

SHORT TERM RESIDENTIAL RENTAL (STRR) ORD. 771 **APPLICATION PROCESS AND FEES**

[Staff Use Only]

Updated 7/1/25

APPLICATION PROCESS

1. Submit a Short-Term Residential Rental Application for Planning Division review (including property deed and proof of residency).
2. Pay all required fees at the Finance Department.
3. Request to schedule a Building Safety inspection with the Building Official.
4. Transient Occupancy Certificate issued by Planning Department upon application review and approval.
5. Renewal of the Transient Occupancy Certificate is required annually by July 1st.
6. TOT payment is required monthly by 10th of each month (ex. Jan 1-31 is due by Feb. 10th). If late there is a penalty and interest.
7. Business License renewal fee required annually by July 1st. Track in database Business License. # and date paid.

FEES

Application Submittal Requirements	Fee	Due Date
1. Payment of Transient Occupancy Tax (TOT)	14% of taxable receipts	Monthly, (by 10 th of month)
2. STRR permit application and Transient Occupancy Certificate	\$112.21	Annually (by July 1 st)
3. Building Safety Inspection	\$95.30	One time
4. Business License: <ul style="list-style-type: none">• Tax• Application Fee (New)• Renewal Fee	\$64 + \$4.25 per bedroom \$87.52 \$58.35	Annually (by July 1 st) Annually (by July 1 st)
5. Home Occupation License	\$74.06	One Time

* If applicant is registering an existing STRR, applicant to pay TOT for the past 3 years.

(See reverse side of page for STRR Occupancy Limits)