

**CITY OF PIEDMONT**  
**120 VISTA AVENUE**  
**PIEDMONT, CA 94611**  
**TEL: (510) 420-3050**  
**FAX: (510) 658-3167**

RECEIVED BY \_\_\_\_\_  
FEE PAID \_\_\_\_\_  
DATE FILED \_\_\_\_\_  
NUMBER \_\_\_\_\_  
PLANNER \_\_\_\_\_  
(For staff use only)

## **SHORT-TERM RENTAL PERMIT**

As provided in City Code section 17.40.030, a short-term rental permit is required in order to rent all or part of a primary single-family dwelling for a period of less than 30 days. In order to receive a permit, a property owner or the owner's approved tenant must complete and submit this application form along with a \$300 application fee. A short-term rental permit is valid until December 31 of the year it is issued, unless suspended or revoked. The permittee may renew the permit annually by submitting a renewal application and fee before the expiration of the permit.

### **Applicant Information**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant is:     The Property Owner                       The Primary Occupant, Under a Long-Term Lease

### **Property Owner Information**

*If the owner is not a natural person, the applicant must identify primary partners, officers and/or directors of any such entity, including personal contact information.*

Name(s): \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ 24-Hour Phone: \_\_\_\_\_

Alternate Email Address: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

### **Managing Agent Information (if not the Property Owner/Long Term Tenant)**

*If someone other than the property owner/long term tenant will be managing the bookings and/or interactions with guests, list the agent or representative's information in this section.*

Agent Name: \_\_\_\_\_  This is the primary contact person for guests.

Agency Name: \_\_\_\_\_

Agent's Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ 24-Hour Phone: \_\_\_\_\_

**Short-Term Rental Property Information**

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Address of STR Property: \_\_\_\_\_

Alameda County Parcel (APA) #: \_\_\_\_\_ (e.g., 050-4569-358-01)

The property is:  Owner Occupied  Tenant Occupied

The property includes an Accessory Dwelling Unit ( Permitted  Unintended).

How do you intend to rent the primary residence short-term? Please check the appropriate box below:

- “Hosted Rental” – Having guests stay in rooms while the owner/tenant resides at the unit during their stay.
- “Non-Hosted Rental” – Having guests stay in the unit while the owner/tenant are not present during their stay.
- Both: Renting the unit to guests as either a “Hosted” or Non-Hosted” rental.

How many rooms do you plan to rent to guests? \_\_\_\_\_ rooms when I am also present (hosted rental).  
\_\_\_\_\_ rooms when I am not present (non-hosted rental).

Please list any and all online hosting advertising platforms on which you plan to list your unit, including personal webpages. (Attach additional pages if necessary.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Short-Term Rental Application Attachment Checklist**

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- Property Owner Consent. If the applicant/primary occupant is a tenant, a signed statement from the property owner indicating the owner’s approval of the use of the property as a short-term rental must be submitted.
- Lease Agreement. If the applicant is a tenant, a copy of the lease agreement demonstrating that the applicant is the primary occupant under a long-term lease must be submitted.
- Proof of Insurance. Please submit proof of general liability insurance of at least \$1,000,000 that covers the applicant’s short-term rental operations during the term of the short-term rental permit.
- Proof of Residency. Please submit proof of legal residence of the Applicant in the form of two of the following: 1) a valid California Driver’s License or California Identification Card; 2) Voter registration; 3) Vehicle registration; or 4) Previous year’s W-2 Form or Tax Return.
- Safety Declaration. The applicant must submit a signed safety declaration. Alternatively, the applicant may request City inspection of the residence and the rented rooms to verify they meet all building codes and consist of legally existing bedrooms and habitable spaces. A \$200 residential rental safety inspection fee is required.

**AFFIDAVIT**

**SHORT-TERM RENTAL PERMIT**

By providing my signature below, I acknowledge that I have read City Code section 17.40.030, understand its requirements, and will comply with the regulations contained within this Code section. *(Initial each statement listed.)*

\_\_\_\_\_ I certify that I have confirmed and answered all the questions contained herein and know the same to be true and correct. Further, I understand that any Short-Term Rental Permit issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law.

\_\_\_\_\_ I certify that the short-term rental will be located in a single-family dwelling unit and that this dwelling unit is the primary residence of the property owner or long-term tenant.

\_\_\_\_\_ I certify that the dwelling unit used for the short-term rental is not an accessory dwelling unit (permitted or unintended pursuant to City Code division 17.38) or multi-family dwelling unit.

\_\_\_\_\_ I understand that the dwelling or rooms serving as a short-term rental must have a smoke detector, carbon monoxide detector, fire extinguisher, and adequate egress as determined by the chief building official.

\_\_\_\_\_ I understand that Piedmont is a residential community with expectations of peace and privacy for its residents and that short-term rentals are permitted with the expectation that their use will not impact the neighbors or the character of the community. I agree to use my best efforts to assure that all renters of my property will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties. Further, I understand that my short-term rental must comply with the City’s noise limitations as described in City Code sections 12.8 through 12.12.

\_\_\_\_\_ I understand that I must provide current contact information to the City, and information regarding the advertising platforms to be used. Should any changes to the contact information or the information regarding advertising platforms to advertise my short-term rental occur during the term of my short-term rental permit, I will promptly inform the Director of these changes.

\_\_\_\_\_ I understand that my short-term rental must be rented for a minimum of two consecutive nights.

\_\_\_\_\_ I understand that my short-term rental may not be rented more than 60 days in a calendar year.

\_\_\_\_\_ I understand that my short-term rental may be used for dwelling, sleeping or lodging purposes, but may not be rented for any other commercial purpose, including temporary events or gatherings.

\_\_\_\_\_ I understand that I must provide the following materials electronically to any guests before arrival and make available printed materials on-site for the guest with the following information:

- a. A diagram of exits, fire extinguisher locations, and fire and police contact numbers;
- b. The short-term rental permittee’s contact information;
- c. The city’s noise regulations (City Code sections 12.8 – 12.12);
- d. The city’s smoking ordinance (City Code chapter 12, article II); and
- e. The city’s garbage and recycling guidelines (available on the city’s website, or a print copy of the residential services guide: *recycling, organics and garbage*).

\_\_\_\_\_ I understand that I must pay an annual rental tax pursuant to City Code chapter 10.

\_\_\_\_\_ I Authorize the City of Piedmont to verify information provided in the application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Property Owner Consent**

I certify that I approve the use of my property at the address indicated in this application as a short-term rental and give my permission to my tenant, the primary occupant of the residence, to submit this application for a short-term rental permit.

\_\_\_\_\_  
Signature of Property Owner (if not the Applicant)

\_\_\_\_\_  
Date

City of Piedmont  
**Short-Term Rental Safety Declaration**

Please indicate the means by which you intend to comply with the safety requirements for short-term rentals provided in City Code section 17.40.030.C.5:

- I will submit this declaration with my Short-Term Rental Permit Application; or
- I request an inspection by the Building Official to ensure that the primary residence and the rented rooms meet building codes and consist of legally permitted bedrooms and habitable spaces. A \$200 inspection fee applies.

**Please initial all applicable statements.**

Please provide a floor plan for any level of the primary residence that includes room rentals. The floor plans do not need to be drawn to scale.

\_\_\_\_\_ I have provided a smoke detector within each bedroom, a smoke and carbon monoxide alarm outside the immediate vicinity of the rented bedroom(s), and on each additional story of the dwelling including basements and habitable attics. I have also provided a fire extinguisher in the dwelling unit or the rooms serving as the short-term rental. Please indicate the location of any fire extinguisher, smoke and/or carbon monoxide detector on your floor plan(s). **(Please attach a photograph of the fire and carbon monoxide detectors.)** (CRC section R314 & R315)<sup>1</sup>

\_\_\_\_\_ I have provided a means of emergency egress and the rented rooms meet light and ventilation standards for habitable rooms. Please note on your floor plans the location of windows and doors within the rented bedroom(s). Please note that you must have an emergency egress window with a minimum opening size of 20 inches wide by 24 inches high with a maximum sill height of 44 inches and at least 8% of the floor area for light and ventilation in a habitable space. If you do not have an emergency egress compliant window in the bedroom(s) please note the path of emergency egress to the nearest door or emergency egress compliant window on your floor plan. **(Please attach a photograph of the windows and doors located within the room, indicate the size of the glass within the window(s) and/or door(s), and dimension the clear opening dimension.)** (PRBC section 5.2.13)<sup>1</sup>

\_\_\_\_\_ The rented bedroom(s) have a minimum ceiling height of 7 feet 6 inches if located on the main and upper levels of the house and 7 feet if located at the basement level. Please indicate on your floor plan the ceiling height of any rented space. (PRBC section 5.2.15)<sup>1</sup>

\_\_\_\_\_ The rented bedroom(s) have a minimum floor area of 70 square feet and no less than 7 feet in any dimension. Please show the dimensions on your floor plan of any rented bedroom. (CRC section R304)<sup>1</sup>

I hereby certify that, in compliance with Section 17.40.030.C.5 of the Piedmont City Code that I am following all applicable Code requirements referenced above.

**I declare under penalty of perjury that the foregoing is true and correct, and that this declaration was executed on (date) \_\_\_\_\_ at Piedmont, California.**

**STR Permit Applicant (please print):** \_\_\_\_\_

**Property Address of STR:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

<sup>1</sup> Code references are to the 2016 California Residential Code (CRC) or City of Piedmont Residential Building Code (PRBC)

*Unless the short-term rental permit applicant has opted to have the subject property inspected by the Building Official, this certification must be submitted as a part of your application for a short-term rental permit. Please note that the Department of Public Works may contact you if any further documentation is needed as a part of the safety declaration.*

*The property owner is responsible for complying with all relevant code and other requirements. This document does not necessarily provide an exhaustive list of applicable requirements.*

***For City Use Only***

*The applicant has submitted the requested documentation for safety certification and based on materials submitted meets applicable Building Code Requirements for the purposes of operating a short-term rental.*

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*Signature of Chief Building Official*

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*Date*