



# COUNTY OF SAN MATEO PLANNING AND BUILDING

455 County Center, 2nd Floor, Redwood City, CA 94063 | <https://planning.smcgov.org> | T: 650-363-4161 F: 650-363-4849

## Application for Short-Term Rental Permit

New

Renewal

Original Permit No: \_\_\_\_\_

### Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Local Contact Person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Project Information

Site Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Zoning: \_\_\_\_\_

No. of Bedrooms for short-term rental: \_\_\_\_\_

### Required Materials

- Proof of ownership (copy of deed or tax bill)
- Owner's concurrence (if application is submitted by a different party)
- Copy of Transient Occupancy Tax Certificate
- Proof of liability insurance (minimum \$500,000)
- Copy of lease agreement
- Site plan (or aerial photo) showing required off-street parking space(s)
- Floor Plan of residence that clearly distinguishes areas to be used for short-term rental, all areas should be labeled (i.e., bedroom, bathroom, living room, etc.)
- Proof house address is visible from the street (picture)
- Proof smoke + carbon monoxide alarms and fire extinguisher are installed (picture)

### Fees

Short-Term Rental Permit/Renewal..... \$300.00  
 3 % Credit Card Processing Fee ..... \$9.00

### Signatures

We hereby certify that the information stated above and on forms, plans, and other materials submitted here within support of the application is true and correct to the best of our knowledge.

Applicant

Date

Owner

Date