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

Short-term Rental License Application
PGMC Chapter 7.40

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

SEC I: Unit Information

Short-term Rental 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 *(Required if STR owner resides farther than 30 minutes by car from the STR address)*

Name _____ Phone _____ Email _____

Permanent Address

Street _____
City _____
State _____ Zip _____

Mailing Address (if different)

Street _____
City _____
State _____ Zip _____

SEC IV: STR Placard Information ☐ *Same as applicant's* ☐ *Same as Site Manager's* ☐ Other *(please describe below)*

Name _____ Phone _____ Email _____

Permanent Address

Street _____
City _____
State _____ Zip _____

Mailing Address (if different)

Street _____
City _____
State _____ Zip _____

SEC V: Transient Occupancy Tax (TOT)

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

Name _____ Phone _____ Email _____

SEC VI: 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 STR license number in the main title or property description areas of online listings. Existing STR 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 or modified.***

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 Chapter 7.40 (Short-term Rental License) of the Pacific Grove Municipal Code (PGMC) which pertains to my use of the Short-term Rental License and I understand the conditions and requirements. I agree to pay the Transient Use Occupancy Tax as set forth in Chapters 7.40 & 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 § 7.40.

Owner's Signature (required) _____ Date _____

Site Manager's Signature (required) _____ Date _____

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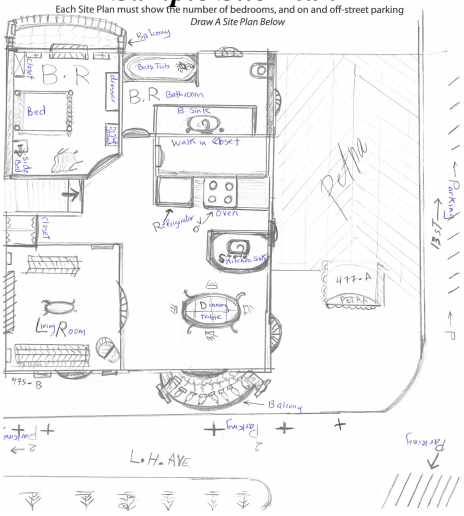
STR Address

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

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

Short-term Rental Address _____ **STR License #** _____

Section 314 and 315 of the California Residential Code (CRC) and Section 7.40.060 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 7.40.060 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 transient use site in accordance with the manufacturer's instructions and in compliance with Section 314 and 315 of the California Residential Code and Section 7.40.060 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

STR License # _____

Property Information

Short-term Rental 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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Owner Responsibility Form

STR License # _____

Short-term Rental Address _____ **Unit/Suite/Apt #** _____

Please read and initial all items

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

☐ 1) I agree to maintain the STR unit in a manner that is consistent with the character of the neighborhood.

☐ 2) I understand that the STR license is nontransferable to any other person (except spouse) and/or location.

☐ 3) I understand that all of the following are prohibited at a STR unit: Amplified sounds or other loud noises, auctions, commercial functions, weddings, and other similar large group activities.

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

☐ 5) I understand this license expires on March 31, 2020, renewal of this license is not guaranteed, and the penalty for operation without a license is 100% forfeiture of rents received.

☐ 6) I agree to maintain a valid STR license at all times, and agree to pay 10% Transient Occupancy Tax (TOT) through June 30, 2019 and 12% thereafter to the City on a monthly basis – no later than the 15th day of the month following the close of each reporting period.

☐ 7) I and/or my site manager agree to be on -call full time to manage the STR unit, and will be responsible for promptly (not to exceed 30 minutes) responding to and addressing a nuisance complaint arising out of the STR unit by tenants, their visitors and/or guests.

☐ 8) 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.

☐ 9) I agree to post the STR license inside the STR unit, and post the City-issued placard in a location that is visible at the front entrance of the STR unit at all times.

☐ 10) I agree to include my STR 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.

☐ 11) 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.

☐ 12) 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.

☐ 13) I agree to properly dispose of solid waste and properly store waste and refuse bins.

☐ 14) 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 _____ Date _____

Site Manager's Signature _____ Date _____