



City of La Verne
Short-term Rental Permit Information

General Requirements

- A Short-term Rental Permit shall be required for rentals of thirty (30) days or less.
- There shall be an initial application fee of \$100.00 for Short-term Rental Permits.
- The applicant shall be the property owner of dwelling being used as a short-term rental.
- Applicants are required to submit documentation establishing that the property is the applicant's primary residence. Documentation shall be at least two of the following and shall be in the name of the applicant:
 - Motor vehicle registration, state-issued identification, voter registration, or tax documents showing the residential unit as the residence of the applicant.
- Applicant shall provide their legal name, current address, address of short-term rental property, and telephone number.
 - Applicant shall also provide emergency contact information, and be available for 24-hour response within one hour.
- Applicant shall provide a floor plan of the property being used for the short-term rental.
- All advertisement for the short-term rental dwelling unit that is displayed on a hosting platform shall display the license number issued by the City and the maximum occupancy for the dwelling unit.
 - That maximum occupancy for dwelling units shall not exceed two persons per bedroom, with a maximum dwelling unit occupancy of 10 persons. There is no occupancy limit for accompanying children under 18 years old.
- Thea applicant shall comply with all Transient Occupancy Tax (TOT) requirements pursuant to Chapter 3.16 of the La Verne Municipal Code.
- The Short-term Rental Permit shall be prominently displayed within the dwelling unit.
- The applicant shall provide necessary off-street parking for all guests.
- Quiet times shall be from 10:00pm-7:00am.
- The applicant shall follow all operating conditions and requirements of Chapter 18.94.090 of the La Verne Municipal Code.

Processing

- At least six (6) adjacent neighbors to the host property shall be noticed about the Short-term Rental Permit by the City.
 - If three (3) or more of the noticed neighbors object to the issuance of the permit within ten (10) days of the noticing, the permit may be denied.
- If that applicant satisfies all of the requirements of Section 18.94.030, and there has been no objections received from the adjacent neighbors, the Short-term Rental permit application shall be approved, provided all other provisions are met

Renewal and Denial

- A short-term rental permit may be renewed annually with the business license from the date of its issuance, and shall expire on the anniversary date of its issuance. An applicant

shall apply for a permit renewal no later than thirty (30) days prior to the expiration of the permit. The annual renewal fee for the Short-term Rental permit is \$35.00

- If permit is found to have multiple violations throughout the year, the Director may refuse to renew the permit at his or her discretion.
- If the permit application is denied, or if any of the requirements for a short-term rental are unable to be met, the applicant may then apply for a Conditional Use Permit through the Community Development Department.
 - The Conditional Use Permit may be applied for consideration by the Planning Commission as set forth in Section 18.108 of the La Verne Municipal Code.