

# County of Monterey

## Housing and Community Development



Planning - Building - Housing

1441 Schilling Place, South 2<sup>nd</sup> Floor Salinas, California 93901-4527

(831) 755-5025

### Vacation Rental Operation License Application

Please visit the [Online Permit Information](#) page and apply via [Accela Citizen's Access](#) to complete the Vacation Rental Operation License Application. You will not need to complete this form and the Accela form.

If you would like to complete this webform application online and bring it into our office, please complete and click the "Print Form" button at the bottom of this screen.

To apply for the ability to operate a Vacation Rental in unincorporated Monterey County, you must complete this application and provide all of the required materials listed in this application.

If you do not have your TOT Certificate Number, you must obtain it before applying. Link:

<https://hdlweb.co.monterey.ca.us/PrimeWeb/Apply/GettingStarted/TOT>

#### Please enter TOT Certificate Number:

#### Property Details

APN:

Address Street Number and Name

City/State/Province/Region

Postal/ZIP Code

Land Use Category:

Zoning District:

**Vacation Rentals are only allowed in detached single family dwellings (including manufactured homes or a mobile home on a permanent foundation).**

#### Vacation Rental Type:

- Homestay  
 Limited  
 Commercial

#### Number of Bedrooms to be Rented:

#### Number of Bathrooms:

#### Maximum Overnight and Daytime Occupancy:

The maximum number of overnight occupants is two per bedroom plus one total, not counting infants (0 - 12 months). For example, a Vacation Rental with three bedrooms could have a maximum overnight occupancy of 7, and a maximum daytime occupancy of 10.5 or 11 (7 \* 1.5), not counting infants (0 - 12 months). **Shall the number end in a half digit, please round down to the nearest whole digit.**

**Is there an active agricultural operation on the property? If so, the Owner, Operator, or Property Manager shall reside on the property concurrently.**

- Yes  
 No

**Is the property owner of the Vacation Rental an Individual or trustee of the Trust?**

- Yes  
 No (If No, you may not apply for a vacation rental operation license at this time.)

**Owner, Operator, Property Manager Information**

*Owner First and Last Name:*

*Owner Phone Number*

*Owner Email:*

*Address Street Number and Name*

*Unit number:*

*City/State/Province/Region*

*Postal/ZIP Code*

**If the Owner is not the Operator, please include the Operator information below:**

*Operator First and Last Name:*

*Operator Phone Number:*

*Operator Email:*

*Address Street Number and Name:*

*Unit Number:*

*City/State/Province/Region:*

*Postal/ZIP Code:*

**If you are using a Property Manager, please include the Property Manager information below:**

*Property Manager First and Last Name:*

*Property Manager Phone Number:*

*Property Manager Email:*

*Address Street Number and Name:*

*Unit Number:*

*City/State/Province/Region:*

*Postal/ZIP Code:*

**Required Materials to Be Submitted with the Vacation Rental Application**

Site Plan and Floor Plans (Link to Form)

Operations Plan (Link to Form)

**Attach to Operations Plan:**

Evacuation Map(s)

The most recent bill for waste services.

The most recent bill for public services.

The most recent water bill or for private wells or water systems with less than 200 service connections, applicants must submit proof that their water meets the water quality standards of Section 15.04.110. To satisfy the water quality standards for smaller water systems or private wells, applicants can follow these guidelines: [SEE EHB TESTING REQUIREMENTS.](#)

Vacation Rental Home Inspection Form (Link to Form)

**Homestays – Additional Required Materials to be Submitted with the Vacation Rental Operation License Application****Please read and check all items:**

**Applicants must consent to comply with all of the terms, conditions, and requirements of the Vacation Rental Operation License, but not limited to the following:**

- I agree that I will obtain a business license from the County of Monterey Treasurer-Tax Collector before commencing the Vacation Rental use and will keep the business license valid throughout the Vacation Rental use.
- I agree that my Vacation Rental will comply with Monterey County Code Chapter 8.36, which prohibits housing any animal that creates a habitual nuisance.

- I agree that my Vacation Rental will comply with Monterey County Code Chapter 10.41, which requires that solid waste and recycling be contained within appropriate receptacles with lids and stored out of sight unless in conformance with neighborhood standards.
- I agree that my Vacation Rental will comply with Monterey County Code Chapter 10.60, which prohibits at all times of day and night the making, assisting in making, allowing, creating, or causing to be made outside amplified sound.
- I and/or my Property Manager are available 24 hours per day, will be responsible for responding to complaints, and can arrive on site within 30 minutes.
- I agree that the Operator and Occupant will sign a written rental contract. The rental contract shall be in writing and identify the name, address, telephone number, and email address of the Operator, Property Manager, and at least one responsible Occupant who is 18 years or older.
- I agree to maintain precise records and documentation, including the names, phone numbers, home addresses of at least one guest per stay, the number of guests, guest's license plate numbers if traveling by car, and dates of stay. These records must be maintained for the Vacation Rental Operation License terms plus two years and can be examined by the County upon request.
- I agree that outdoor fire areas, including approved recreational fire containers and portable fireplace containers, will not be operated while the property is rented.

Additional Information

- I agree that my septic system will comply with Monterey County Code Chapter 15.20 for regulation of septic systems, and I will post advisory signs at all kitchen sink(s) and toilet(s).
- I agree that all online rental contracts, advertisements, and listings for my Vacation Rental will, at a minimum, contain the following: the Vacation Rental Operation License number, the Maximum daytime and nighttime occupancy, the time period for quiet hours, and the Advertised Rental Rate.
- I agree to notify the County at least 30 calendar days before the Vacation Rental Operation License expiration if I wish to renew my Vacation Rental Operation License.
- I agree that I will have only one rental contract at any given time.
- I agree that the Bedrooms of my dwelling unit satisfy all of the requirements as set forth in Monterey County Code Sub-Section 7.120.020.C.
- I agree that upon receipt of an approved License, the Operator shall mail an informational letter using the County provided template to neighboring properties within a 300-foot radius of the property; and if applicable, to all properties with ownership or access rights to any shared private road utilized to access the Vacation Rental.

**Homestays Only:**

- I agree that I live in my Residential Property for at least 183 days per calendar year.
- I agree that I will occupy at least one Bedroom within the Homestay while it is being rented.

**Homestays and Limited Vacation Rentals Only:**

- I agree that I will have only one rental contract per seven day period.

**I consent to comply with all of the terms, conditions, and requirements of the Vacation Rental Operation License, but not limited to the above:**

First Name:

Last Name:

**NOTE: Completion of this form does not start the application process, all necessary forms must be uploaded to your Accela account.**