

	CITY OF HUNTINGTON BEACH COMMUNITY DEVELOPMENT DEPARTMENT 2000 Main Street • P.O. Box 190 Huntington Beach, CA 92648 (714) 536-5271 www.huntingtonbeachca.gov/aca	FOR OFFICE USE ONLY
		Business License Number
		STR Permit Number
		Start Date
		STR Zone

SHORT-TERM RENTAL RENEWAL APPLICATION

\$324 Application Fee Due Upon Receipt

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

Owner Name	
Owner Address	
Owner Phone Number	Owner Email Address

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 24/7 EMERGENCY CONTACT INFORMATION

Contact Name	
Contact Address	
Contact Phone Number	Contact Email Address

HOSTING PLATFORM INFORMATION

Hosting Website	Hosting Website
Hosting Website	Hosting Website

REQUIRED OWNER ACKNOWLEDGEMENTS AND CERTIFICATIONS

The Legal Property Owner must initial the following:

- _____ 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 and expiration date 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 understand that I must be living on the property at all times when conducting short-term rental activities to satisfy the hosted requirement.
(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 (TOT) and Tourism Business Improvement District (TBID) assessment prior to the completion of a booking transaction.
(initial)
- _____ I understand I must keep and preserve all records necessary to determine the amount of TOT tax and TBID assessment collected and remitted for three (3) years.
(initial)
- _____ I understand I must notify the City if I cease operating a short term rental unit and any TOT tax and TBID assessment due will be payable within thirty days.
(initial)
- _____ I acknowledge that I am required to file and pay my TOT/TBID quarterly, due no later than the last business day of the month following the reporting quarter. I understand that all reporting and payments will be done via the City's MuniRevs payment platform. All STR operators are required to complete a quarterly form, even if there was zero rental activity transacted during the reporting period.
(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.
(initial)

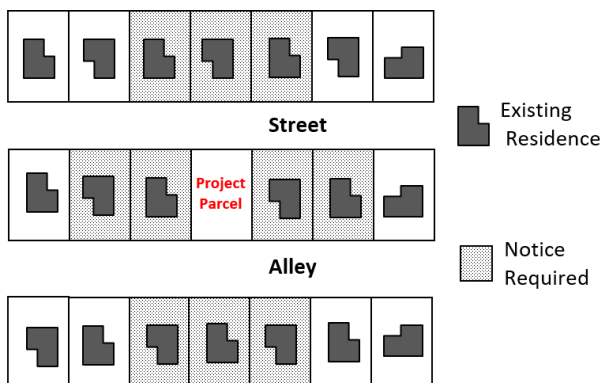
I hereby certify under the penalty of perjury that I am authorized to make this statement and that the information provided on this form is true and correct.

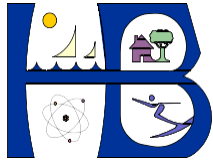
Print Name _____ Date _____

Signature _____

SUBMITTAL REQUIREMENTS

1. Short-Term Rental Renewal Application
2. Renewal Application Fee of \$357.00
3. Proof of property ownership (up-to-date)
(documentation if property is held by an LLC, Trust, or multiple owners)
4. Proof of primary residency
(at least three of the following documents (up-to-date): driver's license, voter registration, tax documents showing the residential unit as the person's residence, utility bill)
5. Proof that Short-Term Rentals are not prohibited by the CC&Rs or any other community standards/guidelines
6. Proof of liability insurance for short-term rental (up-to-date)
7. Photographs of unit/room for short-term rental (up-to-date)
(a minimum of 3 photos – exterior, interior, front entrance of the short-term rental)
8. Guest parking plan
9. Draft up neighborhood notice for staff to review adjacent properties. Once approved, staff will notify the applicant to submit proof of mailing notification to adjacent properties (neighborhood notice, list of mailing labels, and proof of mailing from post office)





CITY OF HUNTINGTON BEACH SHORT-TERM RENTAL PERMIT NEIGHBORHOOD NOTICE

Hello Neighbors and Property Owners,

This letter is to notify you that _____ (name of property owner) is proposing to operate a Short-Term Rental at _____ (address of the property). The City of Huntington Beach's Municipal Code Chapter 5.120 allows me to rent my residential property to overnight guests on a short-term basis (30 nights or fewer). You are receiving this notice because, as part of the permit application with the City, I am required to mail this notice to adjacent properties of my residence.

I have applied for: ☐ a Hosted Short-Term Rental (living at the STR unit)

Below is a brief description of my short-term rental, including number of bedrooms to be rented, where my guests will be parking, contact information, etc.

Contact Information

Property Owner: _____ Phone: _____

To report Short-Term Rental Violations after business hours, please call 714-375-5155 and Press "3".

For more information about short-term rentals, please visit <https://huntingtonbeachca.gov/government/departments/community-development> or scan:

