

General Requirements:

1. The Short-Term Rental unit owner is responsible for on-going compliance with the California Fire Code, California Building Code, California Residential 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 Tax Collector.
4. The Short-Term Rental Permit is granted solely for the rental characteristics, operational requirements, and address included on the Short-Term Rental Permit.
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 number of short-term renters and daytime guests; number of dedicated off-street parking spaces and whether an on-street parking space is 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 issued and effective Short-Term Rental Permit and a copy of City Code Chapter 20-48, Short-Term Rentals, shall be posted in a prominent location within six feet of the front door and shall be included with all rental agreements.
7. Upon permit issuance, the City will provide mailed notice of permit issuance, local contact information, and short-term rental characteristics to property owners and tenants within 600-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 in total; excluding children younger than three years of age. Staff will utilize the City's Geographic Information System to verify the number of bedrooms as recorded by the County Assessor's Office.
10. Daytime guests, not to exceed $\frac{1}{2}$ the maximum number of short-term renters, may visit the property between 8 am and 9 pm (e.g. 8 short-term renters = 4 additional daytime guests).
11. The short-term rental shall not 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 zones are exempt from parking minimums.
12. Events including but not limited to weddings, receptions, and corporate events are prohibited.

Operational Standards:

13. Short-Term Rentals must comply with the noise requirements of Santa Rosa Municipal Code Section Chapter 17-16 NOISE, except that quiet hours will be enforced between 9:00 pm and 8:00 am and outdoor amplified sound is strictly prohibited.
14. 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".
15. Each Short-Term Rental shall have posted in a visible location: 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.
16. 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), which must be serviced annually or purchased within the last year.
17. Smoke alarms shall be installed in the following locations and meet the following requirements:
 - a. In each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedroom(s), and on each occupiable story including basements and habitable attics.
 - b. For hardwired smoke alarms, a battery must be installed for battery back-up functionality. Battery operated smoke alarms may be installed per the manufacturer's instructions and this guidance. A permit is not required for battery operated devices.
18. Carbon monoxide (CO) alarms are required if the dwelling unit contains a fossil fuel burning heater, appliance, fireplace, or attached garage. CO monitors shall be installed in accordance with local building standards and the manufacturer's installation instructions in the following locations:
 - a. Outside of each sleeping area in the immediate vicinity of the bedroom(s), in a bedroom where a gas burning appliance is located, and on each occupiable level inside the home, including basements.
 - b. . A permit is not required for battery operated devices.
19. 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.
20. 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.
21. Recreational fires, firepits, outdoor fireplaces, barbecues/grills, and other similar items are permitted only when in compliance with items 22 – 30 below.
22. Portable firepits and outdoor fireplaces shall not be located on combustible vegetation including but not limited to grass, bark, and combustible mulches.
23. 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.
24. 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.

Operational Standards (continued):

25. Firepits shall have sides at least 12-inches high that completely encircle the fire container.
26. Recreational fires shall not be located within 10 feet of any structure or combustible material.
27. 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.
28. Bonfires must be located at least 50 feet from a structure or property line.
29. All fires must be extinguished as soon as no longer in use.
30. 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 22-29 above.

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.