



Short Term Rental Permit Application

WWW.VISALIA.CITY 559-713-4359

315 E ACEQUIA AVE, VISALIA, CA 93292

All applicants are subject to review and audits. Permits will be denied or revoked if the owner has knowingly made any false, misleading, or fraudulent statement of material fact in the application.

In order to receive a short-term rental permit, you must be the owner of the property. To provide proof of ownership, applicants must submit a copy the Grant Deed and, if applicable, a notarized Agent Authorization demonstrating that you (the applicant) are an authorized agent of the legal entity named on the Grant Deed as part of your application.

Property Owner Information (Please provide complete information):

NAME(S):
ADDRESS: CITY: STATE: ZIP:
EMAIL(S): PHONE:

All correspondence will be mailed to the address above. By submitting this application, you are agreeing to receive all citations, violations and penalties related to this application and permit this address.

Check box below and attach required proof of ownership.

☐ Copy of the Grant Deed enclosed (Notarized Agency Authorization if applicable)

24/7 Contact Information:

The owner or designated owner's agent must be available twenty-four (24) hours a day, seven (7) days a week, at the phone number provided below to answer any call from the City, an agent authorized by the City to make such calls and any guests staying at the property when the dwelling unit is being rented. The owner may designate an owner's agent with access to the dwelling unit and authority to fix any problems or violations of Visalia Municipal Code 17.32.166 and must be on the premises of the short-term rental at the request of an enforcement officer within forty-five (45) minutes of contact if needed. Any changes to the owner's or designated owner's agent 24/7 contact information must be submitted to the City to amend the application and be approved 1 week prior to the rental. The contact information will be made available to the public upon request.

NAME:
PHONE:

Dwelling Unit Information:

ASSESSOR'S PARCEL NUMBER:
ADDRESS: CITY: ZIP: STATE:

Please check the type of dwelling for which you are applying and enter the number of bedrooms listed on City or County records:

"Bedroom" means any habitable space in a dwelling unit other than a kitchen or living room that is intended for or capable of being used for sleeping, is at least 70 square feet in area, is separated from other rooms by a door, and is accessible to a bathroom without crossing another bedroom.

☐ Single Family Residence. The number of bedrooms is:

OCCUPANCY LIMITS: The owner shall limit occupancy of short-term rental property to 3 persons (regardless of age) per bedroom.



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AGENCY AUTHORIZATION

Owner's Signature MUST be Notarized.

Attach acknowledgement of signature(s) by Notary Public.

"Agent" shall be the person that the permit will be issued to. Provide a name and contact number for the "Property Owner" and the designated "Agent"

Property Owner:

I, , declare as follows:

Owner's Name - Print

I am the owner of certain real property bearing assessor's parcel number (APN):

Agent:

I designate , to act as my duly authorized agent for all

Agent's Name - Print

purposes necessary to file an application for, and obtain a permit to

Action Sought

relative to the property mentioned herein. I declare under penalty of perjury the foregoing is true and correct.

Executed this day of , 20 .

Signatures (MUST BE NOTARIZED):

OWNER

Signature of Owner

Owner Mailing Address

Owner Mailing Address (continued)

Owner Telephone

Owner Email (if applicable)

AGENT

Signature of Agent

Agent Mailing Address

Agent Mailing Address (continued)

Agent Telephone

Agent Email (if applicable)



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Attestations and Acknowledgements

I attest, under perjury, the following statements are true (initial each item):

I am the owner of the property located at , I have read and understand the requirements of Visalia Municipal Code Chapter 17.32 "Short-Term Rental Permits" and will comply with its provisions. **INITIALS:**

The short-term rental of the property is not prohibited by Covenants, Conditions and Restrictions (CC&Rs), or rules or restrictions of a homeowners association or similar association, and I have notified such association that I am applying for a short-term rental permit. I will retain proof of notification for the duration that I maintain a short-term rental permit for the property. **INITIALS:**

I acknowledge that I will have to contact the Visalia Finance Department to obtain a transient occupancy certificate and will be in compliance with Visalia Municipal Code Chapter 3.28 "Transient Occupancy Tax," including its recordkeeping requirements. **INITIALS:**

The information in this application is correct, including the number of bedrooms I have listed for the dwelling unit(s) (or portion thereof) that is to be rented on a short-term basis. **INITIALS:**

The Property is not currently subject to code enforcement action, and any such action or citation has been cured and all fines paid. **INITIALS:**

Fire extinguishers, smoke detectors, carbon monoxide detectors, and other basic health and safety features are provided at the Property and are fully charged, operational, and easily located, and will remain so during the duration of this permit's operation. **INITIALS:**

I, or my designated Owner's Agent, will be available twenty-four (24) hours a day, seven (7) days a week, at the phone number provided in this application and will answer any call from the City, and guests staying at the Property and will be on the premises of the short-term rental at the request of enforcement officer of the City's Police Department within forty-five (45) minutes of contact if needed. **INITIALS:**

I, or my designated Owner's Agent, will provide full access to the Property and documents related to compliance with this Chapter, during normal City Hall business hours or at any time the dwelling unit (or portion thereof) is rented, immediately upon request by the City Manager or her/his designee for purposes of inspection or audit in compliance with federal and state law. **INITIALS:**

I will provide all guests with the Short-term Rental Code of Conduct and post the same on the inside of the main entrance door to the dwelling unit rented, or on the wall adjacent thereto. **INITIALS:**

I will ensure that all short-term rental activity at the Property complies with all applicable laws, including, but not limited to, the noise limitations, parking requirements, and trash and refuse set forth in Chapter 17.32 of the Visalia Municipal Code, and applicable codes regarding fire, building and safety. **INITIALS:**

By initialing below, I acknowledge I understand, accept, and will comply with the following:

Occupancy shall not exceed the maximum number of individuals listed on the Permit, and in no case may it exceed 12 people unless a special event permit is obtained pursuant to Visalia Municipal Code Chapter 12.48. **INITIALS:**

I am responsible for updating any information in my application that changes during the period that the Permit is valid. Such information must be updated before any short-term rental activity occurs, and in any case within 30 days of such changes, or immediately for any change in the Owner's Agent contact information. To update information in my application I understand I must use the City's amended short-term rental application form. **INITIALS:**



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I understand that I cannot cure a violation of this Chapter by seeking to amend my short-term rental permit after a violation occurs; short-term rental of a property may only be conducted as specifically authorized by an active short-term rental permit. **INITIALS:**

I understand that an application to renew a short-term rental permit must be received by the City Planner not less than thirty days prior to the expiration of the short-term rental permit. Applications received after the deadline but before expiration of the permit may be accepted at the discretion of the City Manager or her/his designee. **INITIALS:**

I understand and agree that I am responsible for any and all violations or illegal activity that occur on my property during a period where it is rented on a short-term basis, whether committed by myself, my agent, a guest, or any other person. Such violations may result in substantial fines, the loss of my short-term rental permit, criminal penalties, or other significant action. I have read Visalia Municipal Code Section 17.32 and accept the obligations imposed on me by that Section and will act so as to ensure that no violations occur on the Property. INITIALS:

PROPERTY OWNER NAME (PRINT)

PROPERTY OWNER SIGNATURE

DATE

PROPERTY OWNER NAME (PRINT)

PROPERTY OWNER SIGNATURE

DATE

PROPERTY OWNER NAME (PRINT)

PROPERTY OWNER SIGNATURE

DATE

PROPERTY OWNER NAME (PRINT)

PROPERTY OWNER SIGNATURE

DATE

NAME OF LLC (IF APPLICABLE)

DocuSign or electronic signatures will not be accepted.

The Short-Term Rental Permit Fee effective December 1, 2023 is \$495. Please submit a check payable to the City of Visalia along with your application. The Short-Term Rental Permit Fee is non-refundable.

CITY OF VISALIA - STAFF USE ONLY

By: _____
Signature

Date: _____