



## CITY TREASURER

### Treasury Division

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# SHORT-TERM VACATION RENTALS FILING INSTRUCTIONS

(EFFECTIVE JULY 1, 2016)

INITIAL REGISTRATION FEE: \$625.00

INITIAL INSPECTION FEE: \$128.00

Owner(s) of residential dwelling units that are used as a short-term vacation rental (STVR), 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 6.455 can be viewed on the City's website [www.cityofventura.net](http://www.cityofventura.net) (select 'Departments,' 'City Manager,' then 'Municipal Code').

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 (or a note that one has been applied for) in the amount of \$1,500 issued by a responsible surety company and the registration fee with the Treasury Division. The surety bond can be waived per Sec. 6.455.125 (i) by forbidding parties and loud social events between the hours of 10:00 p.m. and 7:00 a.m in the rental contract. Code Enforcement will go out and perform an Initial Inspection to ensure the safety of the STVR and compliance with City Codes.

NOTE: For multiple units (for example, a duplex), a permit is required for each dwelling unit.

To submit your application you will need to pay for the Initial Inspection (Non-refundable). At that time we will give you the contact information to set up your inspection. You will also submit payment for the STVR permit and Business License, yet those will not be processed until you pass the Initial Inspection and your application is approved.

Upon approval by the permit administrator:

1. An STVR permit, transient occupancy registration certificate, 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.

### Changes to 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). A Response Plan Change Fee of \$20 is required.

## **SHORT-TERM VACATION RENTALS QUICK REFERENCE**

Below is a summary of the requirements for Short-term Vacation Rentals (STVR) pursuant to the San Buenaventura Municipal Code (SBMC) Chapters 6.455, 4.115, and 4.155, and is provided for the purpose of quick reference. Copies of the referenced chapters may be obtained at the City's website [www.cityofventura.net](http://www.cityofventura.net) (select 'Departments,' 'City Manager,' then 'Municipal Code'). Please be familiar with the code requirements.

**Sec. 6.455.020 Definitions** - A Short-term vacation rental is a residential "dwelling unit" that is rented to a tenant for a period of not more than 30 consecutive days.

**Sec. 6.455.045 Advertising** - An offer to rent or advertisement for a short-term vacation rental must include the City Permit Number for the property in the form of "Ventura Permit No. \_\_\_\_\_."

**Sec. 6.455.125. Performance Standards** - Each owner and tenant/occupant of a short-term vacation rental, shall comply with the performance standards established by this section.

1. Ensure the rental complies with all applicable codes regarding fire, building and safety, and all other relevant laws and ordinances.
4. Rental must be a minimum of seven nights beginning the second Friday in June and continuing to the last Friday in August of each year. At all other times the owner may rent a minimum stay of two nights no more than once in any consecutive seven-day period.
5. The occupancy maximum of overnight occupants is a flat two persons, plus two persons per bedroom.
7. The rental agreement, notifications and disclosures shall also be posted in a conspicuous location inside the unit

**Sec. 6.455.150 Violations** - The following acts/omissions arising out of the operation of an STVR are unlawful and constitute a misdemeanor punishable pursuant to Chapter 1.050 Civil Penalties.

1. Offering, advertising, or renting on a short-term basis without a permit.
2. Failure to respond to a nuisance complaint within 45 minutes of the time received.
3. Failure of the owner to keep a response plan on file with the city's permit administrator that contains contact information for the current person(s) responsible for responding to a nuisance complaint within a time required by this code.
4. Failure of the owner to keep a valid surety bond in effect, unless waived.
5. Offering to rent or advertising an STVR without referencing the STVR permit number.
6. Failure to comply with any performance standard listed in Sec. 6.455.125.

**Sec. 6.455.160 Permit Suspension, Modification or Revocation** - A permit may be suspended, modified or revoked for violations of this chapter or other law on the premises of the short-term vacation rental.

**Sec. 4.115.070 Misdemeanor** - Every person is guilty of a misdemeanor who:

Does not register as required, does not furnish any return required or other data required by the tax collector, renders a false or fraudulent return, collects the tax and fails to pay the same to the city, or violates in any way other provisions of this article.

**Sec. 4.115.030 Transient Occupancy Tax Imposed** - Guests staying in an STVR for a period of 30 days or less are defined as 'transient' guests and are subject to the Transient Occupancy Tax (TOT). STVR owners are required to collect, report, and remit TOT from transient guests on a monthly basis by the last day of the following month the tax is incurred.

**Sec. 4.155.210 Business License Tax Certificate Required** - A Short-term Vacation Rental is advertised and operated as a business and is subject to the City's Business License Requirements.

**Sec. 4.155.530 Suspension and Revocation Grounds** - The business tax certificate may be suspended or revoked only when it shall appear that such business is being conducted or the premises used in violation of any law of the state, County of Ventura, or the city.