



# Short-Stay Vacation Rental (SSVR) Permit

Application and Renewal Form

New Application – \$150 Fee

Renewal – \$100 Fee

Wait List – \$20 Fee

\_\_\_\_\_  
BUSINESS LICENSE #

## GENERAL INFORMATION

\_\_\_\_\_  
PROPERTY ADDRESS

\_\_\_\_\_  
PROPERTY OWNER NAME

\_\_\_\_\_  
PROPERTY OWNER ADDRESS

\_\_\_\_\_  
PROPERTY OWNER EMAIL

\_\_\_\_\_  
OWNER PHONE

\_\_\_\_\_  
PROPERTY MANAGER NAME (IF ANY)

\_\_\_\_\_  
MANAGER EMAIL

\_\_\_\_\_  
MANAGER PHONE

**TO WHOM SHOULD NOTICES BE SENT?**  Property Owner  Property Manager

## PROPERTY AND TENANCY INFORMATION

\_\_\_\_\_  
TOTAL NUMBER OF UNITS  
ON PROPERTY INCLUDING  
PRIMARY RESIDENCE

\_\_\_\_\_  
LIST ALL SSVR UNIT NUMBERS

\_\_\_\_\_  
LIST ALL NON-SSVR UNIT NUMBERS

## SSVR CAP EXEMPTION

Check the appropriate box below if an exemption applies, and submit documentation with this application. See Descriptions of exemptions on page 2.

Owner Occupant

Historic Landmark

Occasional Use (< 30 Days/Year)

**BY SIGNING BELOW**, I certify that I have reviewed this application, and **I, as the property owner**, approve of the use of the property for the purposes stated in the application. I declare under penalty of perjury, and risk of permit revocation, that the information contained herein is correct and complete. I agree to comply with all City and County ordinances and State laws relating to building construction, health and safety, and any requirements related to conducting the operations described herein. I hereby authorize representatives of this City to enter upon the above-mentioned property for inspection purposes upon reasonable notice, and acknowledge that inspection refusal may result in permit revocation.

Furthermore, by signing below, I agree to inform the Community Development Department of any change to the status of the conditions stated on this application form. I acknowledge that a change in status may be grounds for non-renewal or revocation. I agree to comply with the Permit Issuance, Requirements (Arcata Municipal Code Section 6303).

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

### FOR CITY USE ONLY

Application Complete Date \_\_\_\_\_

Fee Received Date \_\_\_\_\_

Exemption Docs Provided Date \_\_\_\_\_

Issue Date \_\_\_\_\_

**Permit, Cap and Exemption FAQ on Page 2**



# SSVR FAQ

**City Ordinance 1559 established a city-wide Short-Stay Vacation Rental<sup>1</sup> (SSVR) cap of 100 permits. It also allows certain exemptions to the cap.**

## **Do I Need to Get a Permit?**

**IF YOU OPERATE A HOTEL, MOTEL, OR BED AND BREAKFAST** you *do not need a permit and are not subject to the cap*, even if a unit is marketed as an SSVR. Otherwise, you will need a permit. IF you plan to operate a Bed & Breakfast, consult with City staff by calling 707-822-5955.

## **Is My SSVR Subject to the Cap?**

**IF YOU OPERATE AN SSVR THAT IS NOT IN A HOTEL, MOTEL, OR BED AND BREAKFAST YOU ARE SUBJECT TO THE CAP UNLESS** any of the following can be verified:

**IF YOU LIVE ON THE SAME PROPERTY AS THE SSVR** you may obtain an **Owner Occupant Exemption**.

*You do need a permit, but you are not subject to the cap.*

Submit an application with documentation<sup>2</sup> showing you live on the property, such as a homeowner's insurance policy or driver's license with an address matching the SSVR address.

**IF YOUR PROPERTY IS AN HISTORIC LANDMARK** you may obtain an **Historic Landmark Exemption**.

*You do need a permit, but you are not subject to the cap.*

Submit an application with documentation<sup>2</sup> showing the property is an historic landmark. If you need assistance obtaining documentation, please contact Planning staff at 707-822-5955.

**IF YOU HAVE FEWER THAN 30 CUMULATIVE DAYS OF SSVR RENTAL ACTIVITY PER A ONE YEAR PERMIT CYCLE** you may obtain an **Occasional Use Exemption**.

*You do need a permit, but you are not subject to the cap.*

Submit an application with documentation<sup>2</sup> showing fewer than 30 days cumulative rental activity, such as Transient Occupancy Tax data, online booking activity, or general ledger printout. If you do not have evidence, a statement that you will not operate more than 29 days in a one-year permit cycle, with an acknowledgement that you will not be able to renew under this exemption without documentation, will suffice.

**IF YOU HAVE MORE THAN 30 COMULATIVE DAYS OF SSVR RENTAL ACTIVITY IN A ONE-YEAR CYCLE, you do need a permit, and you are subject to the cap.**

<sup>1</sup> A Short-Stay Vacation Rental (SSVR) is any dwelling unit or portion thereof leased for transient occupancy by one or more persons for up to 29 consecutive days per year. SSVR shall include any short-stay temporary occupancy for fee living arrangement regardless of its title or its means of advertisement, except for hotels, motels, or bed and breakfast operations.

<sup>2</sup> Redact all sensitive personal identity information from documents you submit, such as Social Security numbers, bank account numbers, etc.

## SSVR Checklist

\*\*The City is only accepting exempt or waitlist applications. Please verify that you qualify for an exemption prior to applying.

### New Exempt

Application

Business License

TOT Registration

Proof of exemption

Owner occupancy

Either a driver's license showing the property address OR homeowner's insurance showing owner occupied OR property tax showing homeowner's exemption

Historic landmark

Staff will verify this with internal records

Fewer than 30 night stays a year

Certification on the application attesting that you will not rent for more than 30 nights

Payment of \$150.00

### Renewal

Application

Business License

Proof of TOT payment

TOT return for at least 1 quarter OR receipts OR cancelled checks

Proof of rental history with 30 night stays

TOT return showing 30 night stays line item B "Total Number of Rooms Occupied" OR ledger showing bookings OR other evidence of bed nights

Payment of \$100.00

Waitlist

Application

Payment of \$20.00

\*\*This checklist provides typical acceptable evidence for applications. You may provide alternative evidence.