



**Development Services**  
 4477 Main Street / P.O. Box 777  
 Shasta Lake, CA 96019  
 530.275.7430

## City of Shasta Lake Short-Term Rental Permit Application

<b>1. Property Owner</b>		
Name	e-mail address	
Mailing Address	City / State / Zip	
Telephone	Fax	
<b>2. Management Agency/Authorized Agent (if any)</b>		
Name	e-mail address	
Mailing Address	City / State / Zip	
Telephone	Fax	
<b>3. Rental Property</b>		
Street Address	Assessor's Parcel Number (if known)	
<b>4. Type of Rental (Main House, Accessory Dwelling, Private Room(s)):</b>		
Emergency Contact Name:		
Telephone	Contact living on the premises?	
Email address		
<b>5. County and State required documentation and licensing</b>		
Fictitious Business Name filing (FBN Number, Issued by Shasta County Clerk):		
Bureau of Equalization Number (sales tax number)		
<b>6. Property Owner and Authorized Agent Signatures</b>		
PROPERTY OWNER or AGENT: I have reviewed this application and the attached material. The provided information is accurate.		
_____ Signature		_____ Date
PROPERTY OWNER: I have read this Application and consent to its filing.		
_____ Signature		_____ Date

<b>OFFICE USE ONLY</b>		
Site Acreage	Date Development Standards verified	Date Registered with Finance for T.O.T.
Business License Number	Date Rental Passed Inspection	Date Application Certified Complete – Name & Date
Short-Term Rental Permit Fee: _____ +  Business License Fee: _____ +  Inspection Fee: _____ =  Total Fees: _____		Other Discretionary Permits Required  _____  _____



## SHORT-TERM VACATION RENTAL ADMINISTRATIVE PERMIT APPLICATION CHECKLIST

The following checklist is intended to identify the standard information and items that are necessary for the Planning Division to process your Short-Term Vacation Rental Permit application. Additional information may be required by the Director based on the location or layout of the property and/or site-specific circumstances. Please contact the Planning Division with specific questions regarding short-term rentals. **The following items are required for a complete application:**

1.  **COMPLETED AND SIGNED PLANNING PERMIT APPLICATION FORM.**
2.  **PROJECT DESCRIPTION.** Details of the proposed vacation rental use including: the number of bedrooms to be rented; the maximum number of overnight guests pursuant to the limitations imposed per Subsection 17.88.275(E) (3) of the SLMC; whether the property owner or primary tenant will be occupying the residence while the property is being rented; the number of onsite parking spaces provided; the square footage of the home; and the identification and description of use for any building on the property (other than the home) which will be provided as part of short-term rental use.
3.  **PHOTOS.** Photographs (hard copy or digital file) of the property and all structures on the property as viewed from the street and from the property lines.
4.  **SITE PLAN.** Site Plan shall be a minimum size of 8" x 11" or maximum size of 11" x 17" that clearly identifies all structures on the property and their current and intended uses; the access to the property (including public road, private road, and driveway must be identified); the proposed parking; and any outdoor areas that will be made available as part of the vacation rental (pool, spa, gazebo, etc.). All plans submitted shall include legible plans no larger than 11" x 17" to allow for photocopying on standard office equipment.
5.  **FLOOR PLAN.** Floor Plan shall be a minimum size of 8" x 11" or maximum size of 11" x 17" that identifies all rooms in the home or structure, including the location of the bedrooms or sleeping areas being used for the rental. Exits must be clearly shown. All plans submitted shall include legible plans no larger than 11" x 17" to allow for photocopying on standard office equipment.
6.  **AUTHORIZATION FORM** to enter private property. Employees of the City of Shasta Lake may need to enter the property to conduct inspection(s) of the premises in order to process the application. If the inspection involves physically entering the home, it will be scheduled in advance directly with the property owner or authorized representative.
7.  **PROPERTY OWNER'S AUTHORIZATION LETTER.** This is required if the applicant is not the owner of the subject property, including a statement that the property owner authorizes someone else to act on their behalf in all dealings with the application. NOTE: all property owners holding a title interest, whether as joint tenants, tenants in common, or other form of joint property ownership, must sign the application form. If there are more than two, please list name, address, phone number and signature on a separate sheet.
8.  **24 HOUR CONTACT INFORMATION.** The property owner's, or property manager's, 24-hour contact information including name, mailing address, email address, business phone number and 24-hour contact number.
9.  **APPLICATION FEE.** Required at the time the application is submitted to the Planning Division. After your permit has been approved and your transient occupancy tax identification number has been assigned by the City's Finance Department your business license and permit will be issued.
10.  **OTHER ITEMS.** On occasion the Director may determine additional information is necessary to allow review and issuance or future renewal of the permit. \_\_\_\_\_



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DEVELOPMENT SERVICES  
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Jessaca Lugo  
Assistant City Manager

## **Step-by-Step Guide for Obtaining Approval for Short-Term Rental (Vacation Home Rental) in the City of Shasta Lake**

The City of Shasta Lake has established a process to allow property owners to use their home to provide short-term lodging for overnight guests as alternative to the typical hotel, motel, and bed and breakfast accommodations customarily available to Shasta Lake visitors.

### **STEPS TO OPERATING A SHORT-TERM RENTAL:**

**Step 1:** Complete a Short-term Rental Application Packet. The Shasta Lake Municipal Code provides for two types of short-term rentals, “Hosted Homestay” or “Vacation Rental.” Depending on the type of short-term rental you have, you will need to operate your rental consistent with the applicable standards (see Requirements below). The complete application packet can be found at the City of Shasta Lake Permit Center, 4477 Main Street, Shasta Lake, CA or city website: [www.cityofshastalake.org](http://www.cityofshastalake.org)

**Step 2:** Submit your application packet to City of Shasta Lake Permit Center for one stop processing. Shasta Lake Planning Division will review the Short-Term Rental application and approve or deny the permit; the Building Division in cooperation with Shasta Lake Fire Protection District will conduct the initial Fire Life Safety Inspection; the Finance Department will collect and monitor payment of Transient Occupancy Tax; and, Development Services will issue the permit and a business license.

**Step 3:** Shasta Lake Finance Department will send Transient Occupancy Tax forms which must be filed with payment of the tax on a quarterly basis. It is important that these forms are filled out and submitted as required by the Finance Department.

**Step 4:** Renew your permit annually. The administrative permit issued for a short-term rental must be renewed on an annual basis. The cost for this renewal is minimal and requires that any change in ownership, 24-hour contact information, or operational status is disclosed. Short-term Vacation Rental Permits are non-transferrable should the ownership of the property change.

**Step 5:** The renewal date for the Short-Term Vacation Rental Permit will coincide with the renewal of your business license. Business licenses are effective for twelve months and must be maintained to retain your Permit.

**Step 6:** Enjoy playing host to visitors from all over the world! This is a perfect opportunity to show visitors all our friendly city has to offer.



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#### VACATION RENTAL PERFORMANCE STANDARDS

1. Limitations on Structures: The Vacation Rental (VR) may be conducted only within a legally established single-family dwelling and guest house. No more than one Vacation Rental use is allowed per property. When two separate structures are used as a part of the Vacation Rental, they must be rented to the same party unless the property owner is occupying the home.
2. Hosted Homestays may have a maximum of \_\_\_\_ guestrooms under a Permit. The approved number of guest rooms will be listed on the Vacation Rental Permit.
3. Overnight Guests: Vacation Rentals are limited to a maximum of 2 adults plus 1 additional guest per property. This limit will be listed on the Vacation Rental Permit.
4. All advertising for the short-term rental must identify the Administrative Permit number and Transient Occupancy Tax ID. No exterior signage identifying the home as a vacation rental is permitted. All listings and advertisements must include the property's quiet hours, and the maximum number of guests and vehicles permitted. This permit allows a maximum overnight occupancy of \_\_\_\_\_ guests on-site.
4. Other Guests: In addition to the overnight occupancy limit above, a maximum of 10 non-registered guests may visit the Vacation Rental at any time. The maximum number of guests allowed at any one time between the hours of 7:00 a.m. and 10:00 p.m. is the overnight occupancy limit plus 10 people. Special events including but not limited to lawn parties, memorial services, weddings or similar activities are prohibited.
5. Parking Requirements: Each Vacation Rental must provide at least 1 on-site parking space for a rental with three (3) guestrooms or fewer, and at least one (1) on-site parking space for each additional guestroom beyond three (3). At the Director's discretion, on-street parking may be considered to meet a portion of the total parking requirement when the applicant can demonstrate that adequate road capacity and public safety will be maintained. Vacation Rentals are limited to a maximum of one (1) vehicle per bedroom.
6. Sewage Disposal: A properly functioning sewer connection or septic system must always be maintained. For homes on a conditional septic system, the maximum overnight occupancy for Vacation Rentals will be limited to the design load of the septic system.
7. Quiet Hours: Quiet hours are from 10:00 p.m. until 7:00 a.m. Outdoor activities during this time must be limited to those that comply with the nighttime noise limits of the General Plan Noise Element. Outdoor amplified sound is prohibited at any time.
8. Technical Codes: A Vacation Rental shall comply with all the Codes adopted by the City of Shasta Lake and other responsible agencies (including the Uniform Building Code, Uniform Plumbing Code, National Electrical Code, Uniform Fire Code, and Uniform Mechanical Code). Certain clearances may be required as determined necessary by the responsible agency. The Vacation Rental cannot require any utility services modification that would be classed as commercial or industrial in load or design.

9. Emergency Contact Information: The applicant must provide a current 24-hour working phone number of the property owner, property manager or other designated representative who can respond on-site to issues or complaints within 60 minutes. The owner, or responsible party shall be available 24-hours a day, seven days a week to respond to complaints concerning the condition, operation or conduct of STR occupants. Any changes in the above must be reported to the City of Shasta Lake Development Services Department within 30 days.

10. Pets: Vacation Rentals allowing pets must provide a means to ensure that animals are always secured on the property. Continual nuisance barking by unattended pets is prohibited.

11. This Short-Term Vacation Rental Permit is valid for a maximum of one-year from the date of issuance and must be renewed annually. Please contact the Development Services Department (530) 275-7430, located at 4477 Main Street, Shasta Lake, CA 96019, at least 30 days prior to expiration of the permit to request your renewal application.

12. Trash: Trash shall not be left stored within public view, except in proper containers for purposes of collection. There shall be no accumulation or storage of trash and/or debris on the site or within the VR/Homestay.

13. Traffic: Vehicles used, and traffic generated by the VR or homestay shall not exceed normal residential levels or unreasonably interfere with the quiet use and enjoyment of any other residences or businesses in the area. What is reasonable in terms of traffic generated shall be determined under existing legal standards applicable to single family homes as measured by the standards of the Institute of Traffic Engineers.



## AUTHORIZATION TO ENTER PRIVATE PROPERTY

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**Short-Term / Vacation Rental: Identifying listing Property Title and/or Property Identification Number as listed with online rental site or advertising Agent:**

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**Assessor's Parcel Number:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

Government Code Section 65105 authorizes City Planning Division personnel, in the performance of their duties, to enter property and make examinations and surveys which do not interfere with use of the land by those persons lawfully entitled to the possession thereof. Often, responsible and trustee agencies must also be consulted and given the opportunity to review and comment on proposed projects, necessitating their entry onto the property in order to obtain all relevant information needed to process an application in a timely manner.

If City and affected agency personnel are not able to enter the project site/property, significant delays in the processing of the project, particularly the environmental review of the project, could occur and the project applicant may be required to hire consultants to submit information necessary to prepare environmental documents addressing the project site.

**I have read and understand the foregoing, and I hereby authorize the City of Shasta Lake and other affected personnel to enter the property identified above for the limited purpose of examining the property with respect to the proposed project upon making reasonable efforts to give me a 24-hour advance notice of intended entry.**

Property Owner       Agent    (Check one)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of signer and Name of Agency (if applicable)**

\_\_\_\_\_

**Telephone Number**

**E-Mail**



# City of Shasta Lake

## DEVELOPMENT SERVICES DEPARTMENT

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### VACATION HOME / SHORT-TERM RENTAL SAFETY INSPECTION CHECKLIST

#### INSPECTIONS

Inspections will be required: prior to issuing a permit to operate; after six months of inactivity; and/or, when 3 (three) years have passed since the last inspection.

#### ADDRESS

Address numbers must be minimum 4-inch height with 3/8-inch stroke, reflectorized, contrasting with background color. Numbers must permanently posted and plainly visible and legible from the street.

#### EXITS

- All EXITS must be kept clear from any obstructions or obstacles.
- Exit doors shall be operable from the inside without the use of a key or any special knowledge or effort.

#### ELECTRICAL

- Do NOT use extension/electrical cords in lieu of permanent wiring.
- Junction boxes, receptacles, panels/dead fronts must have covers.
- Main electrical service and sub-panel circuit breakers must be labeled.

#### MECHANICAL

- Equipment must have clearances from combustibles per the manufacturer's specifications and code requirements.
- Seismic straps are required at the upper and lower 1/3 of the water heater with a minimum of 4-inch clearance above controls.
- Mechanical equipment must meet the combustion air and venting requirements per the current California Plumbing and Mechanical Codes.

#### PLUMBING

- Check pressure-temperature relief valve: must discharge through approved piping to an approved location, aimed downward with no threading at end of piping.
- No missing or damaged plumbing fixtures, traps, controls, cleanouts, and back flow preventers.
- All gas appliances must have accessible shut-off valves.

#### FIRE EXTINGUISHING SYSTEMS/APPLIANCE

- Each rental unit shall have at least one portable fire extinguisher (minimum 2A/10BC) or larger rating.
- Fire extinguishers shall be installed with the handle not higher than 48-inches from the finished floor and shall be placed near an exit.

#### SMOKE & CARON MONOXIDE ALARMS

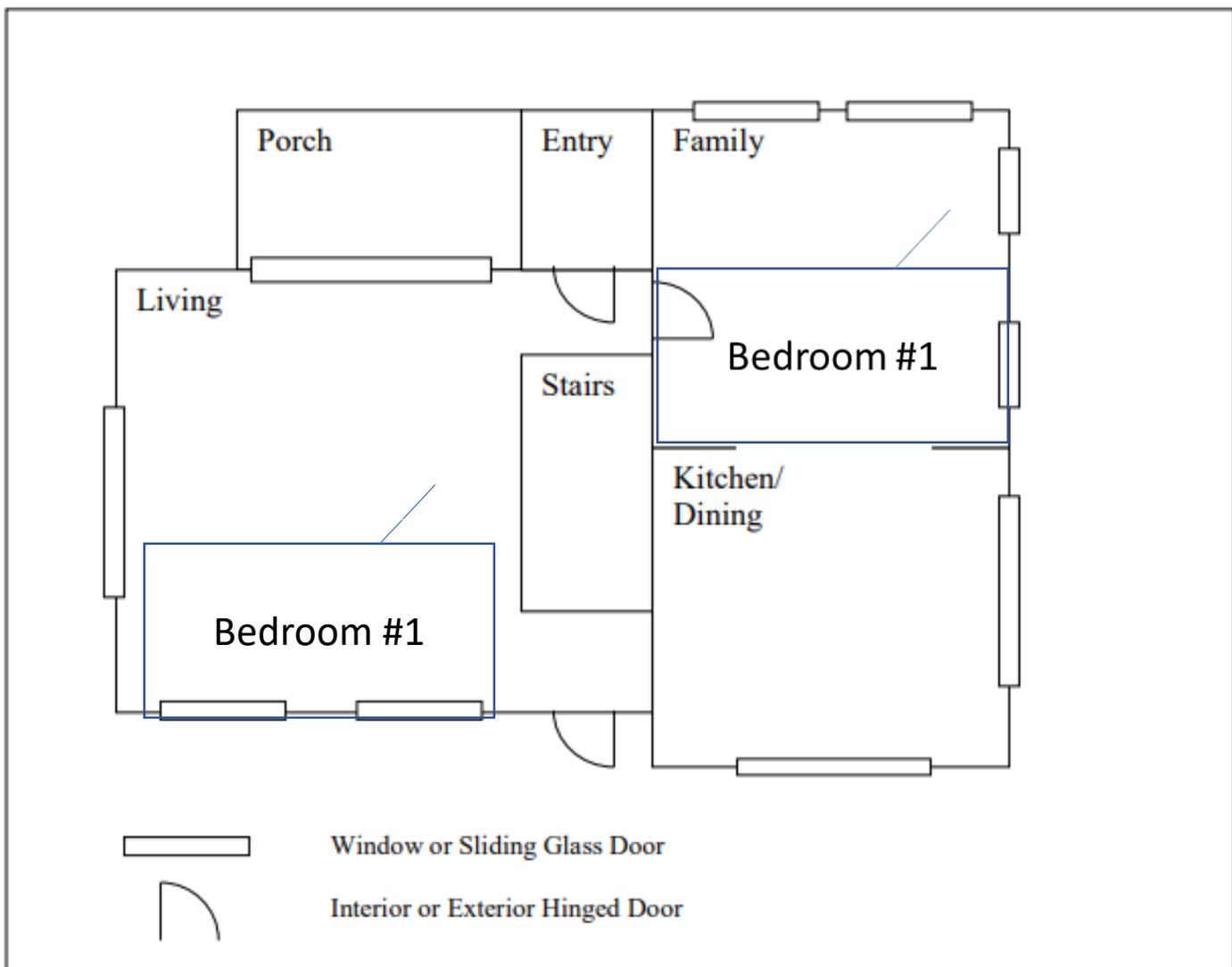
- Smoke alarms and carbon monoxide alarms are required. Check operation regularly. See diagram on reverse for required locations of alarms.

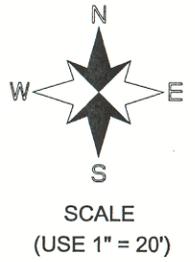
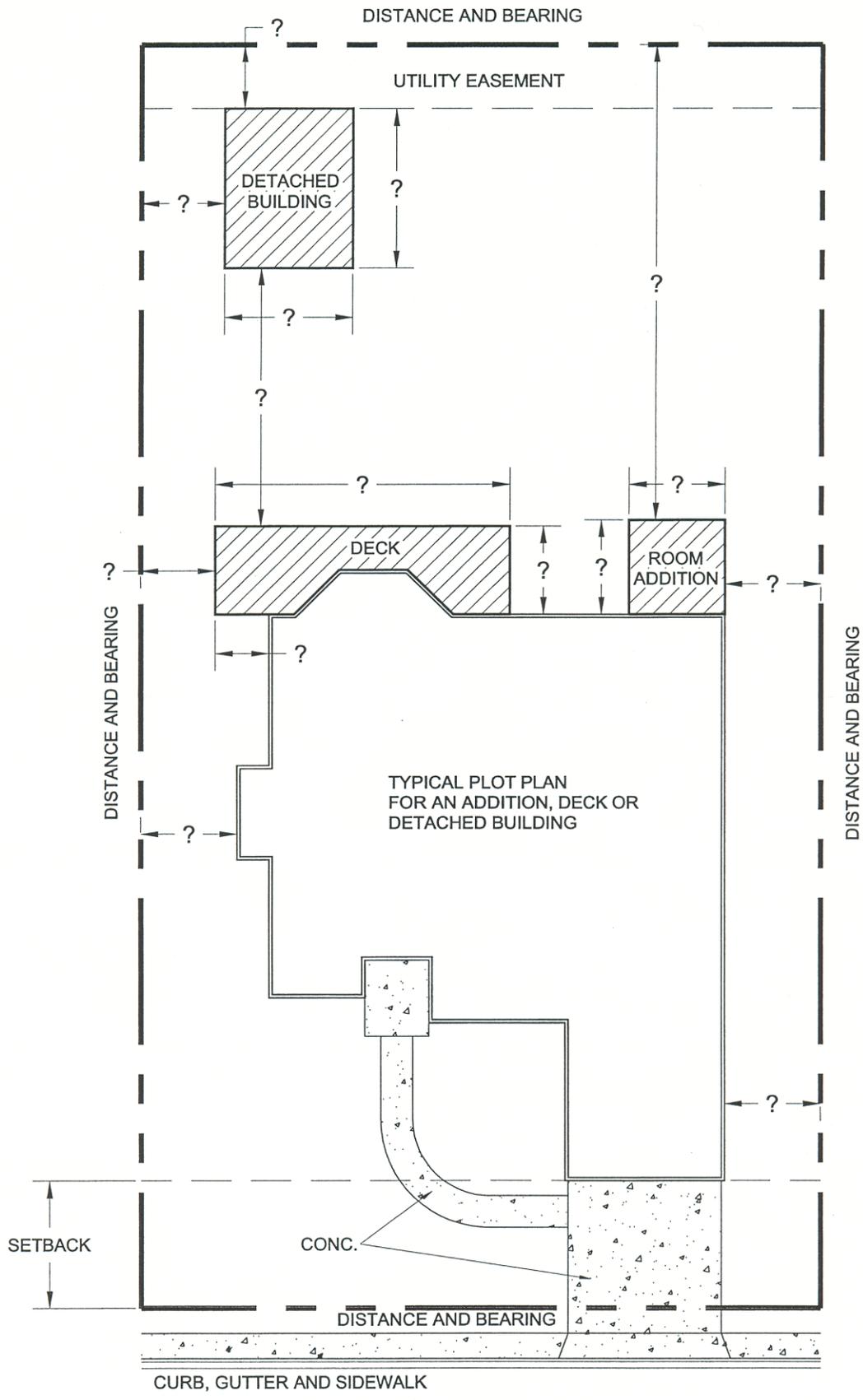
#### WASTE MATERIALS

- Remove all accumulation of trash, debris, garbage, hay, grass, weeds from property.
- Refuse containers must be removed from the street or public right-of-way, before sunset, on collection day. Containers left in the street or public right-of-way may be considered a public nuisance and the owner or occupier may be cited pursuant to Shasta Lake Municipal Code [Section 8.16.070](#).

**Please keep in mind that this is not an all inclusive list of items that are inspected by the Building Division and Fire District**

# Floor Plan for 333, 24<sup>th</sup> Street Shasta Lake, CA





STREET NAME