

## SHORT TERM RENTAL REQUIREMENTS

### General Requirements:

1. The Short-Term Rental unit owner is responsible for on-going compliance with the California Fire Code, California Building Code, International Property Maintenance Code, the National Fire Protection Association Standards or Regulations, and any other applicable laws and codes.
2. The Short-Term Rental owner is responsible for compliance with the Short-Term Rental Ordinance (Zoning Code Chapter 20-48) and all other provisions of the City Code.
3. The Short-term Rental owner is responsible for quarterly payment of the Transient Occupancy Tax (TOT) and Business Improvement Area (BIA) assessment to the TaxCollector.
4. The Short-Term Rental Permit is for rental of the dwelling unit or portion thereof, as indicated by the Short-Term Rental Permit application, and solely at the address listed on the Short-Term Rental Permit application.
5. All advertisements, posts, and/or listings offering the Short-Term Rental shall be in compliance with Code Section 20-48.070(D) and include the following: maximum occupancy; number of dedicated off-street and on-street parking spaces available for use by short term renters; notification that quiet hours must be observed between 9 p.m. and 8 a.m. and that no outdoor amplified sound is allowed; and the Short-Term Rental Permit number for the property.
6. The approved and effective Short-Term Rental Permit and a copy of Zoning Code Chapter 20-48, entitled Short-Term Rentals shall be posted within six feet of the front door and included with all rental agreements.
7. Upon permit approval, the City will provide mailed notice of permit issuance, local contact information, and short-term rental limits to property owners and tenants within 300-feet of the short-term rental unit.
8. The short-term rental unit shall be made available by the owner, agent, or local contact for inspection by code enforcement, building, police, or fire personnel by request at any time.

### Occupancy Standards and Parking Requirements:

9. Two short-term renters shall be allowed per bedroom, not to exceed 10 short-term renters per rental, including children older than three years old.
10. The number of daytime guests allowed to visit the property at any one time between 8 a.m. and 9 p.m. is one-half the maximum number of short-term renters (e.g. 8 short-term renters = 4 additional daytime guests).
11. The owner shall not allow the short-term rental to be used for any gathering where the number of persons will exceed the permitted maximum number of short-term renters and daytime guests, or if the following parking requirements cannot be met:
  - a. One off-street parking space per bedroom. Where legal on-street parking is available, one on-street parking space may count toward the minimum number of parking spaces required.
  - b. If a garage or driveway is used to meet the parking requirement, the garage or driveway must be available to the short-term renter for that purpose.
  - c. Parking shall not be located in a required front or street side setback except when on a driveway.
  - d. Parking shall not encroach into the roadway or obstruct emergency lane access or travel. This includes driveways where fire department access is required to come within 150 feet from the furthest point of the structure for firefighting purposes.
  - e. Short-term rentals located in CMU, SMU, MMU, an NMU zoning districts are exempt from parking minimums.

## SHORT TERM RENTAL REQUIREMENTS (cont'd)

### Operational Standards:

12. Short-Term Rentals must be in compliance with the noise requirements of Santa Rosa Municipal Code Section Chapter 17-16 NOISE, except that quiet hours will be enforced between 9:00 p.m. to 8:00 a.m. and outdoor amplified sound is strictly prohibited.
13. Each Short-Term Rental shall be equipped with a landline telephone or VoIP line with a battery backup and must be registered to receive SoCo Alerts or the most current form of "Reverse 911".
14. Each Short-Term Rental shall have a City of Santa Rosa evacuation checklist, Know Your Alerts flyer, and a Know Your Ways out map that is reflective of the appropriate neighborhood, posted in a visible location.
15. The Short-Term Rental unit shall be equipped with fire extinguisher(s) (one 5 lb. fire extinguisher on each floor, mounted 3-5 feet off the floor), and serviced annually or purchased within the last year.
16. Smoke alarms shall be installed in the following locations:
  - a. In each sleeping room and outside each separate sleeping area in the immediate vicinity of the bedrooms.
  - b. On each additional story of the dwelling, including basements and habitable attics and not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below.
  - c. Smoke alarms shall be installed not less than 3 feet horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by this section.
15. Carbon monoxide alarms shall be provided in dwelling units if either or both of the following conditions exist and shall be installed in the locations specified in item 16 below.
  - a. The dwelling unit contains a fuel-fired appliance or fireplace.
  - b. The dwelling unit has an attached garage with an opening that communicates with the dwelling unit.
16. Where required (per item 15 above), carbon monoxide alarms shall be installed in the following locations and maintained in accordance with the manufacturer's published instructions:
  - a. Outside of each separate sleeping area in the immediate vicinity of the bedrooms.
  - b. On every occupiable level of a dwelling unit, including basements.
  - c. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.
17. The Short-Term Rental unit shall be free of electrical hazards. Extension cords shall not be used in lieu of permanent wiring for lights or appliances.
18. Windows in bedrooms shall be operable, meet minimum emergency escape requirements as defined in the most recently adopted California Residential Code and must not have bars or other obstructions that prevent egress.
19. The address sign of the Short-Term Rental unit shall be a minimum of 4" in height, legible, in contrasting colors, clearly visible from the street, and illuminated.

## SHORT TERM RENTAL REQUIREMENTS (cont'd)

20. Recreational fires, firepits, outdoor fireplaces, barbeques/grills, and other similar items are permitted only when in compliance with items 21 – 29 below.
21. Portable firepits and outdoor fireplaces shall not be located on combustible vegetation including but not limited to grass, bark, and combustible mulches.
22. Recreational fires, firepits and outdoor fireplaces, whether fixed or portable, shall be fueled only by natural gas propane during the Santa Rosa Fire Department declared wildfire season.
23. Wood fueled or other combustible solid fuel burning which may be permitted during periods outside of the declared wildfire season must meet the following restrictions.
  - a. Be conducted in an approved fire container or appliance with a solid metal bottom, screened sides, and a solid metal lid; or in an outdoor fireplace with screened front and spark arrestor; or in another safe, purpose-built fire appliance constructed of stucco, metal, brick, or non-combustible sides including a mandatory screened top to contain embers and sparks; and
  - b. There must be a garden hose and/or shovel with sand/dirt present for extinguishment; and
  - c. Must be monitored by a responsible adult.
24. Firepits shall have sides at least 12-inches high that completely encircle the fire container.
25. Recreational fires shall not be located within 10 feet of any structure or combustible material.
26. Portable outdoor fireplaces shall not be located directly on a wood deck or other combustible surface. A noncombustible stand may be used to create separation.
27. Bonfires must be located at least 50 feet from a structure or property line.
28. All fires must be extinguished as soon as no longer in use.
29. All forms of open flame are prohibited when a Bay Area Air Quality Management District Spare the Air alert is in effect, or when a National Weather Service Red Flag Warning is in effect for the geographical area where the short-term rental is located except when used for cooking and in conformance with items 21-28.
30. Events including but not limited to weddings, receptions, and corporate events are prohibited.

### **Enforcement:**

31. On a 24-hour basis, the Short-Term Rental owner, the owner's agent, or the designated local contact shall be available to respond to complaints about the condition or operation of the Short-Term Rental, including nuisance behavior of the short-term renters or their daytime guests, within 30 minutes. Within 45 minutes, the owner, owner's agent, or designated local contact shall correct the problem; in person, if necessary.
32. Penalties will be assessed for violations of the Short-Term Rental Permit in the amount of \$500 for a first violation, \$1,000 for a second violation, and \$2,000 and revocation of the Short-Term Rental Permit for a third violation.