



Land Use Services Department Code Enforcement Division

San Bernardino County Government Center
385 N. Arrowhead Avenue, First Floor
San Bernardino, CA 92415-0187
Phone (909) 387-8311
Fax (909) 387-8217

SHORT-TERM RESIDENTIAL 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 interior and exterior inspection of the site to determine the maximum occupancy and parking capacity, and to verify compliance with the Short-Term Residential Rental Standards. This permit must be renewed on a biennial basis.

GENERAL PROCEDURES

1. Submit application and fees – County staff will use the submittal materials checklist to determine whether your application may be accepted.
2. Application processing – The Code Enforcement Division will review and approve the application provided that all permit standards have been met.
3. Uniform Transient Occupancy Tax (TOT) - For information regarding TOT visit the County Tax Collectors' web site at 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 Residential 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	\$599.00
Surrounding Property Owner Notification (required if noticed for operating without permit)	\$430.00
Biennial Renewal	\$359.00
Appeal	\$1,124.00

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

Section B - County Documents

_____ Completed and signed Application

_____ Completed Plot Plan

_____ Completed and signed Uniform Transient Occupancy Tax (TOT) Form

Short-Term Residential Rental Permit APPLICATION

Complete all sections of this application and print clearly. Please refer to the checklist 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 call Code Enforcement at the appropriate office listed at the top of the cover page.

Section 1 - Applicant Information (Person the county will contact regarding this application).

Applicant (Owner or representative) Name or Rental Agency Name: _____

Applicant or Rental Agency Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____ E-Mail: _____

Section 2 – Property Owner Information (if different from applicant)

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____ E-Mail: _____

Section 3 – 24 Hour Complaint/Emergency Notification

Person or Agency to be notified: _____

Phone 1: _____ Phone 2: _____ E-Mail: _____

Section 4 – Residential Rental Unit Information

Residential Rental Unit Address: _____ City: _____

Rental Unit Identification Name: _____

Assessor's Parcel Number (APN): _____

Nearest Cross Street: _____

Square Footage of Home: _____ Number of Bedrooms: _____

Square footage of parcel: _____

Number of parking spaces provided (on-street parking prohibited): _____

Section 5 – Signature

I certify under penalty of perjury that the information on this short term residential rental permit application is true and correct. I have read and understand and will abide by San Bernardino County Code, Chapter 84.28, 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.

Printed Name

Signature

Date

PLOT PLAN REQUIREMENTS (attach a separate sheet):

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

_____ Location of clearly labeled heat rated 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. (On street parking prohibited)

_____ Size and number of each room for overnight sleeping purposes with size and number of raised sleeping beds. San Bernardino County Development Code defines **raised sleeping beds** as: 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 persons. Each sleeping area/bedroom must be a minimum of 70 square feet for one person. Each sleeping room occupied by more than one person shall contain not less than 50 square feet of floor area for each additional person.

Number of Rooms to be used for overnight sleeping purposes: _____

Room 1 (define) _____ Square Footage: _____ Type of raised sleeping bed: _____

Room 2 (define) _____ Square Footage: _____ Type of raised sleeping bed: _____

Bedroom 1: Square Footage: _____ Size of Bed: _____

Bedroom 2: Square Footage: _____ Size of Bed: _____

Bedroom 3: Square Footage: _____ Size of Bed: _____

Bedroom 4: Square Footage: _____ Size of Bed: _____

Bedroom 5: Square Footage: _____ Size of Bed: _____

Bedroom 6: Square Footage: _____ Size of Bed: _____

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

General

- (1) At the time of issuance of a short-term residential rental permit and thereafter, the short-term residential rental unit shall be in compliance with the California Fire Code, California Building Code, the National Fire Protection Association Standards or regulations, and any other applicable uniform codes, as adopted by the County of San Bernardino, and other applicable laws and codes.
- (2) The short-term residential rental unit owner/agent shall be personally available by telephone on a 24-hour basis and maintain the ability to be physically present at the property within 1 hour in order to respond and remedy calls or complaints regarding the condition or operation of the unit or the behavior of persons on the property in violation of this chapter or other law. Failure to respond to calls in a timely and appropriate manner may result in revocation of the permit authorizing the use.
- (3) While an application for a short-term residential rental unit permit is pending, a dwelling may be used as a short-term residential rental unit provided that the unit has passed a physical inspection by the County and otherwise complies with the requirements of Sections 84.28.060 and 84.28.070 and any applicable requirements.
- (4) All forms of print and non-print advertisement, including real-estate magazines, fliers, newspapers, television or radio commercials, internet pages, or coupons, featuring property used as a short-term residential rental unit, shall include the valid County issued permit number and specify the maximum permitted number of occupants for each property or properties.
- (5) Occupancy limits for overnight sleeping purposes per habitable room for all short-term residential rental units shall be determined as follows: minimum size of habitable space of 70 square feet for one person. Each sleeping room occupied by more than one person shall contain not less than 50 square feet of floor area for each additional person. Notwithstanding habitable space occupancy limits, on parcels of less than one-half acre, the maximum occupancy may not exceed 16 persons and on parcels of more than one-half acre, the maximum occupancy may not exceed 20 persons. Notwithstanding habitable space occupancy limits and parcel size, the maximum occupancy shall not exceed the occupancies supported by the on-site parking spaces of not less than one parking space for every four occupants or guests.
- (6) Day-use guests at short-term residential rental units may only be on the property from 10 a.m. to 8 p.m. Parking may not be exceeded to accommodate day-use guests. No more than 6 day-use guests may be at the short-term residential rental unit at any one time.
- (7) Each short-term residential rental unit shall 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 day-use occupants, including day use guests;
 - (C) The maximum number of occupants permitted to stay overnight in the unit;
 - (D) The maximum number of vehicles allowed to be parked on the property;
 - (E) The contact person or agency for snow removal to allow vehicle access to the property;
 - (F) Notification of the arrangements that the owner has made relative to proper trash and refuse disposal;
 - (G) Notification that failure to comply with parking and occupancy standards, as well as public and private nuisance standards, is a violation of the County Code and that such violation may result in enforcement actions to address the violation.
 - (H) Location of utility service connections, including how to access service connections and instructions and any tools necessary to disconnect the residential rental unit from utility services in the event of an emergency;
 - (I) Phone numbers of local emergency medical and law enforcement services.
 - (J) Property boundary map for the purpose of exterior property recreational activities and parking to deter trespassing on other privately owned properties.
- (8) 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.
- (9) Trash shall be removed from the premises after each occupancy. There shall be no trash storage on site, unless commercial trash collection is provided.
- (10) All steps, stairways, decks and railings shall be stable and structurally sound.
- (11) 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.
- (12) A short-term residential unit may not be used for a wedding, wedding reception, business meeting or conference, a fraternity party, or any other similar gathering.
- (13) On-site parking areas shall be kept free from any obstructions that would prevent use for parking vehicles. Snow removal from driveways and off-street parking areas is required to be performed prior to each occupancy period.

Interior

- (14) 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, IPMC 704.2.1.1)

- (15) Carbon Monoxide (CO₂) detectors shall be installed on each floor of the dwelling unit and in hallways adjacent to sleeping areas, and in each bedroom that has a fire place or wall heater, per requirements of CALIFORNIA HEALTH & SAFETY CODE 17926(a), CALIFORNIA BUILDING CODE SECTION 420.6.2
- (16) The residential rental shall be equipped with a minimum of one 5 pound 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)
- (17) 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.
- (18) 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) IPMC 702.3
- (19) Short-term residential rentals shall be maintained in a clean and sanitary condition and free from hazards. Every short-term residential rental unit shall be cleaned after each occupancy change in order to make the unit sanitary. If linens are provided for use by renters, said linens will be exchanged for clean linens after each occupancy change.
- (20) There shall be no exposed wiring or overloaded electrical circuits. (CALIFORNIA CODE 210.19 (A) (1)) or exposed wiring.
- (21) There shall be no permanent use of extension cords for appliances, heaters, lamps or other fixtures. (CALIFORNIA FIRE CODE SECTION 8506)
- (22) There shall be no leaking fixtures, or clogged or leaking wastewater lines. IPMC 504.1
- (23) Faucets and fixtures shall be maintained in working condition. (CALIFORNIA PLUMBING CODE 101.5.5)
- (24) Showers, sinks and bathing facilities shall be clean and shall drain properly.
- (25) There shall be no evidence of pest infestations. IPMC 309.1
- (26) Bedroom windows shall be operable to allow for emergency egress. (CALIFORNIA FIRE CODE SECTION 1206) IPMC 702.4
- (27) There shall be at least one screened window per room, to allow for proper interior ventilation.
- (28) Fireplaces shall be equipped with screens which are adequate to prevent sparks or rolling logs from escaping the fireplace opening. IPMC 603.4
- (29) 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. IPMC 603.1
- (30) 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.
- (31) 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.
- (32) Exits shall remain clear of storage, debris or impedance at all times.

Exterior

- (33) The address of the unit must be legible from the street. (CALIFORNIA FIRE CODE SECTION 901.4.4) IPMC 304.3
- (34) No tree limbs are allowed within ten feet of chimney stack openings. (CALIFORNIA FIRE CODE SECTION 1103.2.4)
- (35) 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)
- (36) If there is a fireplace or solid fuel barbecue, the short-term residential rental shall be equipped with a minimum five gallon heat rated 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)
- (37) The roof and grounds of the residential rental shall be kept clear of accumulations of pine needles, weeds, or other combustible materials. (CALIFORNIA FIRE CODE SECTION 1103.2.4)
- (38) 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)
- (39) All trash collection receptacles shall be "animal-proofed."
- (40) Parking shall be provided on-site at a ratio of not less than one parking space for every four occupants or guests. Parking spaces may include garage, carport and driveway spaces, and may allow for tandem parking.



SAN BERNARDINO COUNTY
TAX COLLECTOR

268 West Hospitality Lane, First Floor, San Bernardino, CA 92415

Application for TOT Certificate

Registration pursuant to County Code §14.0203 - Uniform Transient Occupancy Tax (TOT)

1. OWNER _____

2. TYPE OF RENTAL:

[] BUSINESS

[] PRIVATE RENTAL HOME

3. BUSINESS NAME (if applicable) _____

4. RENTAL ADDRESS _____

5. MAILING ADDRESS _____

6. PHONE NUMBER _____

7. HOW LONG HAVE YOU OWNED OR OPERATED THIS BUSINESS? _____

8. TYPE OF ORGANIZATION:

[] INDIVIDUAL

[] PARTNERSHIP

[] CORPORATION

If CORPORATION, list State of Incorporation & Articles# _____

9. NAMES OF PARTNERS OR CORPORATION OFFICERS:

NAME TITLE ADDRESS

NAME TITLE ADDRESS

NAME TITLE ADDRESS

10. NUMBER OF OCCUPANCY UNITS _____

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

TITLE _____

DATE _____

SIGNED _____