

**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 TaxCollector.
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:**

The maximum number of short-term renters is based on number and size of bedrooms as outlined below but shall in no case exceed 10, excluding children younger than three years of age.

9. Note that any space to be used as a bedroom must meet the following minimum requirements:
  - a. Have a permanent provision for sleeping;
  - b. Be at least 70 sf in size when used for one occupant and at least 100 sf in size when used for two occupants;
  - c. Have no dimension of less than seven feet;
  - d. Have an emergency escape and rescue opening to the outside of the dwelling;
  - e. Windows shall be operable, meet minimum emergency escape requirements as defined in the most recently adopted California Residential Code, and must not have obstructions that prevent egress; and
  - f. Meet light, ventilation, and heating criteria per the California Residential Code in effect at the time of the room's construction.
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:

## SHORT TERM RENTAL REQUIREMENTS (cont'd)

- 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 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 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:
  - 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 but 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 no 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 required smoke alarm.
18. Carbon monoxide alarms shall be provided in dwelling units if either or both of the following conditions exist:
  - 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.
19. Where required (per 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.
20. 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.

## SHORT TERM RENTAL REQUIREMENTS (cont'd)

21. 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.
22. Outdoor burning shall comply with the following:
  - a. Outdoor burning at Non-Hosted Short-Term Rentals shall be limited to outdoor firepits, fireplaces, barbecues/grills and heaters that generate an open flame through the use of a single five-gallon cylinder of liquid petroleum gas (LPG) or are fed by natural gas. Such outdoor burning shall not be located within 10 feet of combustible vegetation and overhanging trees limbs.
  - b. No other outdoor burning shall be permitted at Non-Hosted Short-Term Rentals.
  - c. Outdoor burning at Hosted Short-Term Rentals shall comply with all requirements of Santa Rosa Municipal Code Chapter 18-44 and the California Fire Code.

### Enforcement:

23. 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.
24. Penalties will be assessed for violations of the Short-Term Rental Permit in compliance with Zoning Code Section 20-48.080, Table 48.1, as shown below. Please note, upon a third verified violation of Chapter 20-48, Short-Term Rentals, within a 12 consecutive month period, a Short-Term Rental Permit will be subject to revocation proceedings pursuant to Section 20-54.100. The Owner of a Short-Term Rental Permit that has been revoked for any reason shall be permanently ineligible for future consideration of a Short-Term Rental Permit on the property that was the subject of the revocation.

**TABLE 48.1 -- FINE PENALTY SCHEDULE FOR SHORT TERM RENTAL VIOLATIONS**

<b>Major Categories</b>				
Section	Violation	1 <sup>st</sup>	2 <sup>nd</sup> *	3 <sup>rd</sup> + *
20-48.040	Operation or rental of a STR without a valid permit	\$1,500	\$3,000	\$5,000
20-48.060(A)	Exceeding occupancy limits [renters]			
20-48.060(B)	Exceeding occupancy limits or daytime hours [guests]			
20-48.060(C)	Failure to observe parking requirements			
20-48.70(A)(2)(a)	Failure to observe quiet hours			
20-48.070(A)(2)(b)	Outdoor amplified sound			
20-48.070(A)(7)	Operation of a prohibited event or gathering			
20-48.070(B)	Violation of life, safety requirements			
<b>Minor Categories</b>				
Section	Violation	1 <sup>st</sup>	2 <sup>nd</sup> *	3 <sup>rd</sup> + *
20-48.030(H)	Failure of Local Contact to respond as required	\$100	\$200	\$500
20-48.050	Failure to pay TOT's or BIA's			
20-48.070(A)	Violation of other codes or laws not directly relating to the STR regulation			
20-48.070(A)(3)	Nuisance lighting			
20-48.070(A)(4)	Violation pertaining to trash, recycling, and receptacles			
20-48.070(A)(5)	Violation of posting standards			
20-48.070(A)(8)	Violation of advertising and listing requirements			
20-48.070(A)(9)	Failure to provide inspection access			
* Reflects subsequent violations occurring within 12 months of a first violation				