



SHORT-TERM VACATION RENTAL PERMIT APPLICATION

PLANNING DIVISION

315 Maple Avenue, South San Francisco, CA 94080

Phone: (650) 877-8535 Email: planning@ssf.net Website: www.ssf.net/planning

Application Requirements

1. Application Fee	Refer to fee schedule (available on Planning Webpage)
2. South San Francisco Business License	
3. Required Plans <ul style="list-style-type: none"> a. Site Plan – Include on-site parking available for renters. b. Floor Plan – Indicate which bedrooms are to be used for rentals. 	<i>Copies:</i> <ul style="list-style-type: none"> • <u>Digital PDF copy.</u>
4. Proof of Residency	Provide a copy of a utility bill.

What is a Short-Term Vacation Rental?

A short-term vacation rental is a residential structure that is rented to a transient occupant for a period of less than 30 days. The full residential structure, or a portion of it, can be rented to a transient occupant in a short-term vacation rental use. A short-term vacation rental includes both **hosted rentals** (the host is present in the dwelling unit that is being used as a short-term vacation rental) and **non-hosted rentals** (the host is not present in the dwelling unit that is being used as a short-term vacation rental).

	Aggregate Duration Limit	Occupancy Limit
Hosted Rental <i>Host is onsite</i>	No annual cap	2 or fewer renters
Non-Hosted Rental <i>Host is offsite</i>	90 aggregate days each permit year	2 renters per bedroom + 2 additional renters

Do I need a Short-Term Vacation Rental Permit?

The City of South San Francisco requires a permit to operate a Short-Term Vacation Rental in a residential dwelling unit for rentals consisting of fewer than 30 consecutive days. Rentals beyond 30 days are not permitted under the Short-Term Vacation Rental Permit.

Am I eligible for a Short-Term Vacation Rental Permit?

You are eligible to receive a Short-Term Vacation Rental Permit the following requirements are met:

- You are the permanent resident (owner or tenant) of the proposed short-term vacation rental;
- Your proposed short-term vacation rental use is for an existing single-family dwelling unit (multi-family units and accessory dwelling units (ADUs) are not eligible);
- You are applying for only one short-term vacation rental permit;
- You can provide at least one off-street parking space for use by your short-term vacation renters;
- You have a local contact person who will be available to respond within one hour to any issues that arise whenever the unit is rented and occupied;
- You have a valid **business license** from the City of South San Francisco; and

- Short-term vacation rentals are permitted by the terms of any applicable lease agreements, HOA bylaw, or CC+Rs.

How is an Application Reviewed?

Staff will review your application for completeness and compliance with the Short-Term Vacation Rental performance standards within 30 days of submittal. You will receive a letter from the Planning Division indicating if your permit has been approved, conditionally approved, or disapproved by the Chief Planner.

Please complete all sections of the application:

Property Owner/Applicant Information:

Applicant Name:	Property Owner (if different):
Address:	Address:
City/ St/ Zip:	City/ St/ Zip:
Phone:	Phone:
Email:	Email:

Property Information:

Project Address:	
Is this a single-family dwelling unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the STVR be hosted or non-hosted?	<input type="checkbox"/> Hosted <input type="checkbox"/> Non-Hosted
Is a STVR use consistent with applicable lease agreements, HOA bylaws, and/or Covenants, Conditions + Restrictions (CC+Rs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Bedrooms to be used for rentals (indicate on floor plan):	
Number of on-site parking spaces available for renters (indicate on site plan):	

Local Contact Manager Information*:

Name:
Address:
City/ St/ Zip:
Phone:
Email:

***The local contact manager must be available 24-hours a day to accept telephone calls and respond physically to the short-term vacation rental within one hour when the unit is rented and occupied. The local contact manager may be the property owner / primary resident of the short-term vacation rental or be another designated individual.**

AFFIDAVIT

I DECLARE THAT I AM (CHECK ONE) THE OWNER, LESSEE, ATTORNEY OF THE OWNER, OR A PERSON WITH THE POWER OF ATTORNEY FROM THE OWNER OF THE ABOVE PROPERTY INVOLVED IN THIS APPLICATION, AND THAT THE FOREGOING IS TRUE AND CORRECT. **IF YOU ARE NOT THE PROPERTY OWNER, PLEASE INCLUDE A LETTER OF AUTHORIZATION FROM THE PROPERTY OWNER WITH THIS APPLICATION.**

EXECUTED AT _____ CALIFORNIA, THE _____ DAY OF _____, 20_____.

SIGNATURE

FOR OFFICIAL USE ONLY

RECEIPT NO.: _____

FEE: _____

APPLICATION REC'D: _____

APPROVED DENIED

CONDITIONALLY APPROVED

STAFF PLANNER

DATE