



City of Mill Valley Planning Department Short-Term Rental Registration Form



A Short-Term Rental is a dwelling that is leased or rented in full or in part for the purpose of overnight lodging for less than thirty (30) consecutive days. Mill Valley allows Short-Term Rentals in all residential units except deed-restricted Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). Any person operating a short-term rental in a residential district is required annually to register by completing this form. Hosts must register their short-term rental prior to the first date of operation by completing this form.

Registration Fee:

1. A short-term rental Registration Fee of \$50.00 must be submitted to the City of Mill Valley Planning Department with this Registration Form.
2. Business License Application fee is \$15 per unit + \$4 and must be paid online through [OpenGov Permitting and Licensing](#).

Required Conditions to Qualify for a Short-Term Rental:

1. Rental space must be a legally permitted space.
2. Rental space is either room(s) within a single-family home, an entire single-family home, or a multi-family unit.
3. Rental space is not a deed restricted ADU or JADU.
4. On lots that have a JADU, the primary unit may not be rented out concurrently with the JADU because owner occupancy is required on site.

Terms of Agreement:

1. A Business License, Registration Form and Registration Fee must be renewed annually.
2. A Transient Occupancy Tax Form must be submitted to the City and payment of monthly remittances, must be paid online through [OpenGov Tax & Revenue](#) as required.
3. All short-term rental hosts shall provide a statement of the conditions which are applicable to the rental to each guest. The statement of conditions shall include:
 - a. A maximum number of people that may occupy the unit.
 - b. A description of any available parking that is available for guests.
 - c. An emergency contact person is available to receive calls from the guest(s) at any time, day, or night.
 - d. Instructions for trash disposal.
 - e. Information about the Mill Valley Noise Ordinance requirements.
 - f. Good Neighbor conduct is expected and includes limiting noise, parking with consideration for neighbors who live in the area, keeping trash in appropriate bins.

Violation of Terms:

In the event the host or his/her guests violate the terms and conditions of this Short-term Rental Registration, the Business License shall not be reissued, and the short-term rental shall cease for at least one year following its expiration date, unless good cause is shown that would prevent future violations, subject to the approval of the Planning Director.

REGISTRATION FORM: SHORT-TERM RENTALS

Please complete this short-term rental registration form (annually):

PLANNING STAFF REVIEW

APN: _____
Zoning: _____
File #: STR
Fee: _____
Date Received: _____

1. **Project Address:** _____
Is this a renewal? Yes/No If yes, indicate any changes below and sign.
2. **Type of Rental Space: (Check all that apply and indicate number of units/rooms)**
☐ Room in Single-Family home (# of rooms: _____)
☐ Entire Single-family home
☐ 2nd Unit
☐ Multi-family unit
3. **Occupancy:** Maximum number of persons to occupy the space at one time (including children) _____
4. **Parking:** Number of parking spaces on your property for use by guest(s) _____
5. **Emergency Contact Information:** Indicate a responsible person over the age of 18 below.
Name: _____ Phone Number: _____
6. **Fees:** The following fees are collected annually (by July 31st of every year) in order to operate.
☐ Registration fee (\$50.00)
☐ Business license fee (\$15 per unit + \$4)

ACKNOWLEDGEMENT & AGREEMENT TO TERMS AND CONDITIONS

The applicant is responsible for the truth of all statements contained in this registration form. This form should not be signed unless the applicant has read it thoroughly and is certain of its truthfulness.

I agree to the Terms of Agreement and understand the consequences of violating these terms.

APPLICANT

OWNER (if different than applicant)

APPLICANT NAME (PLEASE PRINT)

OWNER NAME (PLEASE PRINT)

APPLICANT SIGNATURE

OWNER SIGNATURE

DATE

DATE

MAILING ADDRESS

MAILING ADDRESS

PHONE

PHONE

E-MAIL

E-MAIL

SUBMIT: Please return the \$50 Short-Term Rental Registration Fee to the City of Mill Valley, Planning Department. For questions, contact Michelle Johnson at (415) 384-4822

You will receive confirmation from the Finance Department through a Business License that your short-term rental is registered. Please submit your Transient Occupancy Tax Return to [OpenGov Tax & Revenue](#) on a monthly basis.



City of Mill Valley, 26 Corte Madera Avenue, Mill Valley, CA 94941