information on submittal requirements. If you believe a question does not apply to your business, mark it "N/A". Do not leave any blank spaces. If you have any questions about items requested on this form, please contact Code Enforcement.

**Section 1 - Applicant (Property owner or property owner's representative) Data.** (This is the person who the county will contact regarding this application).

Applicant Name \_\_\_\_\_

Fictitious Business Name \_\_\_\_\_

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

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX No. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Section 2 – Property Owner Data** (if different from applicant)

Property Owner of Record Name \_\_\_\_\_

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

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX No. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Section 2b – Emergency Notification**

Person to be notified \_\_\_\_\_

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

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX No. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Section 3 – Project Location/Legal Data**

1. Assessor's Parcel Number (APN): \_\_\_\_\_

2. Location: Community: \_\_\_\_\_ Nearest Cross Street: \_\_\_\_\_

Street Name: \_\_\_\_\_ Side of Street: \_\_\_\_\_

3. Square footage of home: \_\_\_\_\_ Number of bedrooms: \_\_\_\_\_

4. Number of parking spaces provided: \_\_\_\_\_

**Section 4 – Signature:**

I certify under penalty of perjury that the information on this short term private home rental permit application is true and correct. I have read and understand and will abide by San Bernardino County Code, Section 84.0645, and all other applicable codes and standards. I have read the standards contained in this application packet and certify that my home complies with all listed standards.

I understand that my permit may be voided for non-compliance of the conditions set forth in the approval.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**MUST ATTACH A PLOT PLAN SHOWING** (if necessary used a separate sheet of paper for plot plan):

\_\_\_\_ Location of any fireplace (tree limbs not allowed with ten feet of chimney stack openings and speak arresters installed on all fireplace flue openings are required).

\_\_\_\_ Location of clearly labeled five gallon metal container with a tight fitting lid for ash disposal.

\_\_\_\_ Location of trash collection receptacles (also provide trash disposal service name and phone number).

\_\_\_\_ Location of parking spaces.

\_\_\_\_ Size and number of beds (i.e. twin, double, queen or king) in each room. San Bernardino County Development Code—**Raised sleeping beds.** A piece of furniture on, or in, which to lie and sleep and which is elevated off of the floor at least two feet. For the purposes of this definition, a single (or twin) bed will accommodate one person, while a double, queen or king bed will each accommodate two person. One person for each 100 sq. ft./not to exceed bed accommodations.

\_\_\_\_ Number of Bedrooms.

\_\_\_\_ Number of twin size beds.

\_\_\_\_ Number of double size beds.

\_\_\_\_ Number of queen size beds.

\_\_\_\_ Number of king size beds.

To be completed by County Staff: Official Land Use District \_\_\_\_\_



**COUNTY OF SAN BERNARDINO  
OFFICE OF DICK LARSEN  
TREASURER/TAX COLLECTOR**

172 WEST THIRD STREET, 1<sup>ST</sup> FLOOR SAN BERNARDINO, CA 92415

**Application for Certificate Registration under Uniform transient Occupancy Tax Ordinance no. 1174**

1. OWNER \_\_\_\_\_
2. BUSINESS NAME \_\_\_\_\_
3. BUSINESS ADDRESS \_\_\_\_\_
4. MAILING ADDRESS \_\_\_\_\_
5. PHONE NUMBER \_\_\_\_\_
6. HOW LONG HAVE YOU OWNED OR OPERATED THIS BUSINESS? \_\_\_\_\_
7. TYPE OF ORGANIZATION:

INDIVIDUAL \_\_\_\_\_

PARTNERSHIP \_\_\_\_\_

If Corp, list State of

CORPORATION \_\_\_\_\_

Incorporation & Articles # \_\_\_\_\_

8. NAMES OF PARTNERS OR COPROATIONS OFFICERS:

NAME	TITLE	ADDRESS
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NAME	TITLE	ADDRESS
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NAME	TITLE	ADDRESS
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9. NUMBER OF OCCUPANCY UNITS \_\_\_\_\_

10. IF OWNER DOES NOT OPERATE BUSINESS PLEASE STATE NAME, ADDRESS, AND TELEPHONE NUMBER OF OPERATORS OR MANAGING AGENT WHO OPERATES BUSINESS.

DATE \_\_\_\_\_ TITLE \_\_\_\_\_  
SIGNED \_\_\_\_\_