



PLANNING AND BUILDING DEPARTMENT

VACATION HOME RENTAL APPLICATION

<https://www.eldoradocounty.ca.gov/Government/Planning/VHR>

PLACERVILLE OFFICE:
PLANNING
2850 Fairlane Court, Placerville, CA 95667
(530) 621-5355 / (530)642-0508 fax
VHRpermits@edcgov.us

LAKE TAHOE OFFICE:
924 B Emerald Bay Rd
South Lake Tahoe, CA 96150
(530) 573-3330
(530) 542-9082 fax

TIME STAMP APPLICATION RECEIVED

This application is for a single, whole-house rental only.

Rental Location: _____ Assessor Parcel Number: _____
(Street Address and Town)

Number of Bedrooms: _____ Dwelling Square Footage: _____ Maximum Number of Occupants: _____

Number of Bedrooms Rented: _____ Trash Pick-Up Day: _____

Source of Drinking Water: Public or Private Hot Tubs or Spas: Yes No

Number of 32-Gallon Cans: 2 3 4 5 6 Bear Box Installed: Yes No

Ownership Information:

List all Owners, Partners, Corporate Officers, or Trustees Names, Titles, and Addresses. If additional space needed, attach list with all information. **Check here if a new title has been recorded since the last permit renewal.**

Primary Owner to Contact:

Name: _____ Email: _____

Mailing Address: _____

Phone Number: _____

Secondary Owner: (Include a separate page listing all owners or a copy of the LLC/Trust paperwork.)

Name: _____ Email: _____

Mailing Address: _____

Phone Number: _____

Local Contact Information:

Local Contact Name: _____ Local Contact Phone No: _____

Local Contact Physical Address: _____

Local Contact Mailing Address: _____

Local Contact Email: _____ Secondary Phone Number: _____

Property Management Information

Agent Name: _____

Agent Company: _____

Agent Mailing Address: _____

Agent Email: _____ Phone #: _____

Applicant Information & Signature:

Title: _____

Print Applicant Name: _____

(Must be an Owner, Partner, Corporate Officer, Lessee, Trustee OR Agent of Owner with completed Page 8)

Applicant/Agent Signature: _____

Date: _____

OFFICE USE ONLY

APPLICATION FEE :

NEW: \$ _____ RENEWAL: \$ _____ FIRE FEE: \$ _____

PERMIT EXP DATE: _____ FIRE EXP DATE: _____

NEW VHR# _____

EXP DATE # _____

FIRE DISTRICT: _____

Vacation Home Rental Required Submittals

The following checklist includes all required materials to be submitted with your application packet. **If items are missing, the application will be rejected.** Please check (✓) applicant column to be sure you have all the required information.

PLEASE ADD edcvhr@hdlgov.com to your contacts

Renewal Application Requirements

Applicant	County		PLEASE COMBINE PDFS AS THERE ARE ONLY 5 SPACES FOR UPLOADS
_____	_____	1.	Vacation Home Rental Application or apply online with HdL
_____	_____	2.	IF LOCAL CONTACT OR PROPERTY MANAGEMENT HAS CHANGED: 1. signed acknowledgments 2. copy of test results and 3. updated signs
_____	_____	3.	Photos of both interior and exterior of bear box(es) showing the number of 32-gallon trash cans inside, cans must be empty and have lids. bit.ly/vhrbearbox
_____	_____	4.	Copy of updated exterior sign with current VHR permit number (Templates can be found on VHR page) Vacation Home Rentals Link
_____	_____	5.	Payment for fire inspection , if needed. (We will email you with payment info from edcvhr@hdlgov.com)
_____	_____	6.	Payment of renewal fee to be paid on-line in HDL when renewing

New Application Requirements

Applicant	County		PLEASE COMBINE PDFS AS THERE ARE ONLY 5 SPACES FOR UPLOADS
_____	_____	1.	Apply online with HDL (preferred) or a completed Vacation Home Rental Application
_____	_____	2.	Owner/Agent's Acknowledgment & Certification signed by all property owners or agent (pg. 3-4)
_____	_____	3.	Certified Local Contact Acknowledgment signed by the local contact person. Include a copy of their Certification test results showing a passing score 17/20
_____	_____	4.	If Agent is signing both Acknowledgments, then a signed Letter of Authorization is required (pg. 7)
_____	_____	5.	Proof of ownership (Recorded Grant Deed) and any Trust, LLC, Corp or LP paperwork (Trust docs, Statement of Information, Operating Agreement, Articles of Inc with all owners/members defined)
_____	_____	6.	Photos of both interior and exterior of bear box(es) showing the number of 32-gallon trash cans inside, cans must be empty and have lids. bit.ly/vhrbearbox If you do not need a bear box due to your location, please upload something in its place
_____	_____	7.	Provided a copy of the proposed Interior and Exterior Signs (Templates can be found on our VHR page) https://www.eldoradocounty.ca.gov/Government/Planning/VHR
_____	_____	8.	Copy of guest's Rental Agreement which should include all information below: <ul style="list-style-type: none"> a) Specific Address of rental property b) Noise Standards (Quiet hours are from 10:00pm to 8:00am) c) Maximum Occupancy for overnight and daytime hours d) Trash pick-up day and bear box instructions e) Number of off-street parking places, on-street parking restrictions and snow removal activity restrictions f) Requirements for Cal Fire campfire permits. Otherwise, state: "No Outdoor Fires" g) Hot Tub usage shall not occur between 10:00pm to 8:00am h) "Should any violations of the VHR ordinance occur, fines may be imposed in accordance with El Dorado County Municipal Code (§5.56.140 and §5.56.150)"
_____	_____	9.	One 8½ x11 Site Plan drawn to scale clearly showing the following required information (where applicable): <ul style="list-style-type: none"> a) Entire parcel of land showing the parcel <u>perimeter</u> and all existing uses (dwelling, guest houses, garages, onsite parking, hot tub) with dimensions. A parking stall is approximately 9 feet by 18 feet. b) Location of bear boxes when required (if applicable for the area) c) Location of interior and exterior signs. <u>Exterior sign must be legible</u> from the road.
_____	_____	10.	Payment of fees either on-line with HDL or check (HDL on-line payment preferred)



Vacation Home Rental Owners/Agent's Acknowledgement & Certification

I understand that I am responsible for compliance with the provisions of the VHR Ordinance Chapter 5.56, and that any failure of my local contact person and/or Agent(s) to comply with the Ordinance shall be deemed non-compliance by me (§5.56.090). *Initials* _____

I understand that I am responsible for compliance with any other applicable laws, regulations, or property use restrictions (e.g., CC&Rs). *Initials* _____

I understand that before renting the vacation rental, my agent(s), my local contact person, or I must post the permit required by the VHR Ordinance in a conspicuous place on or adjacent to the front door (§5.56.100) along with the interior and exterior signs. *Initials* _____

I agree **by written agreement to limit and enforce the limit on the number** of overnight occupants of the vacation home rental to the number permitted (§5.56.090). *Initials* _____

I agree to **obtain the name, address and contact information** for each renter age 18 and over (§5.56.130). *Initials* _____

I agree to provide renters a **written copy** of the occupancy limits for overnight and daytime hours, quiet hours, any parking restrictions including for snow remove, trash pick-up day and bear box instructions, requirements for campfire permits, and all other rules and regulations (§5.56.130). *Initials* _____

I agree to inform renter that should any violation occur, that **finest may be imposed** (§5.56.140). *Initials* _____

I agree that the **physical address** will be made public and be available on the Planning Services website. (§5.56.090). *Initials* _____

I agree **by written agreement to limit and to enforce** the limit on the hot tub or spa hours of use to between 8:00 am and 10:00 pm as required by the ordinance (§5.56.090). *Initials* _____

I agree to **include the permit number in all advertisements for guests** as designated in the ordinance (§5.56.090). *Initials* _____

I agree to **allow inspection** as designated in the ordinance (§5.56.090). *Initials* _____

I agree to **maintain independent garbage collection and disposal** as designated in the ordinance (§5.56.090) and provisions in Chapter 8.42 and 8.76. *Initials* _____

I agree to inform tenants of, and to ensure the tenants and/or guests of the vacation home rental are aware of, and do not create unreasonable noise or disturbances, engage in **disorderly conduct**, or violate provisions of the El Dorado County Code or any applicable law pertaining to noise or disorderly conduct (§5.56.090 A3). Upon notification that occupants and/or guests have created unreasonable noise or disturbances, engaged in disorderly conduct or violated provisions of the El Dorado County Code or other law pertaining to noise or disorderly conduct, I agree to promptly abate such conduct and prevent recurrence of such conduct by those occupants or guests (§5.56.090). I agree that violations of this provision may result in the suspension or revocation of this VHR Permit. (§5.56.140). *Initials* _____

I understand I must designate a **local contact person**, who has access and authority to assume management of the unit and take remedial measures on a 24-hour basis when the unit is rented. The local contact person shall be required to respond to the location of the vacation home rental within **one half (1/2) hour** after being notified by law enforcement officials or the public of the existence of a violation of this chapter or any other provision of this code, or any disturbance requiring immediate remedy or abatement (§5.56.130). (The local contact person may be the owner if the owner resides within one half hour travel time.) I understand that if the local contact person changes, I must contact Planning Service's Office for a new permit indicating the new local contact person. *Initials* _____

I represent that the designated bedrooms in the vacation rental meet all local building and safety code requirements (§5.56.070 D) or, alternatively, that the El Dorado County Building Services Division has determined that, per Section 307.13.3 of the 2001 California Building Code, the existing use or occupancy may be continued if such use was legal at the time of adoption of this 2001 code, provided such use is continued use or occupancy and is not dangerous to life.

Initials _____

I agree to ensure the occupants comply with the Solid Waste Management Ordinance (§8.76) and that trash will not be left on the exterior of the property (except in bear-proof containers) before 6:00 a.m. of the day of trash pick-up or after 6:00 p.m. on the day of trash pick-up. Initials _____

I agree to ensure the occupants and/or guests comply with the snow removal parking restrictions and area interference restrictions. I understand that no person shall park except in areas where signs permit, and that no parking is allowed on the street during snow removal conditions in accordance with Chapter §10.12 - Parking. Initials _____

I agree to provide sufficient parking to meet El Dorado County on-site parking requirements, including garage when necessary. I certify that the off-street parking spaces depicted on the attached photo or diagrams were legally established in conformance with El Dorado County and TRPA regulations, if applicable. Initials _____

I understand that I am responsible for the above requirements, and that while the local contact person must respond to calls within one half hour, I am responsible for directing my local contact person and/or agent(s) in writing, in a manner that complies with the VHR Ordinance. Initials _____

I understand that failure by my local contact person, and/or agent(s) will be deemed non-compliance by me (§5.56.060) and that under the provisions of the VHR Ordinance, I may be subject to penalties for non-compliance of \$500.00 to \$1,000.00 and that the VHR may be suspended or revoked should repeated non-compliance occur. Initials _____

I agree to all of the above as a condition for receiving an El Dorado County Business License, Transient Occupancy Registration, and a VHR Permit for the unincorporated area of El Dorado County. Initials _____

I have read all regulations pertaining to the operation of a vacation home rental and agree to comply with all conditions of the VHR Permit (§5.56.070). Initials _____

I certify that the information submitted as application for a VHR Permit is true and accurate in all respects. I (we) agree to all the above provisions and certify under penalty of perjury, the above is true and accurate.

Owner's Signatures:

PRINT NAME: _____

SIGNATURE _____ DATE _____

PRINT NAME: _____

SIGNATURE _____ DATE: _____

Agent's Signatures:

PRINT NAME: _____

SIGNATURE _____ DATE: _____

PRINT NAME: _____

SIGNATURE _____ DATE: _____



Vacation Home Rental Certified Local Contact Acknowledgement

I understand that I am responsible for compliance with the provisions of the VHR Ordinance Chapter 5.56.

Initials _____

I understand that before renting the vacation rental, the agent(s), the owner or I, must post the permit required by VHR in a conspicuous place on or adjacent to the front door (§5.56.100). *Initials* _____

I have taken and passed the required Certified Local Contact exam (§5.56.130). *Initials* _____

I agree to **enforce the limit on the number of overnight occupants** of the vacation home rental to the number permitted (§5.56.090). *Initials* _____

I agree to **obtain the name, address and contact information** for each renter age 18 and over (§5.56.130). *Initials* _____

I agree to provide renters a **written copy** of the occupancy limits for overnight and daytime hours, quiet hours, any parking restrictions including for snow removal, trash pick-up day and bear box instructions, requirements for campfire permits, and all other rules and regulations (§5.56.130). *Initials* _____

I agree to inform renter that should any violation occur, that **fines may be imposed** (§5.56.140). *Initials* _____

I agree to **limit by written agreement and to enforce the limit on the hot tub or spa hours** of use to between 8:00 am and 10:00 pm as required by the ordinance (§5.56.090). *Initials* _____

I agree to **include the permit number in all advertisement for guests** as designated in the ordinance (§5.56.090). *Initials* _____

I agree to **be able to respond on-site if necessary to resolve complaints that are in violation of this ordinance.** (§5.56.130). *Initials* _____

I agree to inform tenants of, and to ensure the tenants and/or guests of the vacation home rental are aware of, and do not create unreasonable noise or disturbances, engage in **disorderly conduct**, or violate provisions of, the El Dorado County Code or any State law pertaining to noise or disorderly conduct (§5.56.090A-3). Upon notification that occupants and/or guests have created unreasonable noise or disturbances, engaged in disorderly conduct, or violated provisions of the El Dorado County Code or State law pertaining to noise or disorderly conduct, I agree to promptly abate such conduct and prevent recurrence of such conduct by those occupants or guests (§5.56.090). I agree that violations of this provision may result in the suspension or revocation of this Vacation Home Rental Permit (§5.56.140). *Initials* _____

I understand that as the **local contact person** I must have access and authority to assume management of the unit and take remedial measures on a 24-hour basis when the unit is rented. As the local contact person, I shall be required to respond to the location of the vacation home rental within **one half (1/2) hour** after being notified by law enforcement officials or the public of the existence of a violation of this chapter or any other provision of this code, or any disturbance requiring immediate remedy or abatement (§5.56.130). *Initials* _____

I agree to comply with, and ensure the occupants comply with, the Solid Waste Management Ordinance (§8.76) and that trash will not be left on the exterior of the property (except in bear-proof containers) before 6:00 a.m. of the day of trash pick-up to 6:00 p.m. of the day of trash pick-up. *Initials* _____

I agree to ensure the occupants and/or guests comply with the snow removal parking restrictions and area interference restrictions. I understand that no person shall park except in areas where signs permit, and that no parking is allowed on the street during snow removal conditions in accordance with Chapter §10.12 – Parking *Initials* _____

I understand that I am responsible for the above requirements and that while the local contact person must respond to calls within one half hour. I am responsible for having a written agreement with the owner or agent that ensures compliance with the Vacation Home Rental Ordinance. I understand that failure on my part to meet the provisions of the Vacation Home Rentals, may subject the owner to penalties for non-compliance of \$500.00 to \$1,000.00 and that the Vacation Home Rental Permit may be revoked should repeated non-compliance occur. *Initials* _____

I have read all regulations pertaining to the operation of a vacation home rental and agree to comply with all conditions of the Vacation Home Rental Permit (§5.56.070). *Initials* _____

By signing this certification, the undersigned acknowledges and agrees that the name and phone number provided as the VHR local contact shall be posted online by the county and shall be accessible to the general public.

The County of El Dorado and its officers, agents, employees, and representatives assume no responsibility for anyone's use of the information and shall not be liable for any improper or incorrect use of the information contained herein. Under no circumstances, shall the County of El Dorado be liable for any direct, indirect, special, exemplary, or consequential damages however caused and on any theory of liability.

I (we) agree to all the above provisions and certify under penalty of perjury, the above is true and accurate.

Certified Local Contact's Signature:

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____
(Local Contact Person)

COMPANY: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____ CITY STATE ZIP: _____

PHONE: _____ Email _____

Vacation Home Rental
Owner's Letter of Authorization

Date: _____

This letter is to authorize _____ and/or _____ to submit a Vacation Home Rental application for my property located at _____ to the El Dorado County Planning Department.

Owner 1

Name: _____ Contact Email: _____

Mailing Address: _____

Primary Contact Phone Number: _____ Secondary Phone Number: _____

Signature: _____

Owner 2

Name: _____ Contact Email: _____

Mailing Address: _____

Primary Contact Phone Number: _____ Secondary Phone Number: _____

Signature: _____

Owner 3

Name: _____ Contact Email: _____

Mailing Address: _____

Primary Contact Phone Number: _____ Secondary Phone Number: _____

Signature: _____

Owner 4

Name: _____ Contact Email: _____

Mailing Address: _____

Primary Contact Phone Number: _____ Secondary Phone Number: _____

Signature: _____