



City of Nevada City

317 Broad Street • Nevada City, California 95959 • (530) 265-2496

HOSTED SHORT-TERM RENTAL APPLICATION / ANNUAL RENEWAL FORM

INTAKE INFO			
Date Submitted:			
Annual Fee - \$120 (See Fee Schedule) Pro-rated per quarter: Q1 Q2 Q3 Q4			
Amount Due:			
Check	Cash	Online	
Bus. License		BL Exp.	

This form is required to be **renewed annually** (along with annual registration fee). You can pay the annual registration fee and obtain a Business License at the Front Desk in City Hall (317 Broad Street, Nevada City) or by calling our front desk representative at (530) 265-2496 ext. 124. All permits expire January 31 of each year.

- ☐ This form is also required to be submitted with a copy of your **Nevada City Business License** (attach to this form).
- ☐ Attach copies of your up-to-date **Transient Occupancy Tax (TOT)** payment and reporting. This is **required quarterly**. You can pay and report TOT to our Finance Supervisor at TOT@nevadacityca.gov.

Please familiarize yourself with the full list of requirements at www.nevadacityca.gov/short-term-rentals

Please fill out this information in its entirety:

Rental Property Address

Owner Information

_____ Nevada City, CA 95959

Name _____

Phone _____

Email Address _____

Mailing Address _____

Manager Information

if not the Owner

*(Owner and/or Manager must
reside in Nevada County)*

Name _____

Phone _____

Email Address _____

Mailing Address _____

Number of STR Units

(cannot exceed 2 per property)

☐ One Unit OR ☐ Two Units

Unit 1 Type (select one)

☐ Primary Unit ☐ ADU* _____ Sq. Ft. ☐ Room within residence ☐ Other
Attached OR Detached

If you selected ADU or "other"
please provide description:

If you already rent on platforms
such as AirBnB or VRBO, please
provide all the unique Listing ID
numbers associated with this rental:

Please provide an image of the rental as seen from the outside (as a separate attachment). **Did you provide an image?** Yes / No

If applicable,

Unit 2 Type (select one)

If you selected ADU or "other"
please provide description:

If you already rent on platforms
such as AirBnB or VRBO, please
provide all the unique Listing ID
numbers associated with this rental:

☐ Primary Unit ☐ ADU* _____ Sq. Ft. ☐ Room within residence ☐ Other
Attached OR Detached

Please provide an image of the rental as seen from the outside (as a separate attachment). **Did you provide an image?** Yes / No

* Please be aware that all units must be fully permitted. The City will not issue a Short-Term Rental Permit on any unpermitted dwelling unit including ADUs.

NOTE: Our current ordinance does not and is not intended to permit an Owner to use his or her property solely for hosted short-term rentals.

Does the owner of the property reside on the premises?

☐ Yes ☐ No

"Primary Place of Residence" means the dwelling where a person lives for a majority of a year.

Is any portion of the property rented out for long-term lease?

☐ Yes ☐ No

If yes, please describe the unit available for long-term lease so the City may distinguish it from that of the short-term rental unit:

Please describe the other uses of the property, other than short-term rental:

Please provide a description of the short-term rental unit(s).

- ☐ Attach a floorplan sketch of the residence delineating the short-term rental unit(s) with hatching, stippling, shading, or other distinguishing representation.
- ☐ Attach a site plan showing where parking will be located for the rental unit(s). (Note that each STR unit may have no more than one vehicle).

Alternate Emergency Contact in Nevada City if listed Owner or Manager cannot be reached:

Name

Home Phone

Cell Phone

Email Address

Mailing Address

Residence Address Nevada City, CA 95959

Affirmations/Agreements

By completing this Application the Owner/Manager affirms that he/she will:

- **Re-register hosted short-term rentals annually** and keep all application information current
- **Maintain a current business license at all times;**
- **Make timely quarterly and payments and reports of Transient Occupancy Tax** when due within 30 days following the end of each quarter pursuant to Municipal Code Chapter 3.24;
- Provide a Courtesy Neighborhood Notice of intent to provide hosted short-term rentals and how the renters will be accessing the residence;
- Present Conduct Guidelines approved by the City to each renter of hosted short-term rental unit(s) and ensure that they are familiar with City noise regulations per Municipal Code Section 8.20.030;
- Maintain all rental units in good repair and safe condition in compliance with all applicable building and similar codes, including provision of all required sanitation facilities;
- Co-operate with City officials and Police in enforcement of applicable regulations;
- Comply with all applicable Federal, State, County and City regulations, including requirements of the City regarding hosted short-term rentals codified in Municipal Code Section 17.72.080 and the General Regulations provided with this application;

The undersigned Owner/Manager of the above-referenced hosted short-term rental unit(s) affirms that the information contained herein is true and correct and that he/she has reviewed and is familiar with the regulations referred to, including, without limitation, the hosted short-term rental regulations and noise restrictions in Municipal Code Section 17.72.080 and Chapter 3.24.

Signature of Owner

Signature of Manager, if applicable

Printed Name

Printed Name

Date

Date