



# SHORT-TERM RENTAL LICENSE-RENEWAL APPLICATION-2021

**Renewal application must be received on or before 5 p.m., JUNE 30, 2021**

**Submit application to:** Short-Term Rental Program  
Carpinteria Community Development Department  
5775 Carpinteria Avenue, Carpinteria, CA 93013

Renewal Application (for new licenses, see Initial Application for Short-Term Rental License):

## INSTRUCTIONS:

1. This is a generic renewal application to be used **ONLY** if you have lost the pre-filled out application the city mailed. Fill in the information in the right hand column, below. Please note where there are changes from what you have previously submitted.
2. Continue to the reverse side.

## PLEASE NOTE:

**Any change in the following requires a NEW application and new application fee of \$315:**

- Ownership. If the owner has changed, new owner must submit a new application.
- Address including unit number. If you own more than one unit and wish to change which unit you use as a STR, you must submit a new application.

**Owner or property manager must reside or work within 30 miles of Vacation Rental.**

- Property manager contact information is posted on exterior of property and on the City of Carpinteria website. Please ensure the email and phone number are appropriate for emergency contact.

**For any change in number of bedrooms (allowed occupancy) or parking spots (allowed # vehicles):**

- Owner must submit proof of permitted construction with request.

### License Information

LICENSE NUMBER: ex: 1234-VR-21 \_\_\_\_\_

TYPE OF BUSINESS (circle): Vacation Rental or Home Stay

VACATION RENTAL OVERLAY DISTRICT (circle):

A, B, C, D or OUTSIDE or NA (for Home Stays)

YOUR STR BUSINESS ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

MAXIMUM OCCUPANCY ALLOWED: \_\_\_\_\_

MAXIMUM VEHICLES ALLOWED: \_\_\_\_\_

### Owner Information (please update if applicable)

OWNER NAME: \_\_\_\_\_

OWNER MAILING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

OWNER CONTACT EMAIL: \_\_\_\_\_

OWNER CONTACT PHONE: \_\_\_\_\_

### Property Management Information (please update if applicable)

Carpinteria requires local (within 30 miles) Property Management. See note at left.

PROPERTY MANAGER: \_\_\_\_\_

PROPERTY MANAGER ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

PROPERTY MANAGER CONTACT EMAIL: \_\_\_\_\_

PROPERTY MANAGER-CONTACT PHONE: \_\_\_\_\_

**NEW:** 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 will receive a copy of their business license and other information regarding operating a short-term rental business in the City of Carpinteria.

**PLEASE READ:** Prior to using any Residential Unit as a Short-Term Rental, 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. 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 due (or report that no TOT was due) four times a year (quarterly). Remittance statements and other information are available on the City of Carpinteria's website at <https://carpinteria.ca.us/city-hall/administrative-services-finance/short-term-rental-information/>.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION.

Call us: 805-755-4410; email us: [STR@ci.carpinteria.ca.us](mailto:STR@ci.carpinteria.ca.us); and/or visit <http://carpinteria.ca.us> for forms and FAQs



# SHORT-TERM RENTAL LICENSE-RENEWAL APPLICATION-2021

## Renewal Application for Short-Term Rental License, Continued

**ADVERTISING REQUIREMENT:** Please provide Listing/Lookup number(s) for all of your advertising platforms along with a screenshot copy of the listing including the headline and lead photo(s), and/or website domain name, and/or a written explanation of how the rental unit is rented out. **[See Renewal Notice for further explanation.]** Reminder: All advertising must include your license number and a Transient Occupancy Tax disclosure with collection information for your renter(s).

**POSTING MATERIALS:** 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 in Carpinteria 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.

**Initial** that the Short-Term Rental unit owner has submitted all required Transient Occupancy Taxes:

— I attest that I have submitted all legally required Transient Occupancy Taxes (12% of all rental and cleaning fees for rentals of 30 days or fewer).

**Initial** that the Short-Term Rental unit is being rented in compliance with the City of Carpinteria’s Short-Term Rental ordinance:

— I attest that that the Short-Term Rental is being rented in compliance with all regulations in the City of Carpinteria’s Short-Term Rental ordinance.

**Initial** that the Short-Term Rental unit is in Code Compliance:

— I attest that the residential unit licensed for Short-Term Rental meets all applicable building, health and safety standards.

**Initial** that the Short-Term Rental unit has adequate insurance (Vacation Rentals Only):

— I attest that the residential unit licensed for Short-Term Rental is covered by adequate insurance for vacation rental use, including and not limited to fire, hazard and liability insurance.

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.

**Misrepresentations on this application are a violation of Carpinteria Municipal Code (CMC) section 5.04.320. and may result in license revocation per CMC section 14.47.150 (Vacation Rentals) or 14.52.130 (Home Stays).**

I certify under penalty of perjury that I am the owner of the property, and the information provided herein is true, correct and complete.

\_\_\_\_\_  
**Owner Signature** Printed Name & Title Date

Fees (checks only: make checks payable to City of Carpinteria):

**\$105** (Short-Term Rental Application/License Annual Renewal)

For Office Use Only:

Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ By: \_\_\_\_\_

### Definitions and Notices:

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 fewer. Short-Term Rentals include both Vacation Rentals and Home Stays—also defined in Chapter 14.08 of the CMC. Where multiple Residential Units are located on the same parcel, a separate application must be submitted for each Residential Unit.

Calculation of the total number of dedicated parking spaces for each Residential Unit does not include street parking or general guest parking. The 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.



## SHORT-TERM RENTAL LICENSE-RENEWAL APPLICATION-2021

### Attachment A

City Of Carpinteria

### Submittal Checklist for Renewal Application for Short-Term Rental

(for new applications, see Initial Application for Short-Term Rental)

Business Tax License and Transient Occupancy Tax Certificate Application for Short-Term Rental Use

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

#### **Submittal Requirements**

All STR Applicants:	Check Here
1. Completed Business Tax License and Transient Occupancy Tax Certificate Short-Term Rental Use Renewal Application pages one and two:	
a. Did you check all of your information on the front page of the application to ensure everything is up to date?	_____
b. All posting materials will be sent to local owners or property managers unless otherwise specified. Out-of-town owners will receive notice of renewal and a copy of the business license unless you indicated otherwise by checking the boxes on pages 1 and 2 of the renewal form. (Every year property managers request that we reprint and send them materials that we have sent to owners; we are attempting to eliminate this duplicated work and ensure that required posting materials get posted in a timely manner.)	_____
c. Did you include advertising information? We request this every two years, and from those renewing for the first time, unless otherwise specified.	_____
d. Did you initial all 4 required boxes on page 2 of the application and sign the application?	_____
2. Did you include payment of \$105?	_____
3. Are you mailing in time for your application to arrive at the City of Carpinteria offices no later than June 30? Licenses automatically expire after 5 p.m. on June 30. After that time you will need to apply for a new license.	_____
4. Have you added <a href="mailto:STR@ci.carpinteria.ca.us">STR@ci.carpinteria.ca.us</a> to your favorites to ensure you receive vital information such as notices when the city has failed to receive your TOT or your renewal?	_____
5. <b>If you are requesting a change to number of bedrooms or vehicle parking spaces</b> , did you submit proof of permitted construction changes?	_____