



455 County Center, 2nd Floor | Mail Drop PLN 122
Redwood City, CA 94063
(650) 363-4161
planning.smcgov.org

New
Renewal
Original Permit No: \_\_\_\_\_

Applicant

Name: \_\_\_\_\_
Address: \_\_\_\_\_
Phone: \_\_\_\_\_
Email: \_\_\_\_\_

Owner

Name: \_\_\_\_\_
Address: \_\_\_\_\_
Phone: \_\_\_\_\_
Email: \_\_\_\_\_

Local Contact Person

Name: \_\_\_\_\_
Address: \_\_\_\_\_
Phone: \_\_\_\_\_
Email: \_\_\_\_\_

Project Information

Site Address: \_\_\_\_\_
Assessor's Parcel Number: \_\_\_\_\_
Zoning: \_\_\_\_\_
No. of Bedrooms for short-term rental: \_\_\_\_\_

Required Materials

- Proof of ownership (copy of deed or tax bill)
Owner's concurrence (if application is submitted by a different party)
Copy of Transient Occupancy Tax Certificate
Proof of liability insurance (minimum \$500,000)
Copy of lease agreement
Site plan (or aerial photo) showing required off-street parking space(s)
Floor Plan of residence that clearly distinguishes areas to be used for short-term rental, all areas should be labeled (i.e., bedroom, bathroom, living room, etc.)
Proof house address is visible from the street (picture)
Proof smoke + carbon monoxide alarms and fire extinguisher are installed (picture)

Fees

Short-Term Rental Permit/Renewal .....\$431.00
3% Credit Card Processing Fee (if payment by credit card) .....\$12.93

Signatures

We hereby certify that the information stated above and on forms, plans, and other materials submitted here within support of the application is true and correct to the best of our knowledge.

Applicant Date Owner Date