



Vacation House Rental- Checklist (Section 28.75.30)

Application Number: _____

SECTION I: General Information (To be completed by the VHR operator)

Vacation House Rental Address	
Assessor's Parcel Number (APN)	
Business License Number	
Transient Occupancy Tax (TOT) Certificate Number	
Total Number of Guest Rooms Proposed	
Maximum Allowable Overnight Occupancy Proposed Not including children under 3 years of age	
Number of Off-Street Parking Spaces	
Septic Permit Number	
Septic System Capacity (number of bedrooms)	

DESIGNATED REPRESENTATIVE INFORMATION (Confidential. Not for public release. This information is kept internally and only given to Host Compliance for the 24/7 hotline. The public will not have this information).

Name of Individual	
Address	
24-Hour Contact Phone Number This is the 24/7 contact phone number to call with issues about a vacation rental. Enter phone number with area code first	

STAFF NOTES:



GENERAL REQUIREMENTS – All documents, plans, or exhibits must be **clear and legible**. The following documents are required for all **New** applications:

SECTION II (Items required to be submitted for application completeness)

Additional items necessary to file a Minor Use Permit application for a VHR:

- Permit Operator** – If the operator/permanent primary occupant is not the owner, written permission from the owner to operate a Vacation House Rental, with owner contact information is required.
- Diagram/Photographs** – A diagram and/or photograph of the premises showing the number and location of designated on-site parking spaces.
- Solid Waste Plan** – A Solid Waste Plan must be provided and approved by the Department of Resource Management (provision for garbage service, container storage location, plan for maintaining property). All calls, including complaints regarding the condition of the property or the conduct of the guests using the vacation house rental shall be directed through the 24/7 hotline.
- Noise Monitoring Plan** – A Noise Monitoring Plan must be provided and approved by the Department of Resource Management. Noise level shall not exceed 65dBa at any property line. No outdoor amplified sound is allowed. All calls, including complaints regarding the condition of the property or the conduct of the guests using the vacation house rental shall be directed through the 24/7 hotline.
- Emergency Response Plan** – An Emergency Response Plan must be provided, and County approved.
 - An Emergency Response Plan that describes various emergencies and addresses how occupants will be notified and assisted to respond during fire, flood, earthquake, or a medical event must be provided.
 - The plan shall include emergency contact numbers, and procedures to shelter in place and evacuate the premises.
 - The County approved emergency response plan shall be posted within the vacation house rental in a manner visible and legible to renters. In lieu of posting within the unit, the operator may provide this information within a binder readily available to the renters upon approval from the Business License Officer.
 - Emergency Access. The owner of any vacation house rental located behind a locked gate or within a gated community shall provide gate code or a lockbox with keys (“Knox Box” or similar) for exclusive use by the sheriff and emergency or fire service departments.
 - Vacation house rental owners are to provide a simple “go bag” for each renter that includes, battery powered flashlights (two) and radio (one), a local map showing neighborhood exit and water bottles (four).



(Section II continued)

- Fire Safety Plan** – A Fire Safety Plan must be provided, and County approved.
 - A Fire Safety Plan that describes area fire risks, various emergencies and addresses how occupants will be notified and assisted to respond during a fire event must be provided.
 - The County approved Fire Safety Plan shall be posted within the vacation house rental in a manner visible and legible to renters. In lieu of posting within the unit, the operator may provide this information within a binder readily available to the renters upon approval from the Business License Officer.
 - Evacuation routes from the property and the neighborhood shall be posted

- Public Nuisance/Complaints Plan** – Operation of the vacation house rental shall not create a public nuisance. A Public Nuisance/Complaints Plan must be provided and approved by the Department of Resource Management. The plan shall include:
 - While a vacation house is rented, the owner or a property manager shall be available 24 hours per day, seven days per week, for the purpose of responding within 45 minutes to complaints regarding the condition, operation, or conduct of occupants of the vacation house rental or their guests. Items in need of repair may take longer to correct.
 - Within 72 hours of receiving a complaint, the operator shall notify the Department of Resources Management regarding the nature of the complaint and action taken to resolve the conditions causing the complaint and to prevent recurrence using methods prescribed by the Director of Resource Management. Complaints received via the 24/7 hotline will also be emailed to vhrcomplaints@solanocounty.com.
 - Notification that occupants and/or guests of the vacation house rental shall not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this Code or any State law pertaining to noise or disorderly conduct between the hours of 9:00 pm and 8:00 am.
 - All calls, including complaints regarding the condition of the property or the conduct of the guests using the vacation house rental shall be directed through the 24/7 hotline.
 - Excessive noise/nuisance. The process for vacation house rental enforcement for excessive noise/nuisance is as follows:
 - All complaints are received through the 24/7 Hotline number. The 24/7 property manager/emergency contact will be notified by Host Compliance. The entity is given one (1) hour to resolve the issue.
 - Host Compliance (County representative) will contact the reporting party within one hour to inquire if the issue has been resolved.
 - If the issue has not been resolved, and it is an after-hours noise complaint, Host Compliance (County representative) will call the County Sheriff's Department.
 - If it is not a noise complaint or the issue has not been resolved, a County Investigation Report (IR) case is opened for verifiable complaints by code enforcement staff.

- Signed Code Standards and Best Management Practices- Acknowledgement** – A signed acknowledgement of the VHR requirements in Section IV of this form.



SECTION III (Requirements prior to VHR operation)

- Business License (Operation Permit) per Chapter 14 and posted per 28.75.30(A)(8)** – *Such license may be filed concurrently with the application for a permit under this chapter, however the Minor Use permit must be issued before the business license is issued.*
- Transient Occupancy Tax (TOT) registration certificate in accordance with Chapter 11, art. II, and posted per 28.75.30(A)(8)** – *Such license may be filed concurrently with the application for a permit under this chapter, the Minor Use permit must be issued before the TOT certificate is issued.*
- Commercial property insurance per 28.75.30(A)(9).**
- Private road maintenance agreement per 28.75.30(A)(13).**



SECTION IV (Code Standards and Best Management Practices - Acknowledgement)

- Unpermitted Structures** – None of the following shall be used or included as part of the vacation house rental:
 - An accessory structure other than a legally established guest house;
 - Non-habitable structures, tents, RVs, or other provisions intended for temporary occupancy;
 - A dwelling subject to a recorded governmental restriction, including covenants or agreements for affordable housing;
 - A dwelling approved for limited types of occupancy, including employee housing or a companion living unit;
 - A timeshare;
 - Any dwelling unit on a lot created pursuant to Government Code §66411.7 or local ordinance adopted to implement Government Code §66411.7;
 - Any dwelling unit created pursuant to Government Code §65852.21 or local ordinance adopted to implement Government Code §65852.21;
 - Any accessory dwelling unit or junior accessory dwelling unit;
 - A second single-family dwelling on the same parcel as the vacation house rental;
 - A dwelling or guest house that is the subject of an enforcement action pursuant to any provision of this code.

- Maximum Occupancy** – Acknowledgement that the Vacation House Rental meets:
 - Maximum occupancy requirements per 28.75.30(A)(3).
 - All designated bedrooms shall meet all the local building and safety code requirements.

- Parking Requirements** – Ensure parking requirements per 28.75.30(A)(4) are met, including prohibiting on-street parking.

- Special Events Facility** – Acknowledgement that the Vacation House Rental is prohibited from use as a special events facility per 28.75.30(A)(5).

- Inspections** – An acknowledgement that the property may be inspected for compliance with §28.75.30 prior to issuance or renewal of a permit and that the owner will grant access to the property for such inspections.

- Initial Health & Safety and Fire Code** – Ensure inspections are satisfactorily completed including:
 - Ensure water and wastewater requirements per 28.75.30(A)(6) are met
 - Ensure fire safety requirements for carbon monoxide alarms per 28.75.30(A)(7)(e) are met.

- Fire Safety Requirements** – Ensure fire safety requirements per:
 - 28.75.30(A)(7)(b) or 28.75.30(A)(7)(c), as applicable are met
 - 28.75.30(A)(7)(d) is met.

- Meets minimum rental term requirement per 28.75.30(A)(11)** – Minimum 2-night stay.



(Section IV continued)

- Residential Street Address** – Ensure residential street address clearly visible. Addressing will be provided at the property access to road, at any fork in an internal driveway and on the dwelling used as a vacation house rental.
- Property Manager** – 24-hour Availability. All vacation house rentals operating in unincorporated Solano County must have a property manager who is available 24 hours per day, 7 days per week during all times the property is rented or used on a transient basis.
- Signage** – Interior and exterior signs and notification to be submitted as part of the vacation house rental application.
- Interior Signage** –
 - A completed Vacation House Rental Certificate shall be posted in a conspicuous place within the vacation house rental containing:
 - Property address
 - Occupancy limits
 - VHR Operating Permit number
 - Expiration date
 - Transient Occupancy Tax (TOT) certificate number
 - Key vacation house rental regulations
 - 24/7 Hotline phone number to report complaints, or address issues with property condition
 - A VHR Good Neighbor Flyer shall be posted within the interior of the rental unit by the front door and on the interior of each bedroom door per 28.75.30(A)(10).
- Exterior Signage** – Exterior display shall be located near the front door of rental unit and at the entrance to the property, legible by the public from the road in accordance with 28.75.30(A)(12) and contains:
 - VHR Operating Permit number
 - Transient Occupancy Tax (TOT) certificate number
 - 24/7 Hotline phone number to report complaints, or address issues with property condition
 - All signage shall meet the font and size requirements established by the County.
- Notifications** –
 - Ensure the Fire Safety Plan and Emergency Response Plan are posted or readily available within the unit and the fire safety requirements for guest notification of area fire risks and evacuation routes per 28.75.30(A)(7)(f) and are met.
 - The owner shall provide a County-approved VHR Good Neighbor Flyer to each renter that describes the terms of the rental, prior to the rental period
 - Pets, if allowed by the owner, shall always be secured on the property. Continual nuisance barking by unattended pets is prohibited.
 - Notification that failure to conform to the parking and occupancy requirements of the structure is a vacation house rental violation that could result in revocation of the Operator Permit.



(Section IV continued)

- Property Access - Ensure property access requirements per 28.75.30(A)(13) are met.
Trash and Recycling Facilities - Provide appropriate refuse and recycling service.
Advertisements - Prior to advertising, the operator is required to obtain the Land Use entitlement, Business License/Operating Permit and TOT.

Table with 2 columns and 3 rows: Name of VHR Operator, Signature, Date



SECTION V (To be completed annually for ongoing compliance)

- Permit Requirements –**
 - Meets the permit renewal requirements per 28.75.30(A)(14).
 - Meets the administrative penalty requirements of 28.75.30(A)(15).

- Inspections –**
 - Provide appropriate refuse and recycling service.
 - Annual Health & Safety and Fire Code inspections, as applicable.
 - Completed Annual Vacation House Rental Self-Certification Form.

- Public Nuisance/Complaints Plan –** The operator shall make available to the Business License Officer, or designee, upon request the approved **public nuisance/complaints plan, noise monitoring plan, sanitation plan, fire safety plan and emergency response plan** and any information related to implementation of the requested plan. The Business License Officer may require additional monitoring and reporting beyond that in any land use entitlement to address public nuisance complaints.