



# SHORT-TERM VACATION RENTAL PERMIT APPLICATION

## PLANNING DIVISION

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### Application Requirements

1. South San Francisco Business License	<i>Apply with the Finance Department (<a href="#">Business License Information</a>)</i>
2. Required Plans a. Site Plan – Include on-site parking available for renters. b. Floor Plan – Indicate which bedrooms are to be used for rentals.	<i>Copies: <b>Digital PDF copy.</b></i>
3. Proof of Residency	<i>Provide a copy of a utility bill.</i>
4. Application Fee	<i>Refer to fee schedule (available on <a href="#">Planning Webpage</a>)</i>

### What is a Short-Term Vacation Rental?

A short-term vacation rental is a residential structure that is rented to a transient occupant for a period of less than 30 days. The full residential structure, or a portion of it, can be rented to a transient occupant in a short-term vacation rental use. A short-term vacation rental includes both **hosted rentals** (the host is present in the dwelling unit that is being used as a short-term vacation rental) and **non-hosted rentals** (the host is not present in the dwelling unit that is being used as a short-term vacation rental).

	Aggregate Duration Limit	Occupancy Limit
<b>Hosted Rental</b> <i>Host is onsite</i>	No annual cap	2 or fewer renters
<b>Non-Hosted Rental</b> <i>Host is offsite</i>	<b>90 aggregate days</b> each permit year	2 renters per bedroom + 2 additional renters

### Do I need a Short-Term Vacation Rental Permit?

The City of South San Francisco requires a permit to operate a Short-Term Vacation Rental in a residential dwelling unit for rentals consisting of fewer than 30 consecutive days. Rentals beyond 30 days are not permitted under the Short-Term Vacation Rental Permit.

### Am I eligible for a Short-Term Vacation Rental Permit?

You are eligible to receive a Short-Term Vacation Rental Permit the following requirements are met:

- You are the permanent resident (owner or tenant) of the proposed short-term vacation rental;
- Your proposed short-term vacation rental use is for an existing single-family dwelling unit (multi-family units and accessory dwelling units (ADUs) are not eligible);
- You are applying for only one short-term vacation rental permit;
- You can provide at least one off-street parking space for use by your short-term vacation renters;
- You have a local contact person who will be available to respond within one hour to any issues that arise whenever the unit is rented and occupied;
- You have a valid **business license** from the City of South San Francisco; and

- Short-term vacation rentals are permitted by the terms of any applicable lease agreements, HOA bylaw, or CC+Rs.

**How is an Application Reviewed?**

Staff will review your application for completeness and compliance with the Short-Term Vacation Rental performance standards within 30 days of submittal. You will receive a letter from the Planning Division indicating if your permit has been approved, conditionally approved, or disapproved by the Chief Planner.

Please complete all sections of the application:

**Property Owner/Applicant Information:**

Applicant Name:	Property Owner (if different):
Address:	Address:
City/ St/ Zip:	City/ St/ Zip:
Phone:	Phone:
Email:	Email:

**Property Information:**

Project Address:	
Is this a single-family dwelling unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the STVR be hosted or non-hosted?	<input type="checkbox"/> Hosted <input type="checkbox"/> Non-Hosted
Is a STVR use consistent with applicable lease agreements, HOA bylaws, and/or Covenants, Conditions + Restrictions (CC+Rs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Bedrooms to be used for rentals (indicate on floor plan):	
Number of on-site parking spaces available for renters (indicate on site plan):	

**Local Contact Manager Information\*:**

Name:
Address:
City/ St/ Zip:
Phone:
Email:

*\*The local contact manager must be available 24-hours a day to accept telephone calls and respond physically to the short-term vacation rental within one hour when the unit is rented and occupied. The local contact manager may be the property owner / primary resident of the short-term vacation rental or be another designated individual.*

