



## SHORT-TERM RESIDENTIAL RENTAL UNIT PERMIT REQUIREMENT SUMMARY AND OWNER ACKNOWLEDGEMENT

Code Enforcement Division  
172 W. 3<sup>rd</sup> Street, Fourth Floor  
San Bernardino, CA 92415-0187  
Phone (909) 884-4056

[ShortTermRental@lus.sbcounty.gov](mailto:ShortTermRental@lus.sbcounty.gov)

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### **General:**

1. The Short-Term Residential rental unit (STR) owner is responsible for on-going compliance with the California Fire Code, California Building Code, International Property Maintenance Code, and any other applicable codes enforced by the County of San Bernardino, including Chapter 84.28 *Short-Term Residential Rentals* and all other provisions of the County Development Code.
2. The STR owner is responsible for compliance with the STR permit, including specified occupancy limits, parking requirements, and biennial renewal requirements.
3. The STR owner is responsible for payment of the Uniform Transient Occupancy Tax to the County Tax Collector.
4. The STR permit is for rental of the unit for private use only. It does not authorize utilization of the site as a wedding venue, retreat center, or any other commercial use.
5. On a 24-hour basis, the STR owner or the owner's agent shall be available to respond to complaints about the condition or operation of the STR, including nuisance behavior of the STR guests. Within one hour, the owner or agent shall investigate the complaint and take action to resolve the problem in person, if necessary.

### **Interior Standards:**

6. Consistent with Chapter 84.28 of the County Development Code, a notice shall be posted prominently inside the unit (on or near the front door) noting:
  - a. The address of the STR unit.
  - b. Emergency contact information for the owner or agent, and emergency instructions, including utility shut-off instructions and notes concerning safety equipment.
  - c. Convenient phone numbers for local services, including snow removal, if applicable.
  - d. The maximum number of occupants permitted, the maximum number of vehicles on-site, and a reminder of the prohibition of off-site parking.
  - e. Trash disposal instructions.
7. The STR unit shall be kept clean and free of safety hazards at all times.
8. The STR unit shall be equipped with fire extinguishers (one on each floor), smoke detectors (one in each sleeping room and in a central area on each floor), carbon monoxide detectors (one on each floor near sleeping rooms and one in each room that has a fireplace or wall heater).
9. The STR unit shall be free of electrical hazards. There shall be no exposed wiring, no overloaded circuits, and no appliances, heaters, or other electrical fixtures connected to extension cords.
10. Fireplaces shall be equipped with safety screens and spark arresters.

### **Exterior:**

11. The address of the STR unit shall be legible from the street.
12. Pools, spas and hot tubs shall be maintained in sanitary condition. Pools shall be fenced according to code requirements. Spas and hot tubs shall be equipped with locking covers.
13. The property shall be maintained in good condition, free from fire hazards.
14. Solid fuel-burning outdoor barbeques, fire pits, chimineas, etc. are not permitted on STR properties in the mountain region.
15. Any STR that is equipped with a fireplace or any of the solid fuel-burning items noted above shall also provide an outdoor ash disposal receptacle (minimum 5-gallon fire-proof container with a lid) and ash removal tools.

16. STR guests shall not disturb the peace. Noise complaints will be relayed to the STR owner. Verified disturbance of the peace and other nuisance behaviors of STR guests will initiate enforcement actions specified in Chapter 84.28 of the County Development Code.

**This permit application fee is non-refundable.**

Please ensure that:

- Required Building & Safety permits have been obtained.
- Required Building & Safety permits have been finalized\*.
- All dangerous or hazardous conditions have been removed from the property.

**Common safety issues:** unsafe/unpermitted electrical to spa, unsafe spa closing mechanisms, decks/stairs with loose, missing, or unsafe handrails, balusters, floorboards, etc.

If any of these or other unsafe conditions exist, we encourage you to apply after they have been corrected or removed. Unsafe conditions identified after an application has been submitted, will result in the denial of the application.

\*Contact Building & Safety at 909-387-8311 or via EZOP to schedule a final inspection for an existing permit.

**Owner Acknowledgement and Signature:**

I certify under penalty of perjury that I am the owner of record of the subject property, or that I am the owner's agent, with written consent to file this application and represent the owner concerning the short-term rental of the subject property. I further certify that I acknowledge the requirements detailed above. I understand that the Short-Term Residential Rental permit will be issued subject to continuing compliance with these requirements and that failure to comply with these requirements may result in citations, suspension, or revocation of the Short-Term Residential Rental Permit.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Property Manager's Signature (Required if not managed by owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name