



Development Services Department Short Term Rentals

A Short Term Rental (e.g. an AirBnB or similar service) is a type of transient lodging establishment engaged in overnight lodging for short periods of time. These are separate from bed and breakfasts, boarding houses, hotels or motels, or traditional rentals. Rohnert Park allows single room rentals only (such as a bedroom with bathroom, etc.). Whole house rentals, or rentals of Accessory Dwelling Units as Short Term Rentals (STRs) are not allowed in Rohnert Park. The single room STR is allowed in Rohnert Park through an Administrative Use Permit. This process allows for a thorough review by City Staff and an opportunity to engage the owner/applicant in regards to requirements and responsibilities.

Overall STR Approval Process

- Administrative Use Permit through the Planning Division
- Acquiring a business license
- Completing the paperwork to participate in the Transient Occupancy Tax

Planning Department Requirements

- 1) Anyone wanting to establish an STR must complete the “Zoning and Land Use Application” provided by the City, and must be signed by the property owner/applicant. The application can be found here:
http://www.rpcity.org/UserFiles/Servers/Server_3037789/File/Planning/PermitsFormsandFees/Project%20Forms%20Guides%20and%20Guidelines/APPLICATION%202017.pdf
- 2) Applicants will pay a one-time fee for the Administrative Use Permit review.
- 3) The owners of the properties contiguous to the project site shall be provided notice of the application a minimum of ten calendar days prior to action being taken on the application.
- 4) Only single room rentals will be permitted. No whole house or Accessory Dwelling Unit rentals will be permitted.
- 5) The STR can be rented for no more than 14 consecutive days.
- 6) The applicant must acknowledge receipt of the “Short Term Rental Recommended Informational Manual Materials” handout (attached to next page).
- 7) The applicant must provide proof of liability insurance coverage.
- 8) The “Self-Verification of Smoke and Carbon Monoxide Alarms” must be completed, and can be found at: <http://www.ci.rohnert-park.ca.us/cms/One.aspx?portalId=3037873&pageId=3344305>

Business License and Transient Occupancy Tax

- 1) Upon approval of the Administrative Use Permit, the applicant host is free to obtain the required business license.
- 2) The host of the STR is considered an operator which is subject to, and shall pay a tax of 12 percent of the rent owed by the transient. Tax is collected by the City from every transient (STR guest). The amount of tax shall be separately stated from the amount of the rent charged.
- 3) The host of the STR, on or before the last day of every month, will make a return to the City with forms provided of total rents charged and received, and the amount of tax collected for transient occupancies.

Ongoing Operation Requirements

- 1) The host is required to include the City issued planning permit number as well as business license number in every advertisement for the STR.
- 2) No onsite exterior signage is permitted in conjunction with the STR.
- 3) The host is required to provide the following information within the STR (see next section).
- 4) The host is responsible for maintaining a liability insurance policy that covers the rental.
- 5) The host must continue to complete the TOT return on a monthly basis, and renew the business license on an annual basis.
- 6) A violation under the Administrative Use Permit may cause the Permit to be revoked or modified as set forth in Chapter 17.25 Article XIV of the Rohnert Park Municipal Code.

Recommended Informational Manual Materials

The host should provide the following information in printed form within the STR:

- **RPMC 10.40.050 – On-Street Parking**
No person who owns or has possession, custody or control of any vehicle shall *park* such vehicle upon any street or alley for a consecutive period of **seventy-two hours**. For purposes of this section, a vehicle shall be deemed to be parked on a street or alley when it has not moved at least 1/10 of a mile within a consecutive seventy-two hour period. Any such vehicle so parked may be removed by the Department of Public Safety in accordance with Sections 22651 and 22669 of the Vehicle Code of the State of California. (*Summary: 72 hour on-street parking limit*)
- **RPMC 17.12.030 – Noise Standards**
 - The noise standards shall be modified as follows to account for the effects of time and duration on noise levels:
 - Noise that is produced for no more than a cumulative period of five minutes in any hour may exceed 45dBa by five dBa except between the hours of 7:00 PM and 7:00 AM.
 - Noise that is produced for no more than a cumulative period of one minute in any hour may exceed the above standard by ten dBa except between the hours of 7:00 PM and 7:00 AM.
 - (*Summary: Quiet hours from 7 p.m. to 7 a.m.*)
- **Important Contacts:**
 - Non-Emergency Public Safety Number: 707-584-2600
 - Reporting Suspicious Activity: 707-584-COPS (2677)
 - Emergency Number: 911
 - Host Contact Info
- Addresses for the Nearest Emergency Rooms
- Location of Fire Extinguishers, First Aid Kits, or other Safety Materials in the STR
- Copy of Ordinance No. 908

Acknowledgement of Receipt:

Applicant Initials: _____

STR Application #: _____

CITY OF ROHNERT PARK

Sonoma County, California

**TRANSIENT OCCUPANCY TAX
MONTHLY RETURN**

Facility:

Month Ended:

This form must be completed and returned with remittance **not later than thirty (30) days after the above date**, or penalties and interest will be added.

- 1. Gross Rent Charged of received (excluding tax)\$ _____
- 2. Less: Rent from Non-Transients (over 30 days)\$ _____
- 3. Net Taxable Rent (Line 1 minus Line 2)\$ _____
- 4. Tax (12% of Line 3)\$ _____
- 5. *Tourism Promotions Fee (2% of Line 3)\$ _____
- 6. Less Collected Amount Returned to Occupants staying over 30 days.....\$ _____
- 7. Net Collected (Line 4 plus Line 5 minus Line 6)\$ _____
- 8. Add: Penalty and Interest (if any due).....\$ _____
- 9. **TOTAL AMOUNT DUE** and remitted herewith (Line 8 plus Line 7)\$ _____

I hereby certify under penalty of perjury that the foregoing statements contained in this return are true and correct to the best of my knowledge and belief.

Date: _____

Signature: _____

Mail original copy with remittance check to:

City of Rohnert Park
130 Avram Ave
Rohnert Park, CA 94928
Telephone (707) 585-6700

For Finance Office Use Only
TOT (B4): _____
County Fee (BIA): _____

*Line 5: (BIA) 2% fee applies to a lodging establishments generating more than \$350,000 during the preceding fiscal year (July 1 to June 30).



Smoke & Carbon Monoxide Alarm Self Verification Form

Short Term Rental Permit # _____

Smoke alarms and carbon monoxide alarms (Alarms) are required in new and existing dwellings that have fossil fuel-burning appliances, including fireplaces. Additionally, per Rohnert Park Municipal Code Section 17.07.020.KK, all Short Term Rentals are required to provide smoke and carbon monoxide detectors. In order to grant a final approval on your permit, it is necessary to verify the installation of these alarms within your dwelling. This form provides the property owner or the licensed contractor (authorized representative) the ability to self-verify that Alarms are installed in the required locations. Self-verification allows the authorized representative to verify installation of Alarms when the City of Rohnert Park Inspector does not have access to the interior of the dwelling (such as re-roof projects or other exterior work that requires a building permit).

As of July 1, 2014, all new and replacement battery operated alarms combination smoke and carbon monoxide alarms and smoke alarms not tied to the structures electrical system must be equipped with a non-replaceable, non-removable battery capable of powering the alarm for 10 years. All existing combination smoke and carbon monoxide alarms and smoke alarms shall be replaced after 10 years from the date of manufacture or if the date of manufacture cannot be determined.

Combination smoke and carbon monoxide alarms, listed per UL217 and UL2034, can replace smoke or carbon monoxide alarms in any of the locations list below.

Smoke alarms, listed per UL217, are installed in accordance with NFPA 72 and the approved manufacturer's instructions in all of the following areas:

- a. Each sleeping room
- b. Outside each sleeping area in the immediate vicinity of the bedrooms
- c. On each floor, if a multi-story, including basements and habitable attics.

Carbon monoxide alarms, listed per UL2034, are installed in accordance with NFPA 720 and the approved manufacturer's instructions in all of the following areas:

- a. Outside each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s).
- b. On every occupiable level of the dwelling unit, including basement.
- c. Where a fuel burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.

By signing this document, the property owner or the licensed contractor certifies to the City of Rohnert Park Planning and Building Divisions that Alarms have been installed prior to issuance of the Short Term Rental permit as specified above.

Property Owner or Licensed Contractor

Signature

Project Address

Date