



# CITY OF VENTURA

## SHORT TERM VACATION RENTAL APPLICATION PROCESS

Person turns in to Treasury:

- Initial Inspection Fee (\$128.00, Payment processed immediately)
- STVR Application
- STVR Application Fee (\$625.00, Payment held until inspection passed and application approved)
- Business License Application
- Business License Tax (Payment held until inspection passed and application approved)
- Nuisance Response Plan
- Copy of Rental Agreement forbidding parties and loud social events between the hours of 10:00pm and 7:00am **OR** a Surety Bond

Treasury:

- Instruct Applicant to contact Code Enforcement to set up Initial Inspection, 658-4711
- Copy STVR Application and send to Code Enforcement

Code Enforcement:

- Schedule Initial Inspection (Contact applicant if not scheduled within 1 week)
- Perform Initial Inspection
- Give Treasury their copy of the Inspection when Inspection passed

Treasury:

- Input Business License application into business license software
- Input STVR application into business license software
- Process Business License Tax
- Process STVR Application Fee
- Issue Business License
- Issue STVR Permit