

CITY OF BRISBANE

APPLICATION CHECKLIST FOR SHORT TERM RENTAL PERMITS

SUBMITTAL REQUIREMENTS. For the Zoning Administrator to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will not be processed.

- **ELECTRONIC SUBMITTAL REQUIRED:** The [Short Term Rental Permit application](#) is a web-based application on the City's website. To complete and submit the application, you will need an internet connection and the supporting information and documents listed below in an electronic format.

Please submit all required items as PDF or image file types, as appropriate to the items listed below. (Max 20 MB per file.)

- APPLICATION FEE – Refer to line P1 of the [Master Fee Schedule](#). Fee may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.

Note: Planning application fees are non-refundable.

- PLANS – The below-listed plans may be hand drawn and do not need to be to scale, but must be legible and labeled for clarity:

- Site Plan. The site plan must show the property lines, the location of the home on the property, and the location and number of on-site parking spaces. At least one parking space is required per room rented on the property.

- Floor Plans. The floor plan must show where the rooms to be rented are located within the home and how they will be accessed from the street. Each room in the home must be labeled (e.g., kitchen, hallway, bedroom). The rooms to be rented as short term rentals must be clearly labeled as such.

- PROOF OF HOMEOWNERSHIP – One (1) document is required to provide evidence of your homeownership. Acceptable documents include:

- Property tax bill
- Homeowner's income tax exemption documentation
- Homeowner's insurance statement with your name and the property address clearly shown
- Copy of a current title report or deed showing title vested in your name.

- PROOF OF PERMANENT RESIDENCY – Three (3) documents that show you live in the home as your full-time residence. Acceptable documents include:

- Driver's license
- Vehicle registration certificate
- State or Federal tax return statement (you may redact your social security number)
- Bank or credit card statement
- Utility bill (water, power, internet, cable/satellite)

PROOF OF INSURANCE - Provide your insurance policy document that clearly show the address of the insured property, your name, the policy description verifying it is for short term rental activity, and a coverage amount of at least \$500,000.

CODE REFERENCES: For information regarding short term rental regulations and the permit review and approval process, please refer to Chapter 17.35 of the Brisbane Municipal Code.

REVIEW AND ACTION ON APPLICATION. A project planner will be assigned to your permit application and will guide you through all stages of application review. Once a complete application is received, the Zoning Administrator will mail written notice of the application to occupants and owners of property in the vicinity. Neighbors will have 21 days to submit any written comments on the application the Zoning Administrator. After the 21 day period, the Zoning Administrator may grant the permit if the findings under Subsection 17.35.030.D can be made. The project planner will notify you to confirm the action taken in writing. Contact the project planner if you do not receive such notification.

APPEALS. Anyone may appeal the action of the Zoning Administrator to the Planning Commission not later than seven (7) calendar days after the Administrator's action. An appeal application form and fee (Line P46) is required to make a formal appeal.

**FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY
DEVELOPMENT DEPARTMENT**
planning@brisbaneca.org

Community Development Department Hours:
8 A.M - 5 P.M. Mondays, Tuesdays & Thursdays
8 A.M. – 8 P.M. Wednesdays
8 A.M. - 1 P.M. Fridays

Please call ahead to make an appointment.



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