

# SHORT-TERM RENTAL (STR) APPLICATION PROCESS

The application process typically takes **10-60 business days** depending on the type of short-term rental property.

All short-term rentals are required to hold a Transient Occupancy Tax (TOT) Certificate. Therefore, ALL processes start with the TOT application

- **UNHOSTED UNIT:** Owner does not occupy the dwelling unit as his/her principal residence for the duration of each rental and the property does not qualify for permit exemption in accordance to OCC Sec.24.4(2).
- **HOSTED UNIT (Non Coastal Zone):** Owner of the property occupies the dwelling unit as his/her principal residence and offers a portion of the dwelling unit for short-term rental while remaining on-site for the duration of each rental. **Effective June 2024** Hosted units in the Non-Coastal Zone must obtain a STR Permit.
- **HOSTED UNIT (Coastal Zone):** Owner of the property occupies the dwelling unit as his/her principal residence and offers a portion of the dwelling unit for short-term rental while remaining on-site for the duration of each short-term rental.
- **UNHOSTED UNIT WITH STR PERMIT EXEMPTION:** Owner does not occupy the dwelling unit as his/her principal residence for the duration of each rental and property qualifies for permit exemption in accordance to OCC Sec.24.4(2).

