

File No. \_\_\_\_\_  
Date Rec. \_\_\_\_\_

**Sierra County Planning Department**  
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## SHORT-TERM RENTAL (STR) PERMIT Renewal Application

An Administrative Use Permit for a Short-Term Rental (STR) may be renewed for an additional three (3) years (Sierra County Code 15.10.060(F)(3)). The property owner must file a request for renewal on this form provided by the Sierra County Planning Department prior to the expiration of the current administrative use permit.

### PROPERTY OWNER(S) INFORMATION

Property Owner(s) Name: \_\_\_\_\_  
Property Owner(s) Mailing Address: \_\_\_\_\_  
Property Owner(s) Phone Number: \_\_\_\_\_  
Property Owner(s) Email Address: \_\_\_\_\_  
Treasurer-Tax Collector/Transient Occupancy Tax Certification Number: \_\_\_\_\_  
STR Property Address: \_\_\_\_\_ Property APN: \_\_\_\_\_

### ANY OTHER PROPOSED CHANGES TO YOUR STR? Please check one:

- No changes—just a 3-year extension under the current STR ordinance, and all documentation from my original STR permit application is still accurate.
- The following change(s) to my existing STR permit & documentation is/are proposed (Note: A new STR application and supporting documentation and additional fees may apply): \_\_\_\_\_

### LOCAL CONTACT PERSON INFORMATION

A Local Contact Person must be available by telephone on a twenty-four (24) hour basis to the STR guests, County authorities, and complaining parties. The Local Contact Person must be able to respond physically, on-site within thirty (30) minutes. The Local Contact Person must have full access to the property as well as authority to manage and possess decision-making authority for the facility. A property owner, agent or professional property management company that meets the availability and response requirements may serve as the local contact person.

Please indicate if there have been any changes to Local Contact Person: \_\_\_\_\_

### PAYMENT OF PERMIT FEES & TAXES:

The Administrative Use Permit fee to renew a STR is **\$183.00** and is due when the application is submitted. Any outstanding building and/or planning violations must be properly abated and any open building permits affecting life and safety to occupants or other hazardous conditions must be properly abated and closed out prior to the STR permit issuance. All property taxes and transient occupancy taxes (TOT) must be current. Short-term rental permits may be suspended or revoked for failure to pay property taxes.

Any advertising of the STR or offer to rent the property for less than 30 days may only occur with a valid STR permit. Please include the maximum occupancy and parking restrictions per the approved permit in all advertisements and/or listings.

*"I CERTIFY THAT I AM PRESENTLY THE LEGAL OWNER OR THE AUTHORIZED AGENT OF THE OWNER/s OF THE ABOVE-DESCRIBED PROPERTY. FURTHER, I ACKNOWLEDGE THE FILING OF THIS APPLICATION AND CERTIFY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND ACCURATE; THAT I WILL ABIDE BY SIERRA COUNTY CODE §15.10.060 (ORDINANCE 1131), AND I HEREBY AUTHORIZE THE PROCESSING OF THIS APPLICATION BY SIERRA COUNTY, AND AUTHORIZE OFFICIAL COUNTY STAFF EMPLOYEES OR THEIR AUTHORIZED CONSULTANTS TO ENTER THE PROPERTY DURING REASONABLE HOURS AS NECESSARY TO CONDUCT INSPECTIONS AND SURVEYS, AND TO INVESTIGATE COMPLAINTS."*

\_\_\_\_\_  
Property Owner/Authorized Agent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date