

**Mono County  
Community Development Department**

PO Box 347  
Mammoth Lakes, CA 93546  
(760) 924-1800, fax 924-1801  
commdev@mono.ca.gov

**Planning Division**

PO Box 8  
Bridgeport, CA 93517  
(760) 932-5420, fax 932-5431  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**SHORT-TERM RENTAL  
ACTIVITY PERMIT APPLICATION**

Please answer all questions as accurately and completely as possible to avoid potential delays in processing. Attach additional sheets, as necessary. See Mono County Code (MCC) Chapter 5.65 for clarifications, definitions and additional guidance.

DATE RECEIVED _____
RECEIVED BY _____
RECEIPT # _____ CHECK # _____

**I. PROPERTY INFORMATION:**

Address \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_ Community \_\_\_\_\_

Land Use Designation (Select one):

- SFR       ER       RR       MFR-L       RMH

Use Permit # \_\_\_\_\_

**II. RENTAL TYPE APPLYING FOR**

- Type I (Owner-occupied)     Type II (Non-owner occupied)     Type III (Non-owner occupied in June Lake)

**III. PROPERTY OWNER(S) INFORMATION (Please add additional pages if needed)**

A. Name(s) \_\_\_\_\_

B. Telephone Number \_\_\_\_\_

C. Email address \_\_\_\_\_

D. Mailing address \_\_\_\_\_

E. Mono County Business License # \_\_\_\_\_ or  
 I am in the process of obtaining a Mono County Business license

F. Mono County Transient Occupancy Tax Certificate # \_\_\_\_\_ or  
 I am in the process of obtaining a Mono County Transient Occupancy Tax Certificate

*If the Property Owner is a business entity, please attach a list of owners including shareholders or persons with ownership interest, the legal status of the business entity, and proof of registration with the Secretary of State.*

Does the property owner have any other Short-Term Rental Permits within Mono County?     YES     NO

Address: \_\_\_\_\_

Are there any additional Short-Term Rental units on the property?

YES

NO

**IV. PREMISES LOCATION AND INFORMATION**

A. ASSESSOR'S PARCEL # \_\_\_\_\_

B. STREET ADDRESS \_\_\_\_\_

C. Attach proof of ownership or premises

D. Attach a "to scale" diagram of the premises, showing, without limitation, a site plan, building layout, and a parking diagram.

**V. 24-HOUR CONTACT**

List the following information for the 24-hour contact person. If applying for a non-owner occupied rental, a separate, fully-licensed management company or property manager is required.

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone number \_\_\_\_\_

California real estate license number (if applicable) \_\_\_\_\_

*\*Please attached certified property manager credentials.*

**VI. Owner Responsibility**

1. The owner, managing agency, and property manager shall be responsible for compliance with all applicable codes regarding fire, building and safety, health and safety, other relevant laws, and the provisions of Chapter 26 of the Land Development Standards within the Land Use Element of the Mono County General Plan (hereinafter referred to as "Chapter 26).
2. An owner, managing agency, and/or property manager shall be personally available by telephone on a 24-hour basis to respond to calls regarding the conditions and/or operation of the unit. Failure to timely respond in an appropriate manner may result in revocation of the Short-Term Rental Permit and business license.
3. The owner shall require, as a term of a written agreement with a management company or agent, that said agent comply with Chapter 26. The owner shall identify the management company or agent, including all contact and license information in the application for a Short-Term Rental Permit, and shall update this information in the event of any change. Such agreement shall not relieve owner of obligation to comply with Chapter 26.
4. The owner shall maintain property liability and fire insurance coverage in an appropriate amount and shall provide proof of such insurance to County upon reasonable request. Additionally, the owner shall defend, indemnify, and hold the county harmless from any and all claims, judgments, liabilities, or other costs associated with the property or the rental unit, or the rental thereof.
5. The owner, managing agency, property manager and all guests shall comply with all lawful direction from any law enforcement officer, fire official, building official, or code compliance officer.
6. The owner shall be responsible for assuring that the occupants and/or guests of the rental property do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any law. If an owner, property manager, or other agent of the owner is informed about any violation of Chapter 26, the owner, property manager, or owner's agent shall promptly take

action and use best efforts to stop and to prevent a recurrence of such conduct, including, when appropriate, calling law enforcement.

## **VII. STANDARDS AND REQUIREMENTS**

The following standards and requirements must be met in order to obtain a Short-Term Rental Permit and to maintain that permit in good standing:

A. Health and Safety Standards. The purpose of these standards is to establish minimum requirements to safeguard the public safety, health, and general welfare from fire and other hazards, and to provide safety to firefighters and emergency responders during emergency operations. These standards include without limitation.

PLEASE CHECK BOXES CERTIFYING THAT REQUIREMENT HAS BEEN MET:

- The address of the rental unit is clearly visible, and complies with Paragraph B below.
- Carbon monoxide and smoke detectors are installed and maintained in good operating condition in each bedroom, sleeping area, or any room or space that could reasonably be used as a sleeping area, and at a point centrally located in the corridor or area giving access to each separate sleeping room.
- All stairs, decks, guards, and handrails are stable and structurally sound.
- The rental unit is equipped with a minimum of one (1) 2A:10B:C type fire extinguisher with no more than seventy five (75) feet of travel distance to all portions of the structure; there is no fewer than one such extinguisher per floor. Fire extinguishers are mounted in visible locations with the tops of the fire extinguishers mounted between three (3) and five (5) feet above the floor and are accessible to occupants at all times. California State Fire Marshal annual certification tags are provided and are current on all extinguishers.
- If there is a fireplace or solid-fuel barbecue, the rental unit is equipped with a minimum five-gallon metal container with a tight-fitting lid for ash removal. This container shall be clearly labeled and constructed to meet the purpose of containing ash. Instructions on the proper disposal of ash are stated in the rental agreement and clearly posted in the rental unit. The ash container is not placed on or near any furniture or other combustible material; ashes must be wet down thoroughly with water; the ash container must be stored outdoors with a minimum of three (3) feet clearance from building, porch, trees, and other combustible materials; the lid must remain on the ash container when in use.
- Wall or baseboard heaters in the rental unit are in good working condition, and instructions on the proper use of these units shall be clearly stated in the rental agreement and posted in the rental unit.
- Furniture and any other material that may be flammable are kept a minimum of 54 inches from any fireplace opening and 30 inches from any wall or floor heaters.
- Flammable or hazardous liquid or materials, firearms, controlled substances, or any unlawful material are not stored in the rental unit.
- The roof and grounds of the transient rental property are kept clear of accumulations of pine needles, weeds, and other combustible materials.
- All locking mechanisms on exterior doors are operable from inside the unit without the use of a key or any special knowledge. If the dwelling unit is greater than three thousand (3,000) square feet in area, two exit doors are provided, each of which conform to this requirement.
- All fixtures, appliances, furnaces, water heaters, space heaters, plumbing, wiring, electrical, propane or gas connections, doors, windows, lighting, and all parts of the structure and furnishings (interior and exterior) are in operable working condition and repair.
- If telephone service is available, a telephone connected to the local carrier and in working condition is provided for use in the event of an emergency or to contact the owner or property manager. The phone is connected to the reverse 911 directory. If there is no telephone service available, then the rental agreement must so state.
- Bedroom windows are operable and free of obstructions to allow for emergency escape and rescue.
- There is be at least one screened window per bedroom to allow for proper ventilation.
- All utilities (electric, gas, water, sewage, etc.) are connected, in good operating condition, and connected to approved sources.

- Any hot tubs, pools, and spas are fenced or equipped with a cover with locking mechanisms, and are maintained in a safe and sanitary condition.
- There is no evidence of pest infestations, and all firewood and other stored items are kept in a neat and clean condition.
- Exits are kept free from storage items, debris or any impediments at all times.
- No tree limbs are present within ten (10) feet of any chimney or flue openings.
- Spark arresters of a minimum opening size of three-eighths (3/8) inch and a maximum opening size of one-half (1/2) inch are installed on all fireplace flue openings.
- If any applicable law, rule, or regulation enacted after the enactment of Chapter 26 imposes requirements more stringent than those set forth herein, such requirements shall apply.

**VIII. ATTACHMENTS [MCC section 5.65]**

- Proof of property ownership, and list of all owners.
- Site plan drawn to scale showing a diagram of premises, building layout, and parking plan, and floor plan if renting a room within a unit.
- A copy of the required interior and exterior signage.
- A copy of the Rental Agreement.
- Certified property manager credentials (for non-owner-occupied rentals).

**IX. CERTIFICATION AND ATTESTATION**

\_\_\_\_\_ I hereby certify that I have furnished in the attached exhibits the data and information required for this initial evaluation to the best of my ability, and that the information presented is true and correct to the best of my knowledge and belief. I understand that this information, together with additional information that I may need to provide, will be used by Mono County to evaluate, issue and renew a short-term rental activity permit.

\_\_\_\_\_ The applicant and all persons involved in management have the ability to comply with all laws regulating short-term rentals in the State of California and Mono County and shall maintain such compliance during the term of the permit.

\_\_\_\_\_ I hereby provide the County, its agents, and employees authorization to seek verification of the information contained in this application.

\_\_\_\_\_ I agree to comply with all requirements of Mono County Code section 5.65.110 and the Mono County General Plan.

- I have paid the required application fee.

By signing below the applicant is foregoing that the information provided is true and correct under penalty of perjury.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTES:**

- Failure to provide any of the requested information may result in an incomplete application determination, processing delays, and may result in the rejection of the application.
- All Short-Term Rental Permits expire August 31st of each year unless renewed or revoked in accordance with Mono County Code Chapter 5.65. Permits granted within three (3) months prior to the expiration date shall skip the first renewal cycle and instead shall expire on August 31st of the following year.
- An application for renewal and/or modification shall be filed with the Community Development Department, on the form(s) and in the manner prescribed by the Department, at least thirty (30) calendar days before expiration of the permit, accompanied by the required renewal/modification fee. If the renewal application and fee are not timely received, the applicant will be required to submit a new application.
- Inspections of permitted operations will be scheduled throughout the year. Failed inspections may be grounds for non-renewal.