

## How to Submit SSVR Renewals in OpenGov

1. Navigate to the SSVR page on the City website located here: [Short-Stay and Vacation Rentals | Arcata, CA.](#)
2. Click on “Click Here to Apply for a SSVR Permit.”
3. 

the unit as a whole, then you will multiply 1 by the number of days in the c
4. List the number of night stays you had for the quarter you are submitting

**[Click Here to Apply for a SSVR Permit.](#)**

**If someone other than the property owner will be submitting the application with the owner's signature and attach it to the application.**

3. Click on “Login” in the upper right-hand corner.

**Login** Sign Up

4. Click on “Login using Secure Portal” in blue.

### **Login with your OpenGov ID**

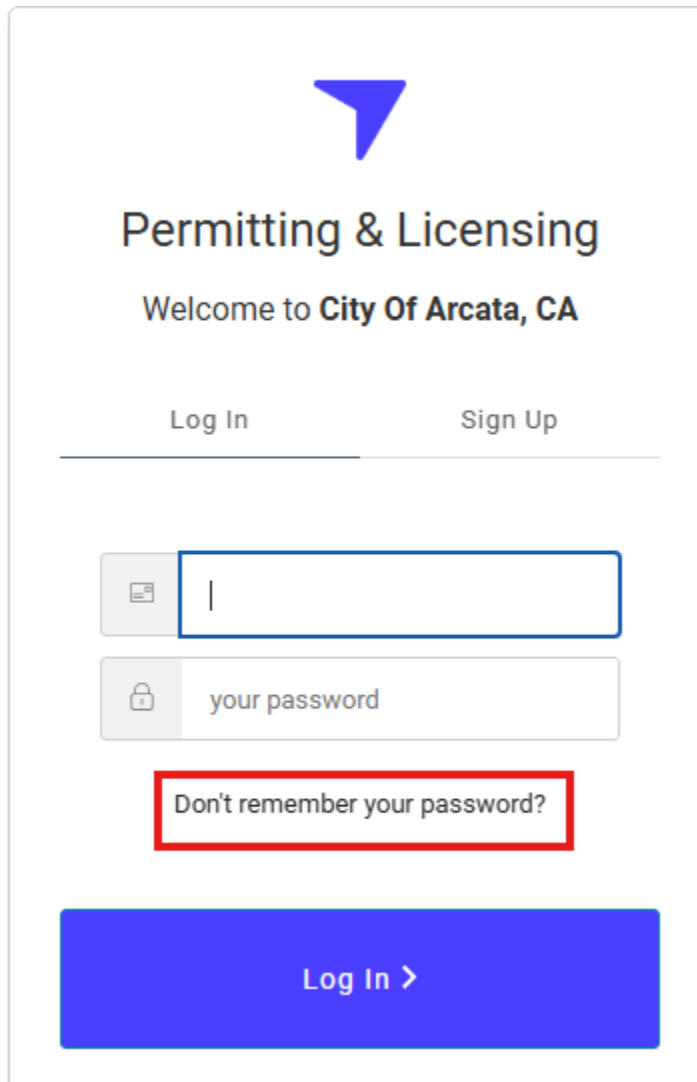
Use your **OpenGov** ID to login to City Of Arcata, CA

For your security, your sign up is performed on our Secure Portal

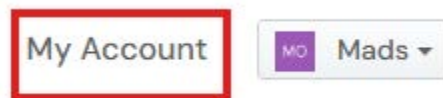
**Login using Secure Portal**

5. Enter your Login information (email and password). If you do not remember your password or you did not create one after your account was established, then you

can click on “Don’t remember your password?” to receive a password reset email from OpenGov.



6. Click on “My Account” in the upper right-hand corner.



7. Clicking on “My Account” should automatically direct you to your dashboard. If it does not, click on “Dashboard” on the left-hand side of the page.

 **Dashboard**

 Messages

 Profile

Your Records

 Applications

 Projects

 Permits & Docs

 Payments

 Inspections

8. The top of the Dashboard page should have a section labeled “Action Required” if your permit is ready to be renewed. This section contains the option to renew a record or make payments if you have already renewed the record and the review process has been completed. If you do not see the option to renew your permit, it may be because your renewal period has not opened yet and it is too early to renew. If you would like to know when your renewal period opens, you can email [comdev@cityofarcata.org](mailto:comdev@cityofarcata.org) or call (707) 822-5955.
9. If your record is ready to be renewed, click on “Renew Now” in blue next to the permit you would like to renew.

**Action Required**



Renew your Short-Stay Vacation Rental Permit

Short-Stay Vacation Rental Permit SSVR-240 · 736 F ST, ARCATA, CA 95521

Expires on Dec 31, 2026

Renewable until Dec 31, 2026

**Renew Now**

10. Clicking on “Renew Now” will direct you to the renewal application. Most of the information boxes will be grayed out and you will not be able to change the information. If the information needs to be changed, please email [comdev@cityofarcata.org](mailto:comdev@cityofarcata.org) or call (707) 822-5955.
11. If the information is correct, you will click “Next” in blue at the bottom of each page.



12. You will need to electronically sign for the renewal on Step 10 of 11. Click on the box under “Applicant’s Signature \*” and type in your name.

Step 10 of 11 · [Save Draft and Exit](#)

### Applicant Acknowledgment

**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).

**Applicant's Signature \***

I agree that my electronic signature is equivalent to a handwritten signature and is binding for all purposes related to this transaction \*

☐

13. Click on the second box to agree that your electronic signature is equivalent to a handwritten signature.
14. Click “Next.”
15. Step 11 of 11 is where you can upload the requirements for the renewal. The attachments ending in “- REQUIRED” need to be submitted to complete your application. If you want to submit the application but do not have the requirements yet, then you can click “Next” and upload the requirements after you have submitted the renewal. If you have the requirements, then you can click on “Upload” in blue next to each requirement.

Attachment	File	
Business License – REQUIRED	No file uploaded	<a href="#">Upload</a>
Proof of TOT Payment – REQUIRED		
TOT return for at least 1 quarter OR receipts OR cancelled checks	No file uploaded	<a href="#">Upload</a>
Proof of rental history with 30–night stays – REQUIRED		
TOT return showing 30 night stays line item B "Total Number of Rooms Occupied" OR ledger showing bookings OR other evidence of bed nights	No file uploaded	<a href="#">Upload</a>
<a href="#">Add attachment</a>		

16. If you would like to upload additional attachments, you can click on “Add attachment” under the listed attachments.
17. Click “Next” at the bottom of the page when you are finished uploading attachments.
18. The last page titled “Confirm your submission” is where you can review your renewal information. If everything looks correct, click on “Confirm and Submit” at the bottom of the page in blue.

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[Back](#)

[Confirm and Submit](#)

You have now successfully submitted your renewal! The first step in the process after your submission is the “Administrative Review” which will appear on your screen. If you would like to leave a message on that step, you can enter it in the box under “Message the reviewer” and click “Send Message” which will turn blue.

Short-Stay Vacation Rental Permit  
SSVR-240  
(Renewal)

Your Submission  
Attachments  
Guests (0)

**Administrative Review**  
In progress. This step is in progress.

Message the reviewer

Send Message

You can also submit attachments on this page by clicking on “Attachments” or add a guest account on the record by clicking on “Guests.” For more information on guest accounts, please review the “How to Add a Guest Account on a SSVR Record in OpenGov” guide on the SSVR page on the City website located here: [Short-Stay and Vacation Rentals | Arcata, CA.](#)

Short-Stay Vacation Rental Permit  
SSVR-240  
(Renewal)

Your Submission  
**Attachments**  
Guests (0)

**Administrative Review**  
In progress. This step is in progress.

Message the reviewer

Send Message

After the review has been completed, the “Administrative Review” step will turn from blue to green. You will now have the option to pay which will appear under the “Action Required” section on your dashboard page.

If an incomplete application has been submitted, a change request will be issued on the record detailing what needs to be submitted and/or changed to complete the application. For more information on change requests, please review the “How to Complete a SSVR Change Request in OpenGov” guide on the SSVR page. The option to pay will not become available until the change request has been completed. All requirements need to be submitted and the renewal fee needs to be paid by the expiration date on the permit to avoid expiration or additional fees.

If you have any questions or run into any technical problems with your renewal, you can email [comdev@cityofarcata.org](mailto:comdev@cityofarcata.org) or call (707) 822-5955. You can also come in person to City Hall Monday – Thursday 9 am – 5 pm and Friday 9 am – 1 pm. If you have any questions about paying for Transient Occupancy Tax (TOT) or the status of your business license, please contact the Finance Department at [finance@cityofarcata.org](mailto:finance@cityofarcata.org) or (707) 822-5951.