

	<b>CITY OF HUNTINGTON BEACH</b> <b>COMMUNITY DEVELOPMENT DEPARTMENT</b> 2000 Main Street, Huntington Beach, CA 92648 (714) 536-5271 <a href="mailto:community.development@surfcity-hb.org">community.development@surfcity-hb.org</a>	FOR OFFICE USE ONLY
	<b>SHORT-TERM RENTAL PERMIT APPLICATION</b>  <b>\$624 Application Fee Due Upon Receipt</b>	Business License Number
		STR Permit Number
		Start Date
		STR Zone

Note: Business License Tax Certificate required after the Short-Term Rental Permit is obtained and prior to operating a short term property rental.

**PROPERTY OWNER INFORMATION**

**OPERATOR INFORMATION**

Owner Name
Owner Address
Owner Phone Number
Owner Email

Operator Name
Operator Address
Operator Phone Number
Operator Email

**PROPERTY INFORMATION**

Short-Term Rental Property Address	
Assessor Parcel Number (APN)	
Type of Property for Short-Term Rental (single family home, townhome, condo, duplex, triplex, etc.)	
Name of the Homeowner's Association and Phone Number (applies to townhomes and condos)	
Number of Bedrooms	Size of Unit (sq. ft.)
Number of Parking Spaces Available	Description of parking area (garage, driveway, carport)

**LOCAL CONTACT INFORMATION**

Contact Name
Contact Address
Contact Phone Number
Contact Email

## HOSTING PLATFORM INFORMATION

Hosting Website and Listing Number	Hosting Website and Listing Number
Hosting Website and Listing Number	Hosting Website and Listing Number

## REQUIRED OWNER ACKNOWLEDGEMENTS AND CERTIFICATIONS

The Legal Property Owner must initial the following:

\_\_\_\_\_  
*(initial)* I have read all regulations related to the operation of a short term rental unit (HBMC Chapter 5.120 – Short-Term Rentals and HBMC Chapter 3.28 – Uniform Transient Occupancy Tax) and agree to comply fully with all applicable regulations.

\_\_\_\_\_  
*(initial)* I understand that I am to provide all guests a copy of the Huntington Beach Municipal Codes related to violations and permit conditions.

\_\_\_\_\_  
*(initial)* I agree to include the City issued permit number on all advertisements.

\_\_\_\_\_  
*(initial)* I agree to maintain a valid Huntington Beach Business License.

\_\_\_\_\_  
*(initial)* I understand that only one Short-Term Rental agreement at a time is allowed.

\_\_\_\_\_  
*(initial)* I agree to update the City if there are any information changes for the Local Contact Person.

\_\_\_\_\_  
*(initial)* I understand that the Local Contact Person must be available 24 hours/day, 7 days/week to respond within 1 hour to complaints and take action to resolve complaints.

\_\_\_\_\_  
*(initial)* I certify that I have reviewed the covenants, conditions, and restrictions, if any, and a short term rental use is permitted at this address.

\_\_\_\_\_  
*(initial)* I understand I must inform the guest of the amount of transient occupancy tax prior to the completion of a booking transaction.

\_\_\_\_\_  
*(initial)* I understand I must notify the City if I cease operating a short term rental unit and any tax due will be payable within thirty days.

\_\_\_\_\_  
*(initial)* I understand I must keep and preserve all records necessary to determine the amount of TOT tax collected and remitted for three (3) years.

\_\_\_\_\_  
*(initial)* This permit is only valid for its current term and any renewal term. This permit does not convey or grant a property right that runs with the land.

\_\_\_\_\_  
*(initial)* I understand that the permit is not valid if there is a change in property ownership.

\_\_\_\_\_  
*(initial)* I hereby agree to indemnify, save, protect, hold harmless, and defend the City of Huntington Beach, individually and collectively, and the City the City of Huntington Beach representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising out of the STR Host or Operator’s actions or inaction in the operation, occupancy, use, and/or maintenance of the Short-Term Rental.

***I hereby certify under the penalty of perjury that I am authorized to make this statement and that the information provided on this form is true and correct.***

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

Signature \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

1. Short-Term Rental Application
2. Application Fee of \$624
3. Proof of property ownership  
(documentation if property is held by an LLC, Trust, or multiple owners)
4. Proof that Short-Term Rentals are not prohibited by the CC&Rs or any other community standards/guidelines
5. Proof of liability insurance for short-term rental
6. Photographs of unit/room for short-term rental (a minimum of 3 photos)  
(exterior, interior, front entrance of the short-term rental)
7. Property Inspection Certification by a Third Party Inspector
8. Guest parking plan
9. **Note: City staff will notify the applicant when to submit the information below.**  
Proof of Mailing of Notification to Adjacent Properties – See diagram  
(neighborhood notice, list of mailing labels, proof of mailing from the post office)

