

Owner Acknowledgement and Operational Requirements

Property Address: _____ Parcel Number: _____

General

1. The Short-Term Residential (STR) rental unit 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 annual 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, unless regulated under an approved County-issued permit.
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. The owner or agent shall maintain the ability to make contact by phone within 30 minutes and investigate the complaint and take action to resolve the problem in person within one hour, if necessary.
6. Responding to and correcting a violation within the required amount of time does not negate the existence of a confirmed violation. SBCC 84.28.080(a)(1)
7. STR guests shall not disturb the peace. Noise complaints will be relayed to the STR owner/property manager. 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.

Interior Standards

1. Consistent with Chapter 84.28 of the County Development Code, a notice shall be posted prominently inside the STR unit (on or adjacent to the front door) noting:
 - The address of the STR unit.
 - Emergency contact information for the property manager or owner.
 - Maximum number of occupants permitted to stay overnight.
 - Maximum number of vehicles allowed to be parked on the property and reminder of the prohibition of off-site parking.
 - Contact person or agency and phone number for snow removal, if applicable.
 - Trash disposal instructions.
 - Notification that failure to comply with STR requirements (including occupancy and parking standards, as well as public and private nuisances) may result in enforcement actions to address the violation(s).
 - Location of utility service connections, including how to access service connections and any tools necessary to disconnect the STR from utility services in the event of an emergency.
 - Phone numbers of local emergency medical and law enforcement services.
 - Property boundary map for the purpose of deterring trespassing on other privately-owned properties and identification of the approved parking area(s).
2. Post the County-issued STR permit on or adjacent to the front door along with an exit/emergency evacuation map.
3. The Good Neighbor brochure shall be provided to guests at each booking.
4. The STR unit shall be always kept clean and free of safety hazards.
5. The STR unit shall be equipped with 5-pound 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).
6. 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.
7. Locking mechanisms on all exit doors operate without the use of a key from inside.

8. All furniture or combustible materials are at least 54 inches from the fireplace openings and 30 inches from wall for floor heaters.
9. Any interior stairs or steps are structurally sound, with appropriate head clearance and handrails (no ladders).
10. Fireplaces shall be equipped with safety screens and spark arresters.

Exterior

1. The address of the STR unit shall be legible from the street.
2. 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.
3. The property shall be maintained in good condition, free from fire hazards.
4. Solid fuel-burning outdoor fireplaces, chimineas, barbeques, fire pits, etc. are not permitted on STR properties in the mountain region.
5. 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.

Application Fee is Non-Refundable

Prior to applying, please make sure 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 include unsafe or unpermitted electrical to spa, unsafe spa closing mechanisms, decks/stairs with loose, missing, or unsafe handrails, balusters, floorboards, shake shingle roofs (mountain region only), etc.

Unsafe conditions and/or lack of required building permits will result in the denial of the application. Contact Building & Safety at 909-387-8311 or via EZOP to obtain a permit or schedule a final inspection for an existing permit.

Changes: If you request a change(s) from the original issued permit that involves occupancy, parking, 24-hour contact or property management, you will be invoiced a surrounding property owner notification fee in the amount of \$250.00. Any change in ownership resulting in a new grant deed, even if the name has changed but the ownership responsibility has not, will require a new application.

Owner Acknowledgement-Required

I certify under penalty of perjury that I am the owner of record and that the STR unit is free from any apparent safety hazards and in compliance with the requirements listed above. I further certify that I acknowledge the requirements detailed above, and have read and understood **Short Term Rental Ordinance: § 84.28**. 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 Name Required

Owner Signature Required

Date

Owner’s Agent/Property Manager-Required if other than owner

I certify under penalty of perjury 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 and that the STR unit is free from any safety hazards and in compliance with the requirements listed above. I further certify that I acknowledge the requirements detailed above, and have read and understood **Short Term Rental Ordinance: § 84.28**. 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 Agent Name Required

Owner’s Agent Signature Required

Date