



RESIDENTIAL VACATION RENTALS

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
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Promoting the Wise Use of Land • Helping to Build Great Communities

DRAFT – DRAFT – DRAFT **RESIDENTIAL VACATION RENTAL ORDINANCE USERS GUIDE**

What is a Residential Vacation Rental?

A residential vacation rental is the use of an existing residence as a rental for transient use. This does not include the rental of the entire residence for periods of thirty days or longer.

How do I establish a new Residential Vacation Rental?

When an individual wants to establish a new Residential Vacation Rental, the Permit Center in the Department of Planning and Building will need to be contacted first. A Permit Center planner can determine if the property qualifies for a Zoning Clearance or requires the processing of a Minor Use Permit. The planner will provide forms to begin the application process. If a Zoning Clearance can be issued the applicant must apply for a business license in person at the Tax Collector's office. The Business License Clerk processes the application and the Planning and Building Department issues the required Zoning Clearance. Once the Zoning Clearance is issued, a business license is issued upon payment of the license fee to the Tax Collector. In the inland areas of the County, there is no land use permit required, so only a business license is required. The Tax Collector requires that the Planning and Building Department okay the business license application. This is done by a Permit Center planner in the Department of Planning and Building.

What are the required permits?

Cambria and Cayucos

Zoning Clearance, Business License and Transient Occupancy Tax Certificate if the property complies with Coastal Zone Land Use Ordinance Section 23.08.165. The location standard (Section 23.08.165c) can be modified through approval of a Minor Use Permit.

Other coastal communities(such as Los Osos, Oceano, San Simeon) and rural areas

Minor Use permit approval is required.

Inland areas

Business License (issued by the Tax Collector)

What does an applicant for a Zoning Clearance need to provide?

- Evidence that the community water and/or sewer supplier(s) for the property have been informed of the use of the property as a vacation rental and have confirmed that there is adequate service capacity to accommodate the use.
- Site plan that shows the number and location of parking spaces available (within garage, driveway, etc.) and designation of the number of bedrooms in the vacation rental house.
- Verification (through contract or agreement, or designation of owner if owner lives locally) of who will provide local property management services (Service must be available 24 hours per day to respond to tenant and neighborhood concerns).
- Provide the name, address and phone number of this local contact person to the department of Planning and Building, main county Sheriff's Office, local Fire Agency, and Local Sheriff Substation, as well as all property owners within 300 feet of vacation rental.

How does a Business License expire?

A business license becomes inactive after 12 months if not renewed. When a Residential Vacation Rental business license becomes inactive, a new Zoning Clearance is required for that Residential Vacation Rental. The new Zoning Clearance cannot be issued unless the Residential Vacation Rental is consistent with **all** standards of the ordinance, including the required distance to another Residential Vacation Rental. Where a Residential Vacation Rental was authorized by Minor Use Permit, a new business license can be granted subject to the conditions established under that Minor Use Permit.

Can a Business License be transferred to a new property owner?

The business license for a Residential Vacation Rental cannot be "transferred" to a new owner. However, a new owner who applies for a new business license before the old business license becomes inactive can be issued a new business license without having to get a new Zoning Clearance and meeting all standards of the ordinance, including the required distance to another Residential Vacation Rental. If the old business license becomes inactive the new owner has to qualify the property as a new Residential Vacation Rental, including complying with **all** standards of the ordinance.