

## **CITY OF VENTURA Short-Term Vacation Rental (STVR) Applicant FAQs**

### **Q: How to I apply for a Short-Term Vacation Rental Permit?**

- 1) *Email all the below completed forms to the STVR Permit Administrator at [lsherman@cityofventura.ca.gov](mailto:lsherman@cityofventura.ca.gov). Documents will only be accepted if they are complete and in PDF format.*
  - a) [Short-Term-Vacation-Rental-Permit-Application-PDF](#)– fill out completely
  - b) [Business-License-Application](#)
  - c) [SHORT-TERM VACATION RENTALS APPLICATION](#)
  - d) [Surety Bond in the amount of \\$1,500](#) or a copy of the STVR lease agreement including a clause forbidding "parties and loud social events between the hours of 10 pm and 7 am, per San Buenaventura Municipal Code section 6.455.125.7(i)".
- 2) *Once forms are reviewed, approved, and ownership has been verified, you will pay your initial inspection fee of \$145 to the City Treasury. After payment is received, you will receive a call to schedule your inspection within 7-10 days.*
- 3) *Once you pass your inspection you must pay the rest of your fees for the business license and the STRV permit fee to City Treasury. The Business License amount is variable and the STRV permit is \$884.*
- 4) *After your payment is processed, your permit will be mailed it to you. Your Nuisance Response Plan will be posted online and a notice identifying the address of the STVR unit will be mailed to all neighbors within a 300-foot radius as well as contact info for the Nuisance Response Plan.*
- 5) *You must post the permit number on your online listing and remit your TOT payment quarterly.*

### **Q: How long does the application process take?**

*Permit processing times vary widely based on the volume of applications received and availability of code enforcement to inspect. Expect 4 to 6 weeks for processing and neighbor notifications.*

### **Q: Do I need to renew my permit annually?**

*No. Your permit is good for as long as you choose to operate your business. However, your business license must be renewed annually.*

### **Q: How do I waive the Surety Bond?**

*You may submit a copy of the lease agreement you will be having your short-term tenants sign. The lease must include the following language from our website: "parties and loud social events are forbidden between the hours of 10 pm and 7 am, per San Buenaventura Municipal Code section 6.455.125.7(i)". Your online hosting service may have a template you can modify.*

### **Q: Can I get a permit for my ADU and live in the main house?**

*No, not usually. There is an exception to the rule. According to Sec. 24.430.041 for properties with ADUs, the primary dwelling unit and the ADU may only be rented for terms of longer than 30 days. STVR permits cannot be issued for either the house or the ADU, unless the ADU was permitted before January 1, 2017.*

**Q: I want to purchase a home as an investment property and rent it short-term. Can you inspect my property before I apply for a loan to make sure that it is eligible for a STRV?**

*No, Code Enforcement cannot pre-qualify a property to verify its eligibility as a short-term vacation rental and an inspection can only be requested by the verified owner.*

**Q: Can a management company apply for a STVR permit?**

*No, the Business License and STVR permit are linked together through our TOT system. Only a homeowner can apply for a permit and ownership is verified through our APN lookup. Management companies may be listed as a designee on the Nuisance Response Plan, and may pay TOT on behalf of the owner, but the permit and business license must be issued directly to the homeowner.*

**Q: Can I rent a room in my home as an STVR?**

*No, unless the unit is a JADU that was permitted before January 1, 2017 and has a private entrance. A short-term rental of a room in your home or "homestay" is not permitted. You are however, allowed to rent for stays of 30 days or longer without a permit.*