



City of San Luis Obispo Homestay Permit

Community Development Department – 919 Palm Street, San Luis Obispo, CA 93401-3218 (805) 781-7170

Please print clearly or type. Return this completed form with your \$ _____ application fee. This form will be your permit when approved. In some cases, you may have to comply with additional conditions.

NOTE: Private property regulations such as deed restrictions or Conditions, Covenants, and Restrictions (CC&R's) of homeowners' associations may restrict or prohibit homestays even if such use is allowed by City Regulations. Applicants are encouraged to determine compliance with any applicable private regulations before applying for City approval.

Applicant: _____ Business Name (optional): _____ Phone: _____

Address: _____ Zone: _____

This residence is: a Mobile Home Yes No a Condominium Yes No in a Homeowner's Association Yes No

Accurately describe your homestay rental: _____

A more detailed description of your homestay rental may be required later. In some cases, a hearing may be required.

Requirements for Approval

1. **Planning Application:**
 - Completed planning application
2. **Business License & Tax Certificate:**
 - Completed Business License & Tax Certificate application
3. **Verification of Owner Occupancy:**

The operator of the homestay must provide verification that the lawfully permitted dwelling unit is their primary residence and is occupied by them for the major portion of the year. Please include a copy of the Homeowner's Property Tax Exemption at the subject property. If the applicant is unable to provide this information, please consult with Planning staff for other appropriate documentation.

 - Copy of Homeowner's Property Tax Exemption at the subject property
 - Other documentation, please specify: _____
4. **Responsible Party:**

The operator of the homestay must provide the name and contact information of a responsible party if the owner-occupier anticipates he or she may not be on the premises at all times during the homestay rental. A Responsible Party is a person eighteen years of age or older who is designated by the owner of the property as a point of contact for the homestay rental in the event the owner-occupier is not on the property at all times during the rental to answer for the maintenance of the property and conduct and acts of homestay guests. The responsible party's contact information must be provided to homestay guests and adjacent neighbors.

 - Designate responsible party:
Name: _____
Phone: _____
Address: _____
5. **Parking:**

Operators shall maintain at least one (1) on-site customer parking space in addition to their required residential parking.
6. **Site Plan:**
 - Site plan indicating: property lines; building floor plan indicating rooms to be rented; dimensions of all paved parking spaces; location of recycling and refuse containers; any proposed improvements and/or demolitions (e.g. walls, fences, exterior lights, parking spots).
7. **Other Requirements:**
 - a. Contact information for the property owner and responsible party must be provided to homestay guests and adjacent neighbors.
 - b. At all times when a homestay rental is occurring, the property owner or responsible party must be within a fifteen-minute drive of the property and available via telephone twenty-four hours a day, seven days a week, to respond to complaints regarding the homestay.
 - c. Homestay rentals shall comply with the property development and performance standards listed in Chapters 17.18 and 17.19 of the San Luis Obispo Municipal Code.
 - d. All building and fire code regulations shall be met.
 - e. The number of overnight guests shall be limited to four adults and bedrooms shall meet the minimum size requirements as defined in the building code.
 - f. The homestay shall be limited to only the owner-occupied dwelling unit on the property.
 - g. Homestay rentals are not permitted in guest houses or guest quarters.
 - h. Any advertisements for the homestay shall include the business license number. On-site advertising of the homestay is prohibited.

APPLICANT: I understand that, if a permit is issued, I must meet the requirements listed above. If the requirements are not met, the permit will be void and the homestay must cease immediately.

Applicant's Signature _____ Date _____

Received by: _____ Date: _____

Permit Approved by: _____ Date: _____

Comments: _____