



**CITY TREASURER**  
**C/o Permit Administrator**  
**Treasury Division**  
P.O. Box 99, Ventura, CA 93002-0099  
Phone: (805) 658-4773 • Fax: (805) 653-0634



## **SHORT-TERM VACATION RENTALS FILING INSTRUCTIONS**

INITIAL REGISTRATION FEE: \$342.00  
Response Plan Change Fee: \$225.00

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Owner (s) of residential dwelling units that are used as a short-term vacation rental, as defined in the San Buenaventura Municipal Code Chapter 6.455, Section 6.455.020, are required to apply for and secure a permit authorizing such use. A copy of SBMC Chapter 6.500 can be viewed on the City's website [www.cityofventura.net](http://www.cityofventura.net)

The primary purpose of the ordinance is to minimize the impact of short-term vacation rentals on the surrounding neighborhood. By providing persons occupying property surrounding a short-term vacation rental with the name and telephone number of the rental's owner or agent, they can contact the owner or owner's agent directly 24/7 in the event of loud noises or other nuisance conditions caused by tenants residing at the short-term vacation rental, their visitors or guests.

### Initial Registration Process:

Complete and file the attached application form and nuisance response plan, and enclose a surety bond in the amount of \$10,000 issued by a responsible surety company and the registration fee with the Treasury Division. Incomplete applications will not be accepted.

Upon approval by the permit administrator:

1. A permit and "Good Neighbor Guidelines" for posting at the rental site will be mailed to the applicant.
2. A letter will be mailed to the occupant and/or owner of properties located within a 300-foot radius of the vacation rental advising its use.
3. A copy of the nuisance response plan will be placed on the city's Internet web site designated for short-term rental nuisance response plans for public access.

### Amendment of Response Plan:

Changes to the content of the nuisance response plan must be reported to the permit administrator. Obtain a new nuisance response plan form by calling (805) 658-4715 or at [www.cityofventura.net](http://www.cityofventura.net)