City of Pacific Grove
Community and Economic Development Department
300 Forest Avenue, Pacific Grove, CA 93950
Tel: (831) 648-3190 | Fax: (831) 648-3184 | www.cityofpacificgrove.org/str

Home Sharing License Application
PGMC Chapters 23.64.370 and 7.40

Application Type ☐ New ☐ Renewal *(license #)* _____

SEC I: Unit Information

Property Address _____ Unit/Suite/Apt # _____
Total number of bedrooms _____ Total number of onsite parking spaces (e.g. garage, driveway, etc) _____

SEC II: Applicant Information *(Required)* ☐ *Owner* ☐ *Tenant (Owner consent required)*

Name _____ Phone _____ Email _____

Permanent Address
Street _____
City _____
State _____ Zip _____

Mailing Address (if different)
Street _____
City _____
State _____ Zip _____

SEC III: STR Site Manager Information *(The owner/primary applicant may elect to appoint a site manager)*

Name _____ Phone _____ Email _____

Permanent Address
Street _____
City _____
State _____ Zip _____

Mailing Address (if different)
Street _____
City _____
State _____ Zip _____

SEC IV: Transient Occupancy Tax (TOT)

Primary contact person for collecting and remitting TOT ☐ Applicant ☐ Site Manager ☐ Other *(describe below)*

Name _____ Phone _____ Email _____

SEC V: Online Hosting Platforms Information

Primary contact person for guests and managing bookings: ☐ Applicant ☐ Site Manager ☐ Other *(describe below)*

Name _____ Phone _____ Email _____

Please check all online hosting platforms on which you plan to list your home:

☐ Airbnb ☐ VRBO ☐ TripAdvisor ☐ Flipkey ☐ HomeAway ☐ Other _____

***Note:* All online listings must include the City-issued license number in the main title or property description areas of online listings. Existing Home Sharing license holders must provide a list of all online listing ID numbers and/or URLs via email to hnoori@cityofpacificgrove.org. First-time applicants must provide a list of all online listing ID numbers and/or URLs via email to hnoori@cityofpacificgrove.org as soon as a listing has been created.**

I certify that the information provided in this application is true and correct. I agree to notify the City of Pacific Grove of any material change in the information provided in this application and/or any change in ownership of this property within 14 days of such change. I have reviewed Chapters 23.64.370 (Permitting Home Sharing) and 7.40 (Short-term Rental License) of the Pacific Grove Municipal Code (PGMC) which pertains to my use of the Home Sharing License and I understand the conditions and requirements. I agree to pay the Transient Use Occupancy Tax as set forth in Chapters 7.40 and 6.09 of PGMC. I consent to an inspection of the property to verify any information in this application or at any time to assess compliance with PGMC Section 23.64.370 and Chapter 7.40.

Owner's Signature (required) _____ Date _____

Site Manager's Signature *(if applicable)* _____ Date _____

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Affidavit - Self Certification of Installation of Smoke/ Carbon Monoxide Alarm(S), And Fire Extinguishers

Property Address _____ **License #** _____

Section 314 and 315 of the California Residential Code (CRC) and Section 23.64.370(2) of the Pacific Grove Municipal Code require that:

i) A battery operated smoke alarm(s) be installed in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area.

ii) A smoke alarm and carbon monoxide alarm shall be installed on each story and in the basement when a dwelling unit has more than one story, and in dwellings with basements.

iii) A carbon monoxide alarm shall be installed outside of each sleeping unit in the immediate vicinity of the bedroom (s).

iv) Fire extinguishers are accessible to protect the health and safety of the occupants of the transient use site.

As owner of the above referenced property, I hereby certify that I have read, and understood Sections 314 and 315 of the California Residential Code, and Section 23.64.370(2) of the Pacific Grove Municipal Code and certify that the battery operated smoke alarm(s) and carbon monoxide alarm have been installed and that fire extinguishers are accessible to protect the health and safety of the occupants of the Home Sharing site in accordance with the manufacturer's instructions and in compliance with Section 314 and 315 of the California Residential Code and Section 23.64.370(2) of the Pacific Grove Municipal Code. The battery operated smoke alarm(s) and carbon monoxide alarm have been tested and are operational. I declare under penalty of perjury that the foregoing is true and correct.

Owner's Signature (required) _____ Date _____

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Building Inspection Checklist

License # _____

Property Information

Property Address _____ Unit/Suite/Apt # _____

Total number of bedrooms _____ Total number of onsite parking spaces (e.g. garage, driveway, etc) _____

Interior Inspection

Initial

- [ ] Beds are located in all sleeping rooms with proper clearance (7.6 feet high) and egress (one operable window or door in addition to entry).
- [ ] Egress window/door requirements: Min size 5.6 Sq. Ft., min width 20", min height 24", max sill off floor 44".
- [ ] Every sleeping room has a functional smoke alarm.
- [ ] Every hallway with a sleeping room has a functional smoke alarm.
- [ ] Every floor has a functional carbon monoxide alarm.
- [ ] All built-in kitchen appliances operate properly and space for food storage, preparation, and serving are in good and safe condition.
- [ ] All electrical outlets in kitchen and bathrooms are Ground Fault Circuit Interrupter (GFCI) protected.
- [ ] Water heater is properly strapped, adequately vented, and temperature and pressure relief valves are drained to outside.
- [ ] Other heating equipment is in safe operating condition and placed in an approved location

Exterior Inspection

Initial

- [ ] There is no evidence of infestation, garbage, and debris at the site.
- [ ] The property has active garbage pick-up service.
- [ ] If a garage is present, it is only used as a garage and only non-combustible flooring exists.
- [ ] Driveway, if present, is open and accessible to vehicles.
- [ ] Property is in an overall safe and sanitary condition.
- [ ] Water heater is properly strapped, adequately vented, and temperature and valves are drained to outside.
- [ ] Other heating equipment is in safe operating condition and placed in an approved location.

Inspection Results

☐ **Passed** ☐ **Failed** (*Explain below why inspection did not pass*)

Remarks/Observations

Inspector Certification

Under penalty of perjury, the undersigned certifies that the information on this form is based on an actual site inspection of the property and is complete and accurate.

Inspector Name _____ License/Certification #(*provide a copy*) _____

Inspector's signature _____ Date _____

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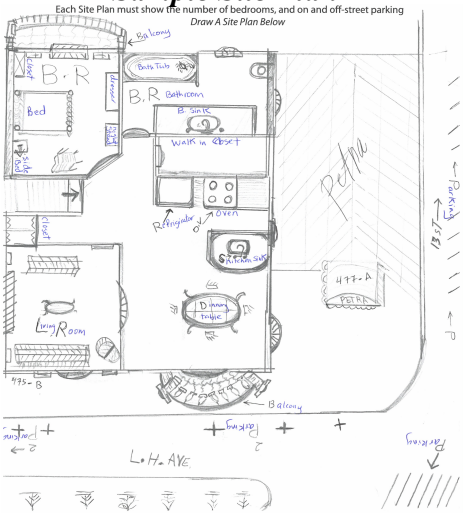
Property Address

Each Site Plan must show the number of bedrooms, and on and off-street parking. The Site Plan must also indicate the bedroom(s) intended for short-term renting.

Sample Site Plan

Each Site Plan must show the number of bedrooms, and on and off-street parking

Draw A Site Plan Below



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Owner Responsibility Form

License # _____

Property Address _____ **Unit/Suite/Apt #** _____

Please read and initial all items

Provided that my Home Sharing License is granted/renewed, I consent to comply with all of the terms, conditions and requirements of the Home Sharing license including, but not limited to, the following:

☐ 1) I understand that home sharing is limited to single-family dwellings in any residential or commercial zone. Home sharing is not permitted in dwelling units lawfully established as second units pursuant to Chapter 23.80 PGMC; in any accessory unit to a single-family dwelling; in any condominium, multifamily dwelling unit or any other "tenants in common" dwelling unit; in any room, detached rooms, or any portion of a single-family that does not provide both kitchen and bathroom facilities; or as part of a bed and breakfast inn, motel, hotel, timeshare development, or other transient use;

☐ 2) I agree to occupy the home throughout the duration of any home sharing.

☐ 3) I understand that neither bedrooms nor bathrooms shall contain cooking facilities.

☐ 4) I agree to rent a maximum of one bedroom in the home to only two adults and I may only rent a second bedroom to children as part of the same contract.

☐ 5) I agree to allow my guest(s) to have exclusive use of the rented bedroom(s) and shared use of a full bathroom and kitchen.

☐ 6) I agree to provide off-street parking (i.e. driveway and/or garage) to my guests.

☐ 7) I understand the Home Sharing license expires on March 31st each year, renewal of this license is not guaranteed, and the penalty for operation without a license is 100% forfeiture of rents received.

☐ 8) I understand that the Home Sharing permit does not convey with the sale of property.

☐ 9) I agree to maintain a valid Home Sharing license at all times, and agree to pay 10% Transient Occupancy Tax (TOT) to the City on a monthly basis – no later than the 15th day of the month following the close of each reporting period or in the manner and form as required by the City.

☐ 10) I agree to maintain a guest log book that includes the name, home address, phone number, license plate number if traveling by car, and dates of stay of a responsible tenant.

☐ 11) I agree to post the Home Sharing license inside the rental unit at all time.

☐ 12) I agree to include my Home Sharing license number in an easy to find and conspicuous location within all advertisement (online or otherwise) but will not post short-term rental availability on site.

☐ 13) I agree to provide the City with listing IDs and/or hyperlinks for all online listings within 14 days each time a listing is created or modified.

☐ 14) I agree to immediately inform the City of any change in my or the site manager's contact information, or any material fact upon which the STR license is granted.

☐ 15) I consent to a follow-up inspection of the STR unit to ensure the accuracy of information provided to the City, and agree to reimburse the City for all building inspection costs.

Owner's Signature *(Required)* _____ Date _____

Site Manager's Signature _____ Date _____