

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

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(For staff use only)

## **APPLICATION TO RENEW SHORT-TERM RENTAL PERMIT**

This application is available to residents that have a valid short-term rental permit and must be submitted before the expiration of the permit on December 31<sup>st</sup> of each calendar year. The renewal application fee is \$389 (includes a \$28 records management fee). 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.

### **Applicant Information**

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

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

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

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

### **Attachment Checklist for Short-Term Rental Permit Renewal Application**

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- Copy of Current Short-Term Rental Permit. To renew the current permit, the applicant may submit a copy of the original application and the attachments that were submitted with it. However, checklist materials that are time sensitive will need to be replaced with up-to-date versions as listed below.
  - Lease Agreement. If the applicant is a tenant and the copy of the lease submitted with the original permit application has expired, an up-to-date copy of the lease agreement demonstrating that the applicant is the primary occupant under a long-term lease must be submitted.
  - Proof of Insurance. 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. If the validity has expired for the documents submitted with the original permit as proof of legal residence of the Applicant, new copies of two of the following must be submitted with the renewal application: 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.

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.

\_\_\_\_\_ The rooms in my residence used for short-term rental remain in compliance with the safety declaration submitted with my original short-term rental permit application, and 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