



Short-Term Rental/ Vacation Rental Site Development Permit



City of Redding
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PURPOSE

The City of Redding recognizes that some property owners may desire to use their home to provide short-term lodging for overnight guests as an alternative to the typical hotel, motel, and bed and breakfast accommodations customarily available to Redding visitors.

While certain Short-Term Rental operations, known as Hosted Homestays, simply require that an affidavit acknowledging the City's requirements be on file with the Development Services Department (in addition to obtaining any necessary business license and filing Transient Occupancy Tax information), other lodging operations in single-family homes require issuance of a Vacation Rental Site Development Permit. This guide provides information that will help you to understand the Site Development Permit process.

PROCESS

Step 1 – Preapplication Discussion with Staff

Permit Center staff is available to informally discuss your plans to establish a Vacation Rental with you. Staff can help you determine whether your plans to operate a Vacation Rental are consistent with City regulations and will answer any questions you may have related to those requirements and the application review and approval process. Providing information about the number of rooms and number of days during the year that rooms will be available for rent, the number of parking spaces (vehicles) that can be parked in the driveway or other location off the street, whether you intend to reside at the residence during rental periods, and similar information about how you would like to operate, will assist staff in helping you.

Step 2 – Filing of Application

To file an application for a Vacation Rental Site Development Permit, you must submit a completed application form, an accurately drawn reproducible site plan or aerial photo that clearly depicts the residence and available parking areas off the street, filing fee, and other necessary information to the Planning Division of the Development Services Department. The application must be signed by the property owner or authorized representative. City staff will review the material to make sure all the required information is provided. If your application is incomplete, you will be notified within 30 days after filing concerning the information needed to complete your application.

Step 3 – Application Review

Based upon the information submitted, the Director will determine if the application is consistent with the City's requirements for Vacation Rentals and whether there are any specific circumstances regarding the location or other items that need to be considered in order to approve the application. The Director can approve, conditionally approve, or deny the permit application. The application may also be referred to the Board of

Administrative Review for further consideration. Notice of the application will be mailed to property owners within a minimum of 300 feet from the exterior boundaries of the property regarding the determination by the Director to approve or deny the application. The decision by the Director may be appealed to the Board of Administrative Review within 10 days of the determination. Without appeal, the permit becomes effective immediately after the 10 day public notice period.

ESTIMATED TIME REQUIREMENTS

The actual time for the processing of a Vacation Rental Site Development Permit application may vary depending on the number of applications to be reviewed, comments received from nearby property owners (if any), and/or other circumstances noted during the review of the application. Generally, permits require four to five weeks to complete. Without a complete and accurate application, these time frames cannot be achieved.

APPLICATION SUBMITTAL REQUIREMENTS

- Application form completed and signed by the applicant and the property owner/authorized representative.
- Application fee — refer to "Schedule of Fees and Charges."
- A reproducible site plan/aerial photograph clearly depicting the property and its improvements.
- A description of the number of rooms to be rented, the number of rental days anticipated each year, the number of off-street parking spaces that can be provided, and whether the owner will be present during rental periods.
- Any additional information that Development Services staff feels is necessary to review the application.