



CITY OF CARPINTERIA

Business Tax License and Transient Occupancy Tax Certificate

## SHORT-TERM RENTAL LICENSE-INITIAL APPLICATION-2021-22

**Submit Application Packet to:** Carpinteria Community Development Department  
5775 Carpinteria Avenue, Carpinteria, CA 93013, (805) 684-5405

**PLEASE READ:** Prior to using any Residential Unit as a Short-Term Rental,<sup>1</sup> the owner is required to apply for and obtain a Business License and Transient Occupancy Tax (TOT) Certificate. A submittal checklist is attached to this application as Attachment A. Please submit this checklist with your completed application. At all times a Residential Unit is in use as a Short-Term Rental, notices shall be posted in a manner approved by the City of Carpinteria. The City of Carpinteria will send license and other materials for posting and instructions for posting to owners once licenses are issued. Per Carpinteria Municipal Code section 3.20, for each Residential Unit being used as a Short-Term Rental, property owners are required to submit a TOT Remittance Statement and payment of all applicable TOT (or report that no TOT was due). Statement and payment, if applicable, are due four times a year (quarterly). Remittance statements and other information are available on the City of Carpinteria's website at <http://www.carpinteria.ca.us/>. More information and a sample TOT Reporting and Remittance Statement are in Attachment D.

<b>Initial License Requested (for renewals, see Renewal Application for Short-Term Rental License)</b>			
<input type="checkbox"/> Vacation Rental –Please select Vacation Rental Overlay District location (see Attachment A): <input type="checkbox"/> Area A <input type="checkbox"/> Area B <input type="checkbox"/> Area C <input type="checkbox"/> Area D		<input type="checkbox"/> Home Stay (owner remains on site)	
<b>Business Owner Information:</b>			
Owner/Trustee Name(s) :		Owner Email:	
Owner Mailing Address:		Owner Phone No.:	
<b>Business Information:</b>			
Business Name (if applicable):			
Short-Term Rental Address & Unit Number: <sup>2</sup>		Assessor's Parcel No. (APN):	
Total No. of Bedrooms in Residential Unit:		Total No. of Dedicated Parking Spaces for Residential Unit: <sup>3</sup>	
<b>Important for Vacation Rentals Only:</b> Owner or property manager must work or reside within <u>30 miles</u> of Vacation Rental for availability in emergencies. Property manager contact information will be posted on exterior notice and on City of Carpinteria website for emergency contact.			
Your Property Manager/Management Company Name:		Prop. Mgr. Email:	
Property Manager Mailing Address:		Prop. Mgr. Phone No: Prop. Mgr. Alt. Phone No. (Opt.):	
The city will send posting materials to your local property manager unless otherwise specified. If you live more than 30 miles from Carpinteria and still want to have materials that must be posted on-site at your short-term rental property mailed to your home address, initial here _____.			
All owners receive a copy of their business license and other information regarding operating a short-term rental business in the City of Carpinteria.			
This license is not a permit and does not authorize any occupation or activity which is otherwise not permitted by any regulation, rule or law, whether adopted by city, state or federal government. Persons having paid a Business License tax are not thereby relieved from the payment of any other fees or taxes required by city, state or federal government. The City has made no independent evaluation of, and does not warrant, the factual accuracy of the affidavits submitted herewith. <b>Misrepresentations on this application are a violation of Carpinteria Municipal Code section 5.04.320.</b>			
I certify under penalty of perjury that the information provided herein is true, correct and complete.			
_____ Owner Signature		_____ Printed Name & Title	_____ Date
Fees (checks only; please make checks payable to City of Carpinteria): <input type="checkbox"/> \$315.00 <sup>4,5</sup> (Initial Short-Term Rental Application/License Fee)		For Office Use Only: Date: _____ Receipt No.: _____ By: _____	
<p><sup>1</sup> Short-Term Rental is defined in Chapter 14.08 of the Carpinteria Municipal Code (CMC) as the rental of a residential unit for a period of thirty (30) consecutive calendar days or less. Short-Term Rentals include both Vacation Rentals and Home Stays, which are also defined in Chapter 14.08 of the CMC.</p> <p><sup>2</sup> Where multiple Residential Units are located on the same parcel, a separate application must be submitted for each Residential Unit.</p> <p><sup>3</sup> Calculation of the total number of dedicated parking spaces for each Residential Unit <u>does not include street parking or general guest parking</u>.</p> <p><sup>4</sup> This fee includes the state-mandated Disability Access Fee, which is used to increase disability access and compliance with construction-related accessibility requirements and to develop education resources for businesses to facilitate compliance with federal and state disability laws. Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants, with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Div. of State Architect, The Dept. of Rehabilitation, and The CA Commission on Disability Access. Additional fees may apply for inspections and review by the City's Building Division or Code Compliance staff for verification of compliance with building and safety codes.</p> <p><sup>5</sup> <b>Wait-lists:</b> When no licenses are available in the application VROD, the City places applications on a wait-list in order received. If the application will be on an area wait-list, the application fee is not collected at time of application submittal. Applications subject to wait-list will be held until a license is available unless the applicant rescinds the application. When a license becomes available in the application VROD, the City will notify the owner (or their representative if designated) in writing of the opening. The owner/designee then has 10 days to confirm that they wish to proceed with application review, submit the application review fee, and submit any other application materials that are outstanding. If the City does not hear from the applicant within 10 days, or the applicant fails to submit fees and other required materials, the City will consider the application to be rescinded.</p>			
Attachment A: Application Submittal Checklist and Vacation Rental Overlay District Map	Attachment B: Code Compliance Affidavit	Attachment C: Insurance Affidavit	Attachment D: TOT Information and Sample Reporting and Remittance Statement

AppVersionJun.21

Questions? Please contact the city at [805-684-5405](tel:805-684-5405) or STR staff at [STR@ci.carpinteria.ca.us](mailto:STR@ci.carpinteria.ca.us).  
Find forms, maps, and FAQs at <https://carpinteriaca.gov/city-hall/administrative-services-finance/short-term-rental-information/>



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## SHORT-TERM RENTAL LICENSE-INITIAL APPLICATION-2021-22

### Attachment A

Submittal Checklist for New STR Application  
(for renewals, see Application for Renewal of STR License)

\*\*\*Please Submit with Completed Application\*\*\*

#### **Submittal Requirements**

**All STR Applicants:** Check Here

- |  |       |
|--|-------|
| 1. Completed Initial Application Short-Term Rental License, Business Tax License and Transient Occupancy Tax Certificate         | _____ |
| 2. Payment of \$315 (for renewals, see STR Renewal Application; for waitlisted areas, see note <sup>5</sup> on application form) | _____ |
| 3. Signed Code Compliance Affidavit (see Attachment B)   | _____ |

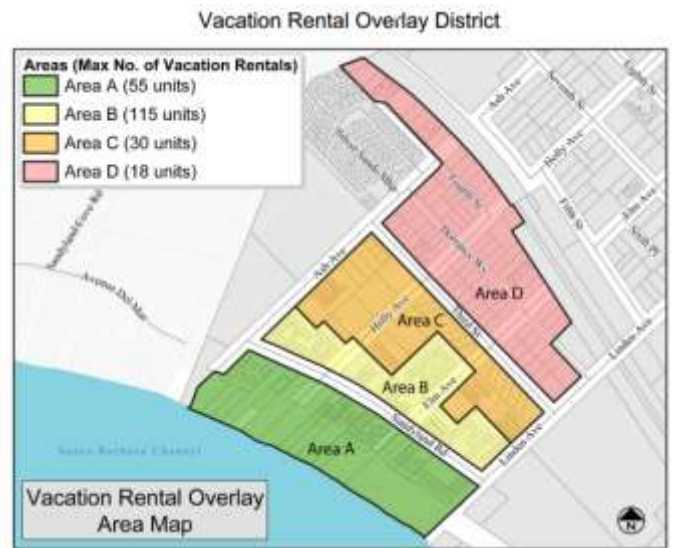
**If you are applying for a Vacation Rental License (not applicable for Home Stay Licenses):**

- |  |       |
|--|-------|
| 4. A signed Insurance Affidavit (see Attachment C)   | _____ |
| 5. A copy of Certificate of Insurance evidencing that the Residential Unit being used as a Vacation Rental is covered by insurance, including but not limited to fire, hazard, and liability insurance. This Certificate, obtained from your insurance company, should include the owner's name and the rental property address. | _____ |
| 6. If you are an out-of-town owner, did you initial to have your posting materials including the cardstock frame-ready license and interior and exterior notices sent to your local property manager?<br>You will still receive a copy of your license.  | _____ |

**All STR Applicants:** When you obtain a Vacation Rental or Home Stay license, your license is both a business license and transient occupancy registration certificate. This registration allows you to collect taxes on the city's behalf and pass them along to us.

- |   |       |
|---|-------|
| 7. You read Attachment D and understand that you are required to collect Transient Occupancy Tax on the city's behalf.  | _____ |
| 8. You read Attachment D and you understand that you are required to remit Transient Occupancy Tax Reporting and Remittance Statements to the city once per quarter, beginning with the first quarter in which your license is issued, whether you collect Transient Occupancy Tax during the quarter or not. | _____ |

Contact the city for current number of available licenses in each area of the VROD. View a larger map on the city's website.





CITY OF CARPINTERIA  
Business Tax License and Transient Occupancy Tax Certificate  
**SHORT-TERM RENTAL LICENSE-INITIAL APPLICATION-2021-22**

Short-Term Rental unit owner must **sign and return the following** with the application for Short-Term Rental Business Tax License and Transient Occupancy Tax Certificate.

**Attachment B**

City of Carpinteria

**Short-Term Rental License  
Code Compliance Affidavit**

C.M.C. 14.47.070(h), 14.52.050(d)

I hereby attest that the residential unit at \_\_\_\_\_  
meets all applicable building, health and safety standards.

Owner Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_



CITY OF CARPINTERIA  
Business Tax License and Transient Occupancy Tax Certificate  
**SHORT-TERM RENTAL LICENSE-INITIAL APPLICATION-2021-22**

Vacation Rental unit owner must **sign and return the following** with the application for Short-Term Rental Business Tax License and Transient Occupancy Tax Certificate.

**Attachment C**

City of Carpinteria

**Vacation Rental License  
Insurance Affidavit**  
C.M.C. 14.47.070(f)

I hereby attest that the residential unit at \_\_\_\_\_  
is covered by adequate and appropriate insurance for vacation rental use, including and not limited to fire, hazard  
and liability insurance.

Owner Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

In addition to the affidavit above, the applicant must submit a copy of Certificate of Insurance evidencing that the Residential Unit being used as a Vacation Rental is covered by insurance, including but not limited to fire, hazard, and liability insurance. This Certificate, which you can obtain from your insurance company, should include the owner's name and the rental property address including unit number, if applicable.



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**SHORT-TERM RENTAL LICENSE-INITIAL APPLICATION-2021-22**

## Attachment D

### Transient Occupancy Tax Collection, Reporting, and Remittance Requirements

Transient Occupancy Tax (TOT) is a 12% tax levied on all guests who stay in the city for a period of 30 days or fewer. When you receive a Short-Term Rental (STR) License, you must disclose and collect that tax from your guests. You must also submit TOT Reporting and Remittance Statements correctly, every quarter, whether you have collected any taxes or not. Why? Your STR license is both a business license and transient occupancy registration certificate. This registration allows you to collect Transient Occupancy Taxes on the city's behalf and pass them along to us. That is why you need to report whether you collect the taxes or not. When our city is audited, we must show that we collected those statements from all operators of any type of hotel/BnB/motel/lodging/short-term rental, that you collected the correct amount of tax, and you passed it along to us.

#### Sample TOT Statement Below

This statement is available on our website, at Carpinteria City Hall, and you will receive one when you obtain your license along with a summary of the applicable tax code with which you should become familiar.

- Please be sure you are using the current form.
- Property managers submitting a single check for multiple units **MUST** break down the total amount per quarter for each residential unit (address and unit #) including units reporting \$0 TOT.

For all Short-Term Rentals, a TOT statement and payment is due at the end of each quarter. Owners must submit the TOT remittance form even if the amount owed is \$0. A property manager may remit TOT for the unit, provided they include the total TOT due for your unit and identify your unit. If they are submitting \$0 TOT on your behalf, ensure they are including that as well (not just omitting you from their list).

TOT Reporting and Remittance Statements are due as follows:

Fiscal Year Quarters	TOT Remittance Due No Later Than
Q3 Jan. 1 – Mar.31	Apr. 30
Q4 Apr. 1—Jun. 30	Jul. 31
Q1 Jul. 1 – Sep. 3	Oct. 31
Q2 Oct. 1 – Dec. 31	July 31

**CITY OF CARPINTERIA**  
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**Transient Occupancy Tax (TOT)**  
Reporting & Remittance Statement-2021-22

Use this form to report and remit TOT for one of the following businesses: hotels and motels, bed and breakfasts, vacation rentals, and home stays. Use one form per property. If submitting for multiple vacation rental units, use the TOT Form for Multiple Vacation Rentals.

Registration Certificate/Vacation Rental or Home Stay License #: \_\_\_\_\_  
NOTE: All of these license types must be renewed annually.

Business/License Name (Owner's Name for Short-Term Rentals): \_\_\_\_\_

Business/Short-Term Rental Street Address and Unit #: \_\_\_\_\_

Assessor Parcel Number (APN) (From your Property Tax Bill): \_\_\_\_\_

Mail this form and your tax remittance to:  
 City of Carpinteria  
 5775 Carpinteria Avenue  
 Carpinteria, CA 93013

Owner Name (if not above): \_\_\_\_\_  
 Owner's Address: \_\_\_\_\_  
 Owner's City, State, Zip: \_\_\_\_\_  
 Property Manager, if applicable: \_\_\_\_\_

Pursuant to Carpinteria Municipal Code Chapter 3.20, this form must be completed and submitted with payment on or before the last day of the month following the close of each calendar quarter or at the end of each quarter reporting period which may be established by the City Clerk, see table below. TOT remittance forms are due even if no taxes are due. Failure to submit TOT forms every quarter may result in non-renewal of license or non-compliance with City regulations.

IMPORTANT: Quarter for which you are submitting TOT:	Mandatory Reporting Dates:	TOT Remittance Due Dates:	Internal Use Only: City Fiscal Year Qtr
Jan. - Mar.	Apr. 30	Apr. 30	Q3
Apr. - Jun.	Jul. 31	Jul. 31	Q4
Jul. - Sep.	Oct. 31	Oct. 31	Q1
Oct. - Dec.	Jan. 31	Jan. 31	Q2

Calculate the Tax: (You should have collected these taxes from your guests as a pass-through tax; you collect from your guests and pass it along to the city.)

A. Enter the total rents received for the quarter (includes cleaning fees collected and rents collected for 30+ day occupants) \$ \_\_\_\_\_

B. Allowable deductions (see instructions) \$ \_\_\_\_\_

C. Subtract line B from line A \$ \_\_\_\_\_

D. Enter 12% of the amount on line C \$ \_\_\_\_\_

E. Enter 1% of 3% interest (.005 x line D) for 1-30 days past due \$ \_\_\_\_\_

F. Enter 1% of 3% interest (.005 x line D) for each additional month or portion of a month past due (21-60 days: .01-30 days rate); \$ \_\_\_\_\_

G. If 3-30 days past due date: enter penalty of 10% of line D: \$ \_\_\_\_\_

H. If 31 days or more past due date: enter another penalty of 10% of line D: \$ \_\_\_\_\_

I. ENTER TOTAL AMOUNT REMITTED (add lines D through H) \$ \_\_\_\_\_

\*ALLOWABLE DEDUCTIONS: Rents received for rooms occupied for more than thirty days by the same tenant by prearranged written agreement.  
 \*\*CHNCY 3.20.105 - UNIFORM TRANSIENT OCCUPANCY TAX, Delinquency and Penalties and Interest.  
 I certify under penalty of perjury that all information in this report is, to the best of my knowledge, true, correct and complete.

Prepared by / Signed: \_\_\_\_\_ Print name: \_\_\_\_\_  
 Date: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

QUESTIONS REGARDING TRANSIENT OCCUPANCY TAX?  
 For Commercial Businesses, please contact [Admin@ci.carpinteria.ca.us](mailto:Admin@ci.carpinteria.ca.us) or phone (805) 755-4448  
 For Short Term Rentals please contact [STR@ci.carpinteria.ca.us](mailto:STR@ci.carpinteria.ca.us) or phone the city at 805-684-5405

City/Carp-TOT Form Revised 03/11-22/2021