



City of San Juan Bautista Short Term Rental Permit Supplemental Occupancy and Use Standards

Definition:

Short Term Rental: A Short Term Rental, as defined in San Juan Bautista Municipal Code Chapter 3-9: "Short Term Rental" or "STR" means a dwelling unit or dwelling, multifamily, or any portion thereof, rented for occupancy for lodging or sleeping purposes for a period of twenty-nine (29) consecutive days or less.

A Short Term Rental is further defined by the California Residential Code as an owner - occupied Lodging House with five (5) or fewer guest rooms and 10 or fewer total occupants, the construction of which was pursuant to the California Residential Code. San Juan Bautista Municipal Code provisions for Short-Term Rentals do not require owner occupancy; however Residential Code limitations for Lodging Houses are considered by the Building Official to be most similar and therefore are applicable to these uses.

A. Application for Short Term Rental Permit:

A Short Term Rental (STR) Permit is a one-time permit that is required before any individual Short Term Rental occupancy or use is initiated.

1. Applicants for a permit or renewal for a Short-Term Rental shall provide the following to the Planning Department:
2. Completed application form (attached);
3. Application fee of \$611;
 - Fire Safety Inspection \$116.00 per hour;
 - Housing Code safety inspections \$119.00 per hour (see checklist);
 - Planning and Zoning Inspection, permit processing \$376.00
 - Additional funds to cover further processing costs, if needed;
4. STR Renewal Fee of \$300.00, in addition to annual Business License Renewal Fee;
5. Completed and approved Fire Safety Inspection Checklist and completed and approved Housing Code Safety Checklist (attached); and
6. Completed San Juan Bautista Business License application and fee.

Inspections will be scheduled soon after an STR application is received and processed. All STR owner/operators must annually complete and submit both Fire and Building Dept Safety Inspection Checklists, along with the annual Business License renewal, by June 30 of each year.

B. Renewal Safety Inspection Schedule:

A STR must be renewed annually at the same time a Business License Application is renewed, on July 1.

A STR permit obtained between March 1 and June 30 of any calendar year will not be required to pay a renewal fee or complete a new Building and Fire Safety Checklist for the subsequent year, and will nonetheless be required to renew the STR permit on July 1.

C. The following are prohibited for use as Short Term Rental:

1. Accessory Dwelling Units;
2. A travel trailer or recreational vehicle;
3. A multiple family dwelling building wherein more than one dwelling unit is made available for Short Term rental Use at any one time;
4. Uses defined as a Short Term Rental that do not comply with applicable Fire Code and Housing Code safety requirements as determined by the Fire Marshall and the Building Official/Housing Code Inspector; and
5. Any property containing an existing, unabated violation of the San Juan Bautista Municipal Code.

D. Enforcement: The following will result in denial or revocation of a STR permit:

1. Uncorrected or repeat 1997 Housing Code or Fire Code violations;
2. Activities that are determined by the Community Development Director to be contrary to the health, safety, general welfare of persons living in the neighborhood;
3. Failure to remit monthly transient occupancy tax as required;
4. Operating the Short Term Rental while under emergency orders from the State of California, San Benito County, or City of San Juan Bautista that prohibit such operation.
5. The STR application or renewal will be suspended or denied if there are unresolved discrepancies between the STR project site, Community Development Dept and Assessor's records. Examples of discrepancies are: building square footage, number of bedrooms, work completed without a required permit, non-permitted conversion, etc. which may have occurred at any time in the property's history.

E. Annual Renewal

A Short-Term Rental Permit must be renewed annually on or before July 1, along with a Business License renewal. The City Manager or Designee shall make the following findings prior to approval of an annual Vacation Renewal Permit: 1) The Short-Term Rental has successfully completed an annual Housing Code and Fire Code safety inspection; and 2) the Short Term Rental operation and related property are in compliance with applicable provisions of the San Juan Bautista Municipal Code.



SHORT-TERM RENTAL PERMIT CHECKLIST AND APPLICATION

This application form, when completed and signed by authorized City staff,
serves as your STR permit for the year beginning on July 1.

SJB MC Chapter 3.9

Owner Name: _____

Mailing Address: _____

Owner Email Address _____

STR Property Address: _____

Assessor Parcel Number: _____

THE FOLLOWING MUST BE INCLUDED WITH YOUR NEW OR STR PERMIT RENEWAL APPLICATION:

- **Short Term Rental Permit Fee: \$611.50**
- **Annual Renewal Fee: \$300.00**
- **Application (2-pages, signed)**
- **Proof of Insurance: Proof of \$1M General Liability Insurance.**

Checklist: Submit the following information for new or renewed STR permits. The City will use prior year information if there are no changes. Please check off any new or revised documents (floor & site plan, signs, etc.) and submit updated information with your application.

new	renew	
		SITE PLAN: Of entire property, dimensioned or drawn to scale, showing and labeling all structures, including those not associated with the STR, OWTS location and off-street parking spaces
		FLOOR PLAN: dimensioned or drawn to scale showing bedrooms & total square footage. Note: If the STR is not the entire residence, then the floor plan must indicate the portions of the home that will be used as a STR and any areas of the home that will be "shared use" between the STR guests and long-term tenants or owners.
		RENTAL AGREEMENT: Copy of Rental Agreement addressing all requirements of the STR Ordinance.
		GOOD NEIGHBOR CONTRACT: Attached to the main rental agreement or included within it.
		LOCAL CONTACT & 24/7 EMERGENCY CONTACT: Phone number included on the application. Must live within 25 miles/30 minutes of STR, and be prominently displayed inside the STR.
		SIGN COMPLIANCE: If your STR has exterior signage to alert the public that a rental exists at that location, please provide a photo of the sign along with dimensions

Operation of a Short-Term Rental (STR) in the City of San Juan Bautista requires a Business License and a STR Permit both of which must be renewed annually before June 30, regardless of the date of the initial permit.

Inspections will be scheduled as soon as the applications are received and processed. All STR's must have all their application materials submitted and an inspection scheduled on or before June 30 annually.

STR Marketing Platform: _____

Property Management Company: _____

Property Manager & Phone Number: _____

Property Manager Email: _____

Local Contact Name and 24-Hour Contact Number: _____

Number of Bedrooms*: _____ * Only include bedrooms that are part of the STR

Total Interior Square Footage: _____ Total Property Square Footage: _____

Number Off Street Parking Spaces: _____ (Include Site Plan showing parking locations)
(Off-Street = fully located on private property – not on street or alley public right of way)

Number of STR Occupants Proposed (limit of 10 people, 2 persons per bedroom and 5 bedrooms): _____

Number of Long Term Renters/Owner sharing the property with STR guests: _____

Certification & Acknowledgement

I hereby certify under penalty of perjury that:

- 1) I am the owner, or an authorized agent of the owner, of the STR described in this application;
- 2) The information included with this application is true and correct;
- 3) I will operate this STR in accordance with the rules and regulations defined in Chapter 3.9 and City Council Resolution _____;
- 4) I understand that the STR may be revoked should I fail to remit the required TOT tax, and agree to random reasonable audits. I will keep three (3) years of records sufficient and accessible to enable audits.
- 5) Certain activities on the property of my STR may be found to conflict with the health, safety, comfort and general welfare of persons residing or working in the neighborhood or area of the City surrounding the STR; if so and not corrected, my STR permit may be revoked or not renewed.

Signature: _____ Date: _____

Print Name and Title (owner, manager, lessee etc.): _____

<u>Official Use Only</u>		
STR Permit No. _____	Issue Date _____	Business License No _____ Issue Date: _____
Maximum Occupancy: _____	Zoning Designation: _____	
Approval Authority _____		
Name	Signature	Date

SITE PLAN

**Site Plan does not need to be professionally prepared, but must be roughly to scale and show all structures, OWTS placement and available off street parking for the STR.*



City of San Juan Bautista
 Short Term Rental Transient Occupancy Tax (TOT) Return
 For the Month ending _____

Short Term Rental Permit Number _____

Owner Name: _____

Mailing Address: _____

Residence Address _____

Telephone Number(s) _____ Email Address: _____

Short Term Rental Address: _____

Assessor Parcel Number _____ - _____ - _____

Hosting Platform(s) Where Listed _____

STR RENTAL GUEST STAY RECORD (ATTACH ADDITIONAL PAGE IF NEEDED)

Rental Dates For Each Stay	number of bedrooms rented* each stay: (maximum of 5)	number of persons each stay: (maximum of 10)	Total rent each stay	Tax each stay: rent x .12 = tax

Make check for tax payable to: City of San Juan Bautista; PO Box 1420; San Juan Bautista, CA. 95045

Note Carefully:

1. You are required to file this return each month pursuant to San Juan Bautista Municipal Code Sec 3-4-220
2. This return accompanied by remittance for taxes imposed must be received on or before the 5th day following the last day of the month.
3. A penalty of 10% shall be added to the taxes not paid within the required time. Continued delinquency will result in additional penalties of 10% of balance due each month. Interest shall also be added at the rate of 1% per month or fraction thereof on the amount of the tax due, in addition to the penalties, from the date on which the remittance first became delinquent until paid.
4. The short-term rental owner shall keep records pertaining to the TOT for a period of three (3) years. The City of San Juan Bautista City Manager or designee may conduct an audit at any reasonable time. (SJBMC 3-4-240)

I declare under penalty of perjury, that to the best of my knowledge and belief, the statements made herein are correct and true.

Owner Signature: _____ Date: _____



**City of San Juan Bautista
Short Term Rental (STR) Building Inspection Checklist**

Owner Name _____

Owner Address _____

Owner telephone & email address _____

Property Address _____

Property Assessor Parcel Number (APN) _____

Important Notice:

If permitting discrepancies are found between the STR project site and the Building Department and Assessor's records, the STR application will be put on hold until the discrepancies are resolved with the Building Department. This may mean that your STR application could incur a substantial delay or be denied. Examples of discrepancies are: building square footage, room dimension, number of bedrooms, any indication that work may have been completed without a permit, unlawful use or occupancy. which may have occurred at any time in the property's history.

Failure to pass a safety inspection of any the following building elements defined in the ICBO 1997 Uniform Housing Code will result in denial of issuance or renewal of a Short-Term Rental application.

1997 Uniform Housing Code Element	Date	Pass	Fail	Inspector Initial
Habitable Room Dimensions				
Light				
Ventilation				
Mechanical (heating and ventilation)				
Exits				
Fire Protection				
Sanitation				
Substandard Bldg Evaluation				
Swimming Pool/Spa meets California Health and Safety Code 115922				



Short Term Rental (STR) GOOD NEIGHBOR CONTRACT

A fully executed copy of this form for each stay shall be kept on file by the Owner/Manager and is subject to periodic audit at reasonable times.

Rental Name: _____

Rental Address: _____

Guest Name(s): _____

Reservation Dates: _____

GENERAL RULES OF CONDUCT - Please read and initial each contract statement listed below.

_____ I will be staying in a residential neighborhood where I acknowledge that residents ask and expect that I will be considerate and respectful.

_____ Occupancy Limit: The maximum number of occupants in this home is 2 persons per bedroom up to 10 occupants, including permanent residents.

_____ Visitor Limit: The maximum number of visitors, in addition to guests, at one time is equal to the maximum occupancy.

_____ Quiet Hours are from 10:00 p.m. to 7:00 am, and noise will be kept inside during this time.

_____ Guests will park on-site and in designated off-street parking locations.

_____ Guest traffic generated will not unreasonably interfere with quiet use and enjoyment of neighboring residences.

_____ Guests will provide a list of each guest vehicle to the owner/manager Managers for each stay.

_____ Dogs will be kept on a leash whenever they are off the rental property (streets, & trails).

_____ Fireworks of any kind will not be used on the property or on adjoining public spaces.

Acknowledgement: I have read and agree to the general rules of conduct above, and understand that violations may result in fines, loss of security deposit, and/or eviction.

Signature _____ Date: _____