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|-----------------------------------------------------------------------------------|------------------------------------------------------------------|------------|------------------------------|------------|
|  | <b>Document Name</b> <i>Short-Term Rental Permit Application</i> |            |                              |            |
|                                                                                   | <b>Document Number</b>                                           | F-046      | <b>Revision Letter</b>       | A          |
|                                                                                   | <b>Document Location</b>                                         | SharePoint | <b>Revision Date</b>         | 10/08/2026 |
|                                                                                   | <b>Document Type</b>                                             | Form       | <b>Council Adoption Date</b> | NA         |
|                                                                                   |                                                                  |            | <b>Resolution No.</b>        | NA         |

## Short-Term Rental Permit Application

### Administrative Permit Application under Portola Municipal Code Chapter 17.51

An administrative permit is required before any dwelling in the City is used, offered or advertised as a short-term rental, meaning rental of a dwelling or part of a dwelling for 30 consecutive days or less (PMC 17.13.080(I), 17.51.020).

- **Who may apply:** Only an owner of the property. The permit is issued in the owner's name and is not transferable.
- **How to complete:** Fill in every field and check the boxes in this Application. Every field is required unless it is marked optional.
- **Fee:** \$40.00, due with the Application (Resolution No. 2401). Pay by check or credit card at City Hall at 35 Third Ave, Portola, CA, 96122.
- **How to file:** Email the completed Application and attachments to [sconn@cityofportola.com](mailto:sconn@cityofportola.com), or deliver or mail them to Portola City Hall, 35 Third Avenue, Portola, CA 96122.
- **Signature:** Sign electronically in the signature field, or print the Application and sign by hand.
- **Inspection:** The City will not issue the permit until the dwelling has been inspected by the building department, the fire department or both. City staff will contact the owner to schedule the inspection.
- **Transient occupancy tax:** Short-term rentals are subject to the City's 9 percent transient occupancy tax (PMC Chapter 3.20). Section 4 of this Application registers the rental for the tax, so no separate registration form is needed.
- **Business License:** An active City of Portola Business License is required.

### 1. Owner and applicant

| Item                                                                                             | Entry |
|--------------------------------------------------------------------------------------------------|-------|
| Owner and applicant name                                                                         |       |
| Names of any other owners of the property<br>(optional; complete only if there are other owners) |       |
| Mailing address                                                                                  |       |
| Phone                                                                                            |       |
| Email (optional)                                                                                 |       |

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## 2. Short-term rental property

| Item                                                                                | Entry                                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Street address of the short-term rental                                             |                                                                                                             |
| Assessor's parcel number                                                            |                                                                                                             |
| Dwelling type                                                                       | <input type="checkbox"/> Single-family dwelling<br><input type="checkbox"/> Unit in a multi-family building |
| Portion to be rented                                                                | <input type="checkbox"/> Entire dwelling<br><input type="checkbox"/> Part of the dwelling                   |
| Number of bedrooms to be used for short-term rental                                 |                                                                                                             |
| Maximum guests requested ( <b>may not exceed two times the bedrooms, plus two</b> ) |                                                                                                             |
| Number of off-street, on-site parking spaces for guests ( <b>minimum two</b> )      |                                                                                                             |

## 3. Local contact person

The owner must keep a local contact person on file with the City. The local contact answers questions and concerns about the rental, must be available 24 hours a day to accept telephone calls, and must respond physically to the rental within 30 minutes whenever it is rented and occupied (PMC 17.51.030(E)). The owner may be the local contact.

| Item               | Entry |
|--------------------|-------|
| Local contact name |       |
| Telephone number   |       |
| Cell phone number  |       |
| Email address      |       |

|                                                                                   |                          |                                             |                              |            |
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#### 4. Transient occupancy tax registration and business license

Each operator of a short-term rental must register it with the City and obtain a transient occupancy registration certificate, which must be posted in a conspicuous place at the rental (PMC 3.20.060). The operator collects the 9 percent tax from guests and pays it to the City with a quarterly return (PMC 3.20.030, 3.20.050, 3.20.070). This section is the registration. **The City will issue the certificate with the permit.**

| Item                                                                                                                      | Entry                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Is this rental already registered with the City for transient occupancy tax?                                              | <input type="checkbox"/> Yes, the certificate number is entered below<br><input type="checkbox"/> No, register the rental with this application                                                                            |
| Existing registration certificate number (complete only if already registered)                                            |                                                                                                                                                                                                                            |
| How the property is owned                                                                                                 | <input type="checkbox"/> Individual or individuals<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Corporation<br><input type="checkbox"/> Limited liability company<br><input type="checkbox"/> Trust |
| Names and titles of the partners, officers, members, or trustees <b>(complete only if the owner is not an individual)</b> |                                                                                                                                                                                                                            |
| Who will collect the rent and file the quarterly tax returns?                                                             | <input type="checkbox"/> Owner<br><input type="checkbox"/> Managing agent or property manager                                                                                                                              |
| Managing agent or property manager name <b>(complete only if one is used)</b>                                             |                                                                                                                                                                                                                            |
| Managing agent phone and email <b>(complete only if one is used)</b>                                                      |                                                                                                                                                                                                                            |
| First date the rental was, or will be, rented for 30 days or less                                                         |                                                                                                                                                                                                                            |
| Booking platforms or websites where the rental is or will be listed (check all that apply)                                | <input type="checkbox"/> Airbnb<br><input type="checkbox"/> Vrbo<br><input type="checkbox"/> Other (name it below)<br><input type="checkbox"/> None                                                                        |

|                                                                                   |                                                                  |            |                              |            |
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| Item                                                                                                                    | Entry |
|-------------------------------------------------------------------------------------------------------------------------|-------|
| Other platform names and listing web addresses ( <b>optional</b> )                                                      |       |
| City business license number ( <b>enter if already issued, if not active you need to apply for a business license</b> ) |       |

## 5. Required attachments and fee

An application is not complete until each required item is submitted and the City has determined that the Application is complete. Check each box to confirm the item is included. When filing by email, attach each item as a PDF, JPG or PNG file. A clear phone photo or scan of a paper document is acceptable.

| Check                    | Item                                                                                                                                                                                 |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Proof of ownership:</b> A copy of the recorded deed or the current property tax bill showing the applicant as an owner (PMC 17.51.040(C)(1)).                                     |
| <input type="checkbox"/> | <b>Site plan:</b> A drawing of the lot showing the dwelling and the location of the on-site guest parking spaces (17.51.040(C)(5)). A hand drawing is acceptable.                    |
| <input type="checkbox"/> | <b>Floor plan:</b> A drawing of the dwelling showing the location of each bedroom to be used for short-term rental (17.51.040(C)(5)). A hand drawing is acceptable.                  |
| <input type="checkbox"/> | <b>Application fee:</b> \$40.00 paid to the City of Portola, with the payment details entered below (17.51.040(B); Resolution No. 2401).                                             |
| <input type="checkbox"/> | <b>City of Portola Business License:</b> Proof of active business license for the City of Portola (17.51.030(I); Resolution No. 2401)                                                |
| <input type="checkbox"/> | <b>Other information requested by the City Manager (optional; include only if the City Manager has requested it)</b> to determine impacts and mitigation measures (17.51.040(C)(8)). |

| Fee payment                            | Entry |
|----------------------------------------|-------|
| Payment method                         |       |
| Payment date                           |       |
| Confirmation, receipt, or check number |       |

|                                                                                   |                          |                                             |                              |            |
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## 6. Owner certifications

By signing below, I certify each of the following.

1. I am an owner of the property described in this Application.
2. I understand that the permit will be issued in my name and will not be transferable (PMC 17.51.040(C)(3)).
3. The local contact person named in this Application is available 24 hours a day to accept telephone calls and will respond physically to the short-term rental within 30 minutes whenever it is rented and occupied (17.51.040(C)(4)).
4. I have received and inspected a copy of all regulations that apply to the operation of a short-term rental, including Portola Municipal Code Chapters 17.51 and 3.20 (17.51.040(C)(7)).
5. **I understand that the City will not issue the permit until the dwelling has passed inspection by the building department, the fire department or both, and I will provide access for that inspection. I will not rent the dwelling as a short-term rental until the City has issued the permit (17.51.020, 17.51.030(C)).**
6. **I will maintain a City business license, keep the rental registered for the transient occupancy tax, and collect and pay all transient occupancy tax due on the rental (17.51.030(I); PMC Chapter 3.20).**
7. I understand that the permit will be subject to the standards in PMC 17.51.030 and to any conditions the City Manager states on the permit under 17.51.050(B), and that the permit may be revoked for the reasons in 17.51.080 or changed if the City Council makes changes to Chapter 17.51 or to any conditions the Council imposes after the permit is issued (17.51.050(C)).
8. The information in this Application and its attachments is true and complete. I understand that false or misleading information is grounds for revoking the permit (17.51.080(A)(1)).

**Electronic signature:** I agree to submit and conduct this Application with the City of Portola by electronic means. I intend my electronic signature below to have the same effect as a handwritten signature. An owner who prefers may print this Application and sign it by hand instead.

| Item            | Entry |
|-----------------|-------|
| Owner signature |       |
| Printed name    |       |
| Date signed     |       |

|                                                                                   |                          |                                             |                              |            |
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### For City use only

| Item                                                                                        | Entry                                                                                                                       |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Application</b>                                                                          |                                                                                                                             |
| Date Application received                                                                   |                                                                                                                             |
| How received                                                                                | <input type="checkbox"/> Email <input type="checkbox"/> In person <input type="checkbox"/> Mail                             |
| Fee received: receipt number                                                                |                                                                                                                             |
| Ownership verified by, and how                                                              |                                                                                                                             |
| Date Application complete                                                                   |                                                                                                                             |
| <b>Inspection (required before the permit is issued)</b>                                    |                                                                                                                             |
| Date inspected                                                                              |                                                                                                                             |
| Inspected by (name and department)                                                          |                                                                                                                             |
| Smoke detector and carbon monoxide detector installed and working                           | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                    |
| Meets applicable building, health, fire and related safety codes                            | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                    |
| Inspection result                                                                           | <input type="checkbox"/> Passed <input type="checkbox"/> Corrections required                                               |
| Corrections required and re-inspection date<br>(complete only if corrections were required) |                                                                                                                             |
| Inspector signature                                                                         |                                          |
| <b>Transient occupancy tax registration and business license</b>                            |                                                                                                                             |
| Transient occupancy registration certificate number (PMC 3.20.060)                          |                                                                                                                             |
| Certificate status                                                                          | <input type="checkbox"/> New certificate issued with this permit<br><input type="checkbox"/> Existing certificate confirmed |
| Date certificate issued or confirmed                                                        |                                                                                                                             |

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| Item                                                                                                                            | Entry                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Registration confirmed by (tax administrator or designee)                                                                       |                                                                                     |
| City business license number                                                                                                    |                                                                                     |
| Business license verified                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No                            |
| <b>Decision</b>                                                                                                                 |                                                                                     |
| Bedrooms approved                                                                                                               |                                                                                     |
| Maximum guests approved                                                                                                         |                                                                                     |
| Finding 1: consistent with the purpose of the general plan (17.51.050(A)(1))                                                    | <input type="checkbox"/> Made <input type="checkbox"/> Not made                     |
| Finding 2: compatible with and not detrimental to the character of the neighborhood and surrounding land uses (17.51.050(A)(2)) | <input type="checkbox"/> Made <input type="checkbox"/> Not made                     |
| Conditions imposed under 17.51.050(B) (optional; enter "None" if there are none)                                                |                                                                                     |
| Decision                                                                                                                        | <input type="checkbox"/> Approved <input type="checkbox"/> Denied                   |
| Reason for denial (complete only if denied)                                                                                     |                                                                                     |
| Permit number (complete only if approved)                                                                                       |                                                                                     |
| City Manager or designee signature                                                                                              |  |
| Printed name and title                                                                                                          |                                                                                     |
| Date of decision                                                                                                                |                                                                                     |

An applicant whose application is denied may appeal to the Planning Commission under PMC Chapter 17.91 by filing a written appeal with the City Clerk within ten days of the date of the decision (PMC 17.51.060).