



# PLANNING AND BUILDING DEPARTMENT

## VACATION HOME RENTAL APPLICATION

<https://www.edcgov.us/Government/Planning>



**PLACERVILLE OFFICE:**  
PLANNING  
2850 Fairlane Court, Placerville, CA 95667  
(530) 621-5355 / (530) 642-0508 Fax  
planning@edcgov.us

**LAKE TAHOE OFFICE:**  
924 B Emerald Bay Rd  
South Lake Tahoe, CA 95150  
(530) 573-3330  
(530) 542-9082 fax

Rental Location: \_\_\_\_\_ Assessor Parcel Number: \_\_\_\_\_  
(Street Address and Town) (http://www.edcgov.us/assessor and select On Line Property Information)

Number of Bedrooms: \_\_\_\_\_ Dwelling Square Footage: \_\_\_\_\_ Maximum Number of Occupants: \_\_\_\_\_

Number of Bedrooms Rented: \_\_\_\_\_ Trash Pick-Up Day: \_\_\_\_\_

Number of Parking Spaces\*: \_\_\_\_\_ Year of Last Fire Inspection: \_\_\_\_\_

\*NOTE: Parking in the Tahoe Basin must be on a paved surface. A site plan must be attached showing on-site parking dimensions, location of bear box and proposed signs.

Occupancy shall not exceed two persons per bedroom, plus two additional persons, excluding children five years of age or younger.

Rental Description: Primary Residence  or Guest House

Source of Drinking Water: Municipal  or Well

Bear Box Installed: Yes  No

Number of 32-Gallon Cans: 2  3  4

(Bear Boxes required on properties within the Silver Fork, Tahoe Truckee Unified, and Lake Tahoe Unified School Districts.)

Hot Tubs or Spas: Yes  No

### Ownership Information:

List all Owners, Partners, Corporate Officers, or Trustees Names, Titles, and Addresses. If additional space needed, attach list with all information.

#### Primary Owner to Contact:

Name: \_\_\_\_\_ Primary Contact Email: \_\_\_\_\_

Primary's Mailing Address: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

#### Secondary Owner:

Name: \_\_\_\_\_ Secondary Contact Email: \_\_\_\_\_

Secondary's Mailing Address: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

#### Local Contact Information:

Local Contact Name: \_\_\_\_\_ Local Contact Phone No.: \_\_\_\_\_

(Must be available 24 hrs/day & able to respond to rental location within 1/2 hour)

(This telephone number should also be listed on the signs)

Local Contact Physical Address: \_\_\_\_\_

Local Contact Mailing Address: \_\_\_\_\_

Local Contact Email: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

#### Agent Information

Agent Name: \_\_\_\_\_

Agent Company: \_\_\_\_\_

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

Agent Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### Applicant/Agent Information & Signature:

Print Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

(Must be an Owner, Partner, Corporate Officer, Lessee or Trustee OR Agent of Owner with written contract indicating agency)

Applicant/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

APPLICATION FEE :

NEW: \$ \_\_\_\_\_  RENEWAL: \$ \_\_\_\_\_  FIRE FEE: \$ \_\_\_\_\_

RECIPT # \_\_\_\_\_ RECIPT # \_\_\_\_\_

NEW VHR# \_\_\_\_\_

PRIOR VHR # \_\_\_\_\_

FIRE DISTRICT: \_\_\_\_\_

## Vacation Home Rental Required Submittals

The following checklists outline required material to be submitted with your application packet. **If all the information is not provided, the application will be deemed incomplete.** Please check (√) applicant column to be sure you have all the required information. Do not staple any of the documents; place them in order as shown in checklist. Please read pages 8-9 for instructions on obtaining required application information.

### Renewal Application Requirements

Applicant	County		
_____	_____	1.	Complete copy of the <b>Vacation Home Rental Application</b> (Revised 07/30/2020)
_____	_____	2.	<b>Certified Local Contact Acknowledgement</b> signed by the local contact person. Include a copy of their <u>Certification test results</u> showing a passing score of at least 17/20. (Only needed if property has changed Local Contact from previous year)
_____	_____	3.	Copy of <b>Business License</b> and valid <b>Transient Occupancy Registration Certificate</b> (Providing copies of your application for these documents will not satisfy this requirement)
_____	_____	4.	Copy of proposed <b>Interior and Exterior signs</b> (Updated examples can be found at <a href="http://bit.do/edcvhrs">bit.do/edcvhrs</a> )
_____	_____	5.	If you have <u>not</u> had a <b>fire inspection</b> last year, provide payment based on home square footage.
_____	_____	6.	Check payable to <b>El Dorado County</b> or request payment be made online using eTrakit (One check for both Application Fee & Fire Inspection Fee) For fees see last page of application.

### New Application Requirements

Applicant	County		
_____	_____	1.	Complete copy of the <b>Vacation Home Rental Application</b> (Revised 07/30/2020)
_____	_____	2.	<b>Owner/Agent's Acknowledgement &amp; Certification</b> signed by all property owners or agent (pg. 3-4)
_____	_____	3.	<b>Certified Local Contact Acknowledgement</b> signed by the local contact person. Include a copy of their Certification test results showing a passing score of at least 17/20
_____	_____	4.	If Agent is signing both Acknowledgments, then a signed <b>Letter of Authorization</b> is required (pg. 7)
_____	_____	5.	Proof of ownership (Recorded Grant Deed), only needed for new VHR applications or if the property has changed title since the last tax roll
_____	_____	6.	Copy of <b>Business License</b> and valid <b>Transient Occupancy Registration Certificate</b> (Providing copies of your application for these documents will not satisfy this requirement)
_____	_____	7.	<u>Provided</u> a copy of the proposed <b>Interior and Exterior Signs</b> (Examples can be found at <a href="http://bit.do/edcvhrs">bit.do/edcvhrs</a> )
_____	_____	8.	Copy of guest's <b>Rental Agreement</b> which included information is required: <ul style="list-style-type: none"> <li>a) Specific Address of rental property</li> <li>b) Noise Standards (Quiet hours are from 10:00pm to 8:00am)</li> <li>c) Maximum Occupancy for overnight and daytime hours</li> <li>d) Trash pick-up day and bear box instructions</li> <li>e) Maximum parking and off-street parking restrictions and snow removal activity</li> <li>f) Requirements for campfire permits, if allowed. If not state no outdoor fires</li> <li>g) Hot Tub usage shall not occur between 10:00pm to 8:00am</li> <li>h) "Should any violations of the VHR ordinance occur, fines may be imposed in accordance with El Dorado County Municipal Code (§5.56.180 and §5.56.190)"</li> <li>i) "The Vacation Home Rental permit requirements are required to be in your standard rental agreement with the tenant) (§5.56.090)"</li> </ul>
_____	_____	9.	One 8½ x11 <b>Site Plan</b> drawn to scale (must include a graphic scale) and be of sufficient size to allow for a clear delineation of the following required information (where applicable): <ul style="list-style-type: none"> <li>a) Entire parcel of land showing property <u>perimeter</u> and all existing uses (dwelling, guest houses, garages, onsite parking, hot tub) with dimensions. A parking stall is approximately 9 feet by 18 feet</li> <li>b) Location of trash and storage areas (bear boxes where required)</li> <li>c) Location of proposed interior and exterior signs</li> </ul>
_____	_____	10.	Check payable to <b>El Dorado County</b> For fees see last page of application. (One check for both Application Fee & Fire Inspection Fee) For fees see last page of application.



## Vacation Home Rental Owner's/Agent's Acknowledgement & Certification

I understand that I am responsible for compliance with the provisions of the VHR Ordinance Chapter 5.56, and that any failure of my local contact person and/or Agent(s) to comply with the Ordinance shall be deemed non-compliance by me (§5.56.060). *Initials*\_\_\_\_\_

I understand that before renting the vacation rental, my agent(s), my local contact person, or I must post the permit required by the VHR Ordinance in a conspicuous place on or adjacent to the front door (§5.56.100) along with the interior and exterior signs. *Initials*\_\_\_\_\_

I agree **by written agreement to limit and enforce the limit on the number** of overnight occupants of the vacation home rental to the number permitted (§5.56.090). *Initials*\_\_\_\_\_

I agree to **obtain the name, address and contact information** for each renter age 18 and over (§5.56.130). *Initials*\_\_\_\_\_

I agree to provide renters a **written copy** of the occupancy limits for overnight and daytime hours, quiet hours, any parking restrictions including for snow remove, trash pick-up day and bear box instructions, requirements for campfire permits, and all other rules and regulations (§5.56.130). *Initials*\_\_\_\_\_

I agree to inform renter that should any violation occur, that **finest may be imposed** (§5.56.140). *Initials*\_\_\_\_\_

I agree that the **physical address** will be made public and be available on the Planning Services website. (§5.56.090). *Initials*\_\_\_\_\_

I agree **by written agreement to limit and to enforce** the limit on the hot tub or spa hours of use to between 8:00 am and 10:00 pm as required by the ordinance (§5.56.090). *Initials*\_\_\_\_\_

I agree to **include the permit number in all advertisements for guests** as designated in the ordinance (§5.56.090). *Initials*\_\_\_\_\_

I agree to **allow inspection** as designated in the ordinance (§5.56.090). *Initials*\_\_\_\_\_

I agree to **maintain independent garbage collection and disposal** as designated in the ordinance (§5.56.090) and provisions in Chapter 8.42 and 8.76. *Initials*\_\_\_\_\_

I agree to inform tenants of, and to ensure the tenants and/or guests of the vacation home rental are aware of, and do not create unreasonable noise or disturbances, engage in **disorderly conduct**, or violate provisions of the El Dorado County Code or any applicable law pertaining to noise or disorderly conduct (§5.56.090 A3). Upon notification that occupants and/or guests have created unreasonable noise or disturbances, engaged in disorderly conduct or violated provisions of the El Dorado County Code or other law pertaining to noise or disorderly conduct, I agree to promptly abate such conduct and prevent recurrence of such conduct by those occupants or guests (§5.56.090). I agree that violations of this provision may result in the suspension or revocation of this VHR Permit. (§5.56.140). *Initials*\_\_\_\_\_

I understand I must designate a **local contact person**, who has access and authority to assume management of the unit and take remedial measures on a 24-hour basis when the unit is rented. The local contact person shall be required to respond to the location of the vacation home rental within **one half (1/2) hour** after being notified by law enforcement officials or the public of the existence of a violation of this chapter or any other provision of this code, or any disturbance requiring immediate remedy or abatement (§5.56.130). (The local contact person may be the owner if the owner resides within one half hour travel time.) I understand that if the local contact person changes, I must contact Planning Service's Office for a new permit indicating the new local contact person. *Initials*\_\_\_\_\_

I represent that the designated bedrooms in the vacation rental meet all local building and safety code requirements (§5.56.070 D) or, alternatively, that the El Dorado County Building Services Division has determined that, per Section 307.13.3 of the 2001 California Building Code, the existing use or occupancy may be continued if such use was legal at the time of adoption of this 2001 code, provided such use is continued use or occupancy and is not dangerous to life. *Initials* \_\_\_\_\_

I agree to ensure the occupants comply with the Solid Waste Management Ordinance (§8.42) and that trash will not be left on the exterior of the property (except in bear-proof containers) before 6:00 p.m. of the day prior to trash pick-up or after 6:00 p.m. on the day of trash pick-up. *Initials* \_\_\_\_\_

I agree to ensure the occupants and/or guests comply with the snow removal parking restrictions and area interference restrictions. I understand that no person shall park except in areas where signs permit, and that no parking is allowed on the street during snow removal conditions in accordance with Chapter §10.12 - Parking. *Initials* \_\_\_\_\_

I agree to provide sufficient parking to meet El Dorado County on-site parking requirements, including garage when necessary. I certify that the off-street parking spaces depicted on the attached photo or diagrams were legally established in conformance with El Dorado County and TRPA regulations, if applicable. *Initials* \_\_\_\_\_

I understand that I am responsible for the above requirements, and that while the local contact person must respond to calls within one half hour, I am responsible for directing my local contact person and/or agent(s) in writing, in a manner that complies with the VHR Ordinance. *Initials* \_\_\_\_\_

I understand that failure by my local contact person, and/or agent(s) will be deemed non-compliance by me (§5.56.060) and that under the provisions of the VHR Ordinance, I may be subject to penalties for non-compliance of \$500.00 to \$1,000.00 and that the VHR may be suspended or revoked should repeated non-compliance occur. *Initials* \_\_\_\_\_

I agree to all of the above as a condition for receiving an El Dorado County Business License, Transient Occupancy Registration, and a VHR Permit for the unincorporated area of El Dorado County. *Initials* \_\_\_\_\_

I have read all regulations pertaining to the operation of a vacation home rental and agree to comply with all conditions of the VHR Permit (§5.56.070). *Initials* \_\_\_\_\_

I certify that the information submitted as application for a VHR Permit is true and accurate in all respects. I (we) agree to all the above provisions and certify under penalty of perjury, the above is true and accurate.

**Owner's Signatures:**

PRINT NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**Agent's Signatures:**

PRINT NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_



## Vacation Home Rental Certified Local Contact Acknowledgement

I understand that I am responsible for compliance with the provisions of the VHR Ordinance Chapter 5.56.

*Initials* \_\_\_\_\_

I understand that before renting the vacation rental, the agent(s), the owner or I, must post the permit required by VHR in a conspicuous place on or adjacent to the front door (§5.56.100). *Initials* \_\_\_\_\_

I have taken and passed the required Certified Local Contact exam (§5.56.130). *Initials* \_\_\_\_\_

I agree to **enforce the limit on the number of overnight occupants** of the vacation home rental to the number permitted (§5.56.090). *Initials* \_\_\_\_\_

I agree to **obtain the name, address and contact information** for each renter age 18 and over (§5.56.130). *Initials* \_\_\_\_\_

I agree to provide renters a **written copy** of the occupancy limits for overnight and daytime hours, quiet hours, any parking restrictions including for snow removal, trash pick-up day and bear box instructions, requirements for campfire permits, and all other rules and regulations (§5.56.130). *Initials* \_\_\_\_\_

I agree to inform renter that should any violation occur, that **fines may be imposed** (§5.56.140). *Initials* \_\_\_\_\_

I agree to **limit by written agreement and to enforce the limit on the hot tub or spa hours** of use to between 8:00 am and 10:00 pm as required by the ordinance (§5.56.090). *Initials* \_\_\_\_\_

I agree to **include the permit number in all advertisement for guests** as designated in the ordinance (§5.56.090). *Initials* \_\_\_\_\_

I agree to **be able to respond on-site if necessary to resolve complaints that are in violation of this ordinance** (§5.56.130). *Initials* \_\_\_\_\_

I agree to inform tenants of, and to ensure the tenants and/or guests of the vacation home rental are aware of, and do not create unreasonable noise or disturbances, engage in **disorderly conduct**, or violate provisions of, the El Dorado County Code or any State law pertaining to noise or disorderly conduct (§5.56.090 A-3). Upon notification that occupants and/or guests have created unreasonable noise or disturbances, engaged in disorderly conduct or violated provisions of the El Dorado County Code or State law pertaining to noise or disorderly conduct, I agree to promptly abate such conduct and prevent recurrence of such conduct by those occupants or guests (§5.56.090). I agree that violations of this provision may result in the suspension or revocation of this Vacation Home Rental Permit (§5.56.140). *Initials* \_\_\_\_\_

I understand that as a **local contact person**, I must have access and authority to assume management of the unit and take remedial measures on a 24-hour basis when the unit is rented. As the local contact person, I shall be required to respond to the location of the vacation home rental within **one half (1/2) hour** after being notified by law enforcement officials or the public of the existence of a violation of this chapter or any other provision of this code, or any disturbance requiring immediate remedy or abatement (§5.56.130).

I agree to comply with, and ensure the occupants comply with, the Solid Waste Management Ordinance (§8.42) and that trash will not be left on the exterior of the property (except in bear-proof containers) before 6:00 p.m. of the day prior to trash pick-up to 6:00 p.m. of the day of trash pick-up.

I agree to ensure the occupants and/or guests comply with the snow removal parking restrictions and area interference restrictions. I understand that no person shall park except in areas where signs permit, and that no parking is allowed on the street during snow removal conditions in accordance with Chapter §10.12 - Parking.

I understand that I am responsible for the above requirements and that while the local contact person must respond to calls within one half hour. I am responsible for having a written agreement with the owner or agent that ensures compliance with the Vacation Home Rental Ordinance. I understand that failure on my part to meet the provisions of the Vacation Home Rentals, may subject the owner to penalties for non-compliance of \$500.00 to \$1,000.00 and that the Vacation Home Rental Permit may be revoked should repeated non-compliance occur.

I have read all regulations pertaining to the operation of a vacation home rental and agree to comply with all conditions of the Vacation Home Rental Permit (§5.56.070).

By signing this certification, the undersigned acknowledges and agrees that the name and phone number provided as the VHR local contact shall be posted online by the county and shall be accessible to the general public.

The County of El Dorado and its officers, agents, employees, and representatives assume no responsibility for anyone's use of the information and shall not be liable for any improper or incorrect use of the information contained herein. Under no circumstances, shall the County of El Dorado be liable for any direct, indirect, special, exemplary, or consequential damages however caused and on any theory of liability.

I (we) agree to all the above provisions and certify under penalty of perjury, the above is true and accurate.

**Certified Local Contact's Signature:**

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Local Contact Person)

COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY STATE ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ Email \_\_\_\_\_

Vacation Home Rental  
Owner's Letter of Authorization

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

This letter is to authorize \_\_\_\_\_ and/or \_\_\_\_\_ to submit and process a Vacation Home Rental application for my property located at \_\_\_\_\_ to the El Dorado County Planning Department.

Owner 1

Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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

Primary Contact Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

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

Owner 2

Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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

Primary Contact Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

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

Owner 3

Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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

Primary Contact Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

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

Owner 4

Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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

Primary Contact Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

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



# PLANNING AND BUILDING DEPARTMENT

## INSTRUCTIONS & INFORMATION ASSISTANCE FOR VACATION HOME RENTAL (VHR) APPLICATION

VHR applications can be submitted either in person or mailed into the Planning Division. Planners are available to assist with VHR processing by **appointment only**, Monday, Tuesday, Thursday, & Friday from 8am to 11am and Wednesday 9am-11am. Fees are payable by check or cash, checks must be payable to **El Dorado County**. To avoid delays in the issuance of your Permit, please follow the procedures and check list below. Assistance on obtaining required submittal forms is described below.

### **VHR PREPARATION PROCEDURES**

- Complete the VHR permit application, VHR Required Submittal Checklist, and acknowledgments forms. All blanks on the application packet must be filled in. The application must be **signed by an Owner, Partner, Corporate Officer, or Trustee, or Agent thereof**.
- Please note that if you have a written agreement authorizing an agent for property management, your agent may apply for this permit. Written agreement authorization forms are available on page 10.
- The owner's/agent's acknowledgement & certification must be signed by the **Agent, Owner, Partner, Corporate Officer or Trustee**, with evidence of such (such as a copy of the recorded grant deed, or copy of the signed rental agreement or contract), and returned with the application.
- The certified local contact person's acknowledgement & certification must be signed by the local contact person and returned. The local contact should include a copy of their Certification test results as evidence that they have passed.

### **ASSISTANCE WITH REQUIRED SUBMITTAL INFORMATION**

- To obtain the parcel number for the VHR unit, contact the **Assessor's office** or go to <https://www.edcgov.us/Government/Assessor> Select "New Online Property Information."  
**Placerville:** (530) 621-5719, **S. Lake Tahoe:** (530) 573-3422
- The Business License and Transient Occupancy Registration Certificate must be obtained from the Treasurer-Tax Collector prior to turning in the VHR application. A **copy** of the certificates must be submitted with the VHR application.
  - The **Tax Collector's** staff is available 8:00 a.m. to 5:00 p.m. to assist you through this process.  
**Placerville:** (530) 621-5800, **S. Lake Tahoe:** (530) 573-7955 x5800,  
**From the 916 area code:** (916) 358-3555 X 5800
- To obtain Trash pick-up day information:  
**South Tahoe Refuse Co., Inc.** at (530) 541-510      **American River Disposal** at (530) 544-1199  
**Tahoe Truckee Sierra Disposal** at (530) 583-0148      **Amador Disposal Services** at (530) 626-4141  
**El Dorado Disposal** at (530) 626-4141
- Bear Box Requirements:
  - Requirements for bear boxes can be found at [https://www.edcgov.us/Government/emd/solidwaste/Pages/bear\\_resistant\\_garbage\\_can\\_requirements.aspx](https://www.edcgov.us/Government/emd/solidwaste/Pages/bear_resistant_garbage_can_requirements.aspx)
  - To use a map to find out if your property requires a Bear Box, go to <https://www.edcgov.us/Government/planning/vhr>,
    1. Under Vacation Home Rental Resources, select the **Vacation Home Rental Locator Map** and agree to terms and conditions.
    2. In the upper left corner, click on the "**Layer List icon**", put a check mark next to "Bear Box Boundary". If your VHR is in the area with the **blue hatch** area, then you are required to have a Bear Box installed.



**Layer List icon:**



**Blue Hatch**

Evidence of installed Bear Box(es), with the required number of 32-gallon cans, shall consist of a photo of the Bear Box on the property as well as the bear box location noted on the site plan.



- **Max Occupancy:**
  - To calculate the maximum number of Occupants (Occupancy shall not exceed two persons per bedroom, plus two additional persons, excluding children five years of age or younger).

**GENERAL VHR APPLICATION PROCESS INFORMATION**

**Application and Inspection fees:**

- The application fee for a new permit is \$190 and for a renewing permit is \$178.
- Fire inspection fees are based on the size of the house, verified by staff using the Assessor’s Records (<http://www.edcgov.us/assessor> and select On Line Property Information). This inspection is separate from and in addition to any inspections for: construction projects, escrow inspections or Calfire’s Defensible Space inspections:

Size of Home (Sq. Ft.)	Fee
<1,500	\$325
1,500-3,000	\$650
3,001-4,500	\$975
>4,500	\$1,300

**Fire Department-**

- Once Planning Services has reviewed your completed VHR application packet, the next step of the process is the Fire inspection. For information on what is inspected by the Fire Department, the checklist can be found on the VHR website here <https://www.edcgov.us/Government/planning/vhr/Documents/VHR%20Inspector%20Checklist%20Fillable.pdf>.
- Fire Inspections are valid for 2 years.
- If you did **not** have a fire inspection last year, payment will need to be provided with VHR application.
- Costs of inspections are based on home square footage, excluding garages and carports.
- If a fire inspection was completed last year, then proof of inspection needs to be submitted.
- Fees are collected by the County and remitted to your fire district as a part of the Vacation Home Rental permit.
- Passing inspections are required prior to initial permit issuance and again every other year after that.
- The local Fire Department will contact you to schedule the visit. The initial inspection will be completed within 30 days.
- Any site failing the initial inspection has an additional 30 days to complete any necessary work and request a re-inspection. Failing to pass the inspection within 60 days shall result in a denial of the application.

**Complete Applications**

When the completed application and fees are received and reviewed, fire inspections request will be sent. After passing fire inspections, your Vacation Home Rental Permit will be issued to the owner/agent of the property. This permit must be posted within the unit and be clearly visible on or adjacent to the front door.

**Incomplete Applications**

Applications that are missing required documents and/or fees will be deemed incomplete. A project manager will contact Owner/Agent regarding any missing material and provide a deadline for submittal. If requested material is not submitted by the deadline given, the permit may be denied and a new application and planning fees will need to be submitted.

**Renewal Applications**

VHR permits, along with Business Licenses and Transient Occupancy Registration Certificate, need to be renewed annually. Due to the amount of time to review applications, we recommend applications be submitted at the beginning of the month of expiration. If you do not turn in your application prior to expiration date, you will need to apply as a new applicant and submit all of the required material.

**Change of Certified Local Contact**

If there is a change in your Certified Local Contact, the owner/agent will need to fill out a VHR Permit Local Contact Change Form. Submit required forms with application, along with required fee. Current fee listed on VHR Home page. <https://www.edcgov.us/Government/planning/Documents/Change%20of%20Local%20Contact%20Form%2001.13.20.pdf>