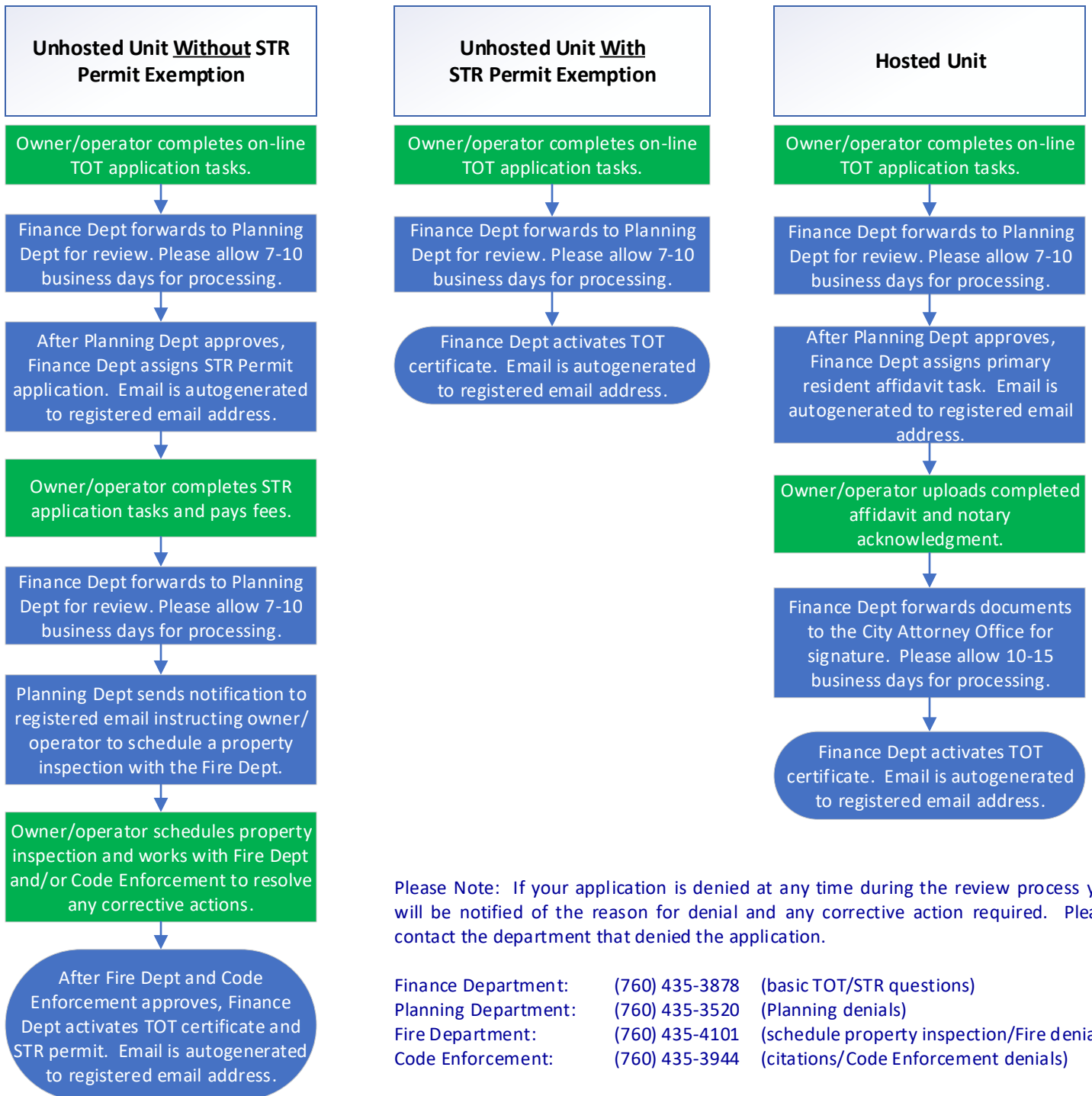


SHORT-TERM RENTAL (STR) APPLICATION PROCESS

The application process typically takes **10-60 business days** depending on the type of short-term rental property. COVID-19 may impact processing times.

- **UNHOSTED UNIT WITHOUT STR PERMIT EXEMPTION:** Owner or their tenant does not occupy the dwelling unit as his/her principal residence for the duration of each short-term rental and the property does not qualify for permit exemption in accordance to OCC Sec.24.4(2).
- **UNHOSTED UNIT WITH STR PERMIT EXEMPTION:** Owner or their tenant does not occupy the dwelling unit as his/her principal residence for the duration of each short-term rental and property qualifies for permit exemption in accordance to OCC Sec.24.4(2).
- **HOSTED UNIT:** Owner of the property or their tenant 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.

If you are unsure which process applies to your property please contact our office at (760) 435-3878. All short-term rentals are required to hold a Transient Occupancy Tax (TOT) Certificate. Therefore, ALL processes start with the TOT application tasks.



Please Note: If your application is denied at any time during the review process you will be notified of the reason for denial and any corrective action required. Please contact the department that denied the application.

Finance Department:	(760) 435-3878	(basic TOT/STR questions)
Planning Department:	(760) 435-3520	(Planning denials)
Fire Department:	(760) 435-4101	(schedule property inspection/Fire denials)
Code Enforcement:	(760) 435-3944	(citations/Code Enforcement denials)