

# City of Rancho Cucamonga

## SHORT-TERM RENTAL Permit



### APPLICATION CHECKLIST

A Rancho Cucamonga resident may rent their home or a portion of the home to guests for periods of less than 30 days for compensation. The Short-Term Rental activity requires a Business License, Transient Occupancy Tax Certificate, and a Short-Term Rental Permit obtained through Business Licensing. There are several limitations and requirements a resident should understand prior to making application, including:

- The location must be the primary residence of the host.
- If the host is not the property owner or the spouse, parent or adult child of the property owner, written authorization from the property owner is required.
- The property must be located in the Very Low, Low or Medium Low Planning zones or be a single-family residence in other zones. The property may not be located in any Commercial or Industrial zone.
- Occupancy is limited at 2 times the number of bedrooms in the home, including the host and any other permanent residents.
- Accessory Dwelling Units which are covenant restricted shall not be used for short-term rental.
- Stays may be hosted or un-hosted. The limit for un-hosted stays is 90 days per calendar year.
- Nuisance activity is not permitted at any time and the property must be in compliance with all other local and state laws.

This application and the associated checklists are intended to assist a host through the process, ensuring the requirements are understood and all documents are ready. Complete this application prior to submitting payment of the NON-REFUNDABLE application fee. Upon payment of the fee, this completed application and the following documents will be uploaded to the application portal electronically:

1. Completed Application
2. A copy of a valid business license issued pursuant to Chapter 5.04 of the Rancho Cucamonga Municipal Code
3. A copy of a valid Transient Occupancy Tax (TOT) Registration Certificate pursuant to Chapter 3.40 of the Rancho Cucamonga Municipal Code
4. Documentation indicating the number of bedrooms within the dwelling unit, such as a record from the County Assessor's Office
5. Documentation establishing that the dwelling unit proposed to be used as a short-term rental is the host's primary residence. Such documentation shall include at least two of the following and be in the name of the host: Motor vehicle registration, driver's license, voter registration, or tax documents showing the residential unit as the residence of the host
6. Images of the host (passport style), the street view of the property, one image of each separate area available for rental. If submitting in person, two passport size photographs of the applicant; and
7. Any other information required by regulations promulgated pursuant to this Chapter or deemed necessary by the Director.



Short-Term Rental Permit Non-Refundable Fee: **\$175.00**

Receipt # \_\_\_\_\_

## CITY OF RANCHO CUCAMONGA SHORT-TERM RENTAL PERMIT APPLICATION

Short-Term Rental Address: \_\_\_\_\_  
Street Zip

Telephone Number at the Property: \_\_\_\_\_

Zoning: \_\_\_\_\_ (Research at [www.cityofrc.us](http://www.cityofrc.us), Search "My Community Map")

Parcel Number: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_

Bedrooms Advertised: \_\_\_\_\_ Maximum Number of Guests: \_\_\_\_\_

Type of Rental:            HOSTED ONLY            UNHOSTED ONLY            BOTH

Applicant/Host Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Driver License No: \_\_\_\_\_

Business License No: \_\_\_\_\_ Transient Occupancy Tax No: \_\_\_\_\_

Business Name: \_\_\_\_\_ Same as Host

Business Address: \_\_\_\_\_  
Street City State Zip

Business Telephone Number: \_\_\_\_\_

Hosting Platforms:

Web Link:

Airbnb

\_\_\_\_\_

HomeAway

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide an additional emergency contact who could respond within 30 minutes in the event of an emergency if the host is not available.

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

An index of all residents of the property with name and date of birth, juveniles may be listed by title and age only:

Adult Resident Name	Adult Resident DOB	Juvenile Name	Juvenile Age

A diagram of the property indicating areas intended for use as short-term rental and available parking on the property for all vehicles registered at the property and one guest space for a single unit or two spaces when two or more areas are available for guests: See Attached

Host Certification:

\_\_\_\_\_  
Init. I certify that (*please initial one*):

\_\_\_\_\_  
Init. I am the host applying for a short-term rental permit and that I am the owner of record for the subject property which is my primary residence.

\_\_\_\_\_  
Init. I am the host applying for a short-term rental permit and that I am the spouse, parent or adult child of the owner of record for the subject property which is my primary residence.

\_\_\_\_\_  
Init. I am the host applying for a short-term rental permit and that I am not the owner of record for the subject property, but a tenant of the property which is my primary residence. I have notified the property owner and have attached the completed written authorization of the property owner of record to operate a short-term rental at the subject property, subject to all the requirements and limitations of Chapter 8.34 of the Rancho Cucamonga Municipal Code.

\_\_\_\_\_  
Init. I certify that the information contained in this application is true to the best of my knowledge and belief.

\_\_\_\_\_  
Init. I have read and understand Chapter 8.34 of the Rancho Cucamonga Municipal Code defining the limitations and requirements when operating a short-term rental property and agree to abide by its terms.

\_\_\_\_\_  
Init. I understand an approved permit may be subject to post-approval inspections as deemed necessary by City Staff and agree to work cooperatively with staff when given reasonable notice or in the event of an emergency response.

\_\_\_\_\_  
Init. I understand any violation can result in administrative penalties and a third violation may result in revocation of the permit for a period of one year.

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Applicant Signature

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Date

# City of Rancho Cucamonga SHORT-TERM RENTAL Permit



## Property Owner Authorization

I, \_\_\_\_\_, certify that I am the property owner of record for the residence located at \_\_\_\_\_, Rancho Cucamonga, CA. For properties held in a trust, I certify that I am an authorized Trustee of the Trust and have attached a copy of the Trust Declaration to this document.

I authorize \_\_\_\_\_, the tenant residing at this property, to apply for a Short-Term Rental Permit and conduct this activity in compliance with all local and state laws.

I have reviewed Rancho Cucamonga Municipal Code Chapter 8.34 regarding Short-Term Rentals and understand the operating requirements and agree to take all actions available to me to ensure operating requirements are met.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Secondary Phone Number

\_\_\_\_\_

# City of Rancho Cucamonga

## SHORT-TERM RENTAL Permit



### SAFETY INSPECTION CHECKLIST

*This checklist is listed for your reference and preparation prior to inspection so the host may prepare for a successful inspection. It is not required to be completed or returned to the City by the host.*

#### INTERIOR

1.	Short-Term Rental Permit is displayed in each separate area available for rental.	
2.	Emergency Plan and Emergency Contact information displayed in each separate area available for rental.	
	2a. Is the property located in a High Fire Hazard Zone? YES NO If yes, the emergency plan includes exit information for the property and a clear road map with two evacuation routes from the house.	
3.	Smoke detectors are installed on each floor, in each sleeping room, and in hallways or areas that provide access to sleeping rooms.	
4.	Carbon Monoxide detectors are installed on each floor and in each sleeping room with a wall heater or fireplace.	
5.	A 5 lb. fire extinguisher located in a clearly visible location on each floor and mounted 3-5 feet in height from the floor.	
6.	Locking mechanisms on all doors, including sleeping rooms and exit doors, operate without the use of a key from the inside.	
7.	All furniture and other combustible materials are at least 54 inches from any fireplace opening and 30 inches from wall or floor heaters.	
8.	All appliances, heaters, lamps, or fixtures operate without extension cords.	
9.	All outlets, switches and junction boxes are covered so that no electric wiring is exposed.	
10.	Any interior stairs or steps are structurally sound, with appropriate head clearance and handrails. (No ladders.)	
11.	Battery operated emergency lights are installed on exit routes and stairs.	
12.	The water heater has required earthquake protection.	
13.	All rooms, halls, doorways, and exits are clear of storage, debris, furniture, or other impediments to provide for emergency egress.	
14.	All heating, ventilation and air conditioning shall be in proper working order.	



RENEWAL

31.	Community Improvement history reviewed.	
32.	Police Department response history reviewed.	
33.	Fire Department response history reviewed.	
34.	TOT Payment reviewed.	
35.	Business License renewal.	



# RANCHO CUCAMONGA MUNICIPAL CODE

## Chapter 8.34 SHORT-TERM RENTALS

### **8.34.010 Definitions.**

The following words and phrases, whenever used in this chapter, shall mean as follows:

*Booking transaction* means any reservation or payment service provided by a person who facilitates a short-term rental, home sharing, or similar transaction between a prospective guest and a host.

*Director* means the finance director of the City of Rancho Cucamonga.

*Dwelling unit* means a structure or portion thereof which is used for human habitation, as more particularly described in Section [17.126.020](#).

*Guest* means a person who rents a short-term rental for a period of less than 30 days.

*Group* means a single guest or any number of guests who are occupying a short-term rental on a single rental agreement.

*Host* means a person engaged in providing short-term rental at their primary residence.

*Hosted stay* means short-term rental activity whereby the host remains on the site of his or her primary residence throughout the duration of the guest's stay, expect during daytime and/or workhours.

*Hosting platform* means a marketplace in whatever form or format which facilitates the short-term rental activity, through advertising, match-making, or any other means, using any medium of facilitation, and from which the operator of the hosting platform derives revenues, including booking fees or advertising revenues, from providing or maintaining the marketplace.

*Primary residence* means the dwelling unit used as the permanent residence or usual place of return for housing by the host. A person may have only one primary residence.

*Short-term rental* means a dwelling unit, or any portion thereof, that is rented by the host to another party for a period of not more than 30 consecutive days in exchange for any form of monetary or non-monetary consideration, including trade, fee, swap or any other consideration in lieu of cash payment. Hosted stays, Un-hosted stays, and vacation rentals are types of short-term rental.

*Transient occupancy tax* or "TOT" means the tax imposed on occupancies of 30 consecutive calendar days or less under Chapter [3.40](#).

*Un-hosted stay* means a short-term rental activity whereby the host remains off the site of his or her primary residence-site for some or all of the duration of the guest's stay.

*Vacation rental* means a dwelling unit that is not a primary residence, and which is available for temporary lodging, for compensation or any form of consideration. The term "vacation rental" shall not include: single-room occupancy buildings, bed and breakfast inns, hotels, a dwelling unit for which a tenant has a month-to-month rental agreement and the rental payments are made on a monthly basis, or corporate housing. (Ord. No. 969 § 3, 2020)

### **8.34.020 Permit required for authorized short-term rental.**

No person, either for themselves or any other person, shall cause, allow, conduct, permit, maintain, or facilitate short-term rental at any dwelling unit within the city without first obtaining a short-term rental permit pursuant to this chapter, and complying with all other applicable provisions of this code. A short-term rental permit shall only be issued to authorize hosted stays and un-hosted stays. Vacation rentals are prohibited. (Ord. No. 969 § 3, 2020)

### **8.34.030 Permit application.**

To apply for a short-term rental permit, a person seeking to become a host must file an application with the director, accompanied by a nonrefundable processing fee in an amount established by resolution of the city council. The application shall be in a form prescribed by the director and shall contain, at a minimum, the following:

- A. The legal name, current address and telephone number of the applicant;
- B. Address of the short-term rental property, and if applicable, location telephone number;
- C. An index of all residents of the property with name and date of birth, juveniles may be listed by title and age only;
- D. A diagram of the property indicating areas intended for use as short-term rental;
- E. Documentation indicating the number of bedrooms within the dwelling unit, such as a record from the County Assessor's Office;
- F. A parking plan indicating sufficient lawful parking on the property for all vehicles belonging to residents and one additional space for each bedroom of the house to be used for short-term rental;
- G. A copy of a valid business license issued pursuant to Chapter [5.04](#) of the Rancho Cucamonga Municipal Code;
- H. A copy of a valid transit occupancy registration certificate pursuant to Chapter [3.40](#) of this code;
- I. A home occupation permit pursuant to Title 17 of this code is not required;
- J. Emergency contact information for 24-hour response within 30 minutes;
- K. Certification by the applicant that the information contained in the application is true to his or her knowledge and belief;
- L. Documentation establishing that the dwelling unit proposed to be used as a short-term rental is the host's primary residence. Such documentation shall include at least two of the following and be in the name of the host: Motor vehicle registration, driver's license, voter registration, or tax documents showing the residential unit as the residence of the host;
- M. Two passport size photographs of the applicant; and
- N. Any other information required by regulations promulgated pursuant to this chapter or deemed necessary by the director. (Ord. No. 969 § 3, 2020)

#### **8.34.040 Application investigation and criteria for approval or denial of permit.**

Upon receipt of a completed application, the director, or his or her designee, shall cause an investigation of the applicant and the application as submitted. The investigation shall be completed in a timely manner as follows and the applicant shall be notified of the result in writing in a timely manner:

- A. The applicant shall be required to pay the established fees for such service in addition to the permit fee.
- B. Inspection of the property by city staff shall be scheduled within 30 days of application.
- C. If, as a result of this investigation, the applicant is found to satisfy all of the requirements of Section [8.34.030](#) and no grounds for denial exist, the application shall be approved, and a short-term rental permit shall be issued to the applicant. The permit shall contain the name, address of the permittee, a description of the short-term rental to be offered, the date of issuance and term of the permit, photograph of the permittee, and the signature of the director or his or her designee.
- D. A short-term rental permit application may be denied for any of the following reasons:
  1. Information contained in the application, or supplemental information requested from the applicant, is false or misleading in any material detail;
  2. The applicant failed to provide a complete application, after having been notified of the requirement to produce additional information or documents;
  3. The applicant is delinquent in payment of any city or county taxes, fines, or penalties in relation to short-term rental;
  4. The applicant has previously held a short-term rental permit which was revoked by the city during the year prior to the application;
  5. The applicant has failed to pay any previous administrative fines, remediate any other violations, and/or complete any other alternative disposition associated with a previous violation of this chapter; or
  6. The applicant has failed to demonstrate an ability to conform to the operating standards set forth in Section [8.34.090](#).

If the permit application is denied, written notice of such denial and the reasons therefore shall be provided to the applicant. (Ord. No. 969 § 3, 2020)

#### **8.34.050 Permit expiration and renewal.**

A short-term rental permit shall be valid for 12 months from the date of issuance, and shall expire and become null and void on the anniversary date of its issuance. A person may apply for a permit renewal on a form provided by the city prior to the expiration of his or her active short-term rental permit and upon successfully completing an inspection by city staff. The applicant shall be required to pay the administrative fee for the permit renewal in the amount established by city council resolution at the time the renewal application is filed. Failure of the applicant to submit a complete application prior to the expiration date of the existing short-term rental permit shall be a basis for denial of the renewal. (Ord. No. 969 § 3, 2020)

#### **8.34.060 Permit revocation.**

The director may revoke a short-term rental permit issued to a short-term rental host for a third or subsequent violation of this chapter within any period of time or for any violation of Chapter [3.40](#) relating to transient occupancy tax. A short-term rental host whose permit is revoked may apply for a new short-term rental permit one year after the revocation of the permit. (Ord. No. 969 § 3, 2020)

#### **8.34.070 Appeals.**

Any person whose short-term rental permit is denied or revoked may appeal the decision in writing with the city clerk within 15 days following the date of the director's decision stating the grounds for said appeal. The appellant shall pay a non-refundable fee in an amount established by resolution of the city council for such appeal. The city clerk shall schedule an appeal hearing with the city manager or his or her designee within 15 days of an appeal being filed. The decision of the city manager or the designee shall be final. (Ord. No. 969 § 3, 2020)

#### **8.34.080 Permits nontransferable.**

A short-term rental permit granted pursuant to this chapter shall not be transferable to another person, parcel number, or to another property owner. Said permit shall not run with the land or property to which it applies. (Ord. No. 969 § 3, 2020)

#### **8.34.090 Operating requirements.**

Short-term rental hosts shall comply with the following:

- A. The host shall be:
  1. The property owner or the spouse, parent or adult child of the property owner.
  2. A tenant of the property who has occupied the property as his or her primary residence prior to making application for a short-term rental permit and who has submitted written authorization from the property owner to operate short-term rental at the residence.
- B. The dwelling unit shall be the primary residence of the host.
- C. The dwelling unit must be located within zones VL, L, LM, or is a single-family residence in any other zone except zones GI, HI, GC, or CC. A short-term rental shall not be permitted in zones GI, HI, GC, or CC.
- D. All advertising for the dwelling unit as a short-term rental that is displayed on a hosting platform or other media shall display the number of the current and valid permit as issued by the city, a street-view photo of the front of the house and the maximum number of guests based on the occupancy limit set forth in subsection E.
- E. The dwelling unit's occupancy, including the host, other residents of the dwelling unit, and guests, during a short-term rental shall not exceed two times the number of bedrooms of the dwelling unit.
- F. The short-term rental permit shall be conspicuously displayed in each area of the dwelling unit available for occupancy.
- G. Any accessory dwelling unit subject to a covenant that specifically prohibits rentals of 30 days or less may not be used as a short-term rental.

- H. A single dwelling unit shall be limited to two groups of any number concurrently or two concurrent booking transactions.
- I. The short-term rental shall comply with all applicable provisions of this Code and State law.
- J. Conditions that cause a public nuisance, as defined by this code or state law, are prohibited at the dwelling unit during a short-term rental.
- K. Un-hosted stays shall be limited to a total of 90 days within a calendar year at the same dwelling unit. Hosted stays shall not be limited. (Ord. No. 969 § 3, 2020)

**8.34.100 Hosting platform requirements**

- A. Hosting platforms shall be responsible for collecting all applicable TOTs and remitting the same to the city. The hosting platform shall be considered a managing agent of the host for purpose of TOT collections and remittance responsibilities as set forth in Chapter [3.40](#) of this code.
- B. Subject to applicable laws, hosting platforms shall disclose to the city on a regular basis each short-term rental listing located in the city, the names of the persons responsible for each such listing, the address of each such listing, the length of stay for each such listing and the price paid for each stay.
- C. Hosting platforms shall require hosts to include the city-issued registration number in their listing(s), in a format designated by the city. Upon notice from the city that a listing is non-compliant, hosting platforms shall cease any short-term rental booking transactions for said listing(s) within five business days. A hosting platform shall not complete any booking transaction for a residential property or unit subject to a city notice until notified by the city that the residential property or unit is in compliance with the local registration requirement.
- D. Hosting platforms shall not collect or receive a fee, directly or indirectly through an agent or intermediary, for facilitating or providing services ancillary to a vacation rental or unregistered short-term rental, including, but not limited to, insurance, concierge services, catering, restaurant bookings, tours, guide services, entertainment, cleaning, property management, or maintenance of the dwelling unit.
- E. A hosting platform operating exclusively on the internet, which operates in compliance with subsections A, B, C, and D above, shall be presumed to be in compliance with this chapter.
- F. The provisions of this section shall be interpreted in accordance with otherwise applicable state and federal law(s) and will not apply if determined by the city to be in violation of, or preempted by, any such law(s). (Ord. No. 969 § 3, 2020)

**8.34.110 Enforcement and penalties.**

- A. Operating a short-term rental without a valid short-term rental permit, business license, and valid transit occupancy registration certificate is prohibited. Advertising shall be considered prima facie evidence of operation. Additional evidence of operation may include, but shall not be limited to, guest testimony, online reviews, rental agreements, receipts, or any other information deemed relevant by the city.
  - B. A violation of this chapter shall constitute a public nuisance, which may be abated by any means provided by law, including, but not limited to, injunctive relief, issuance of administrative fines pursuant to Chapter [1.12](#), and shall also constitute a misdemeanor punishable pursuant to Chapter [1.12](#).
  - C. Each and every day, or portion thereof, a violation of this chapter exists shall constitute a separate and distinct violation.
  - D. The remedies provided herein are intended to be cumulative and may be used in lieu of or in addition to any other remedy provided by this chapter or other law. (Ord. No. 969 § 3, 2020)
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