



Short-Term Rental Registration, Business License and Transient Occupancy Tax Registration

Alpine County Community Development Department
 50 Diamond Valley Road
 Markleeville, CA 96120
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Alpine County Finance Department
 Susan Lapin-Chief Deputy Treasurer-Tax Collector
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 P.O. Box 217
 99 Water Street
 Markleeville, CA 96120
 (530) 694-2286 | www.alpinecountyca.gov

PROJECT AND SITE INFORMATION <i>(ATTACH LIST WITH * INFORMATION IF PROPERTY MANAGER REGISTERING MULTIPLE UNITS)</i>			
Owner Name*			
Project Location/ Physical Address*			
Mailing Address			
Assessor Parcel No.*	Owner Phone	Owner Email	
RENTAL OCCUPANCY			
# OF BEDROOMS	# OF BATHROOMS	MAX # OF GUESTS	
MAX # OF DAYTIME GUEST (CANNOT EXCEED MORE THE 150% OF THE MAX # OF OVERNIGHT GUESTS)			
BUSINESS LICENSE INFORMATION <i>(Application for Fixed Place of Business License Ordinance 260 County of Alpine)</i>			
Name of Business*			
Type of Business:	Individual	Partnership	Corporation
Use this section to provide names, addresses of partners and corporate <i>officers</i> (leave blank if not applicable)			
TRANSIENT OCCUPANCY TAX <i>(Data Required for Review by the Tax Collector)</i>			
Total Number of Rentable Units _____	Summer Rate _____		
Percentage Occupancy _____	Winter Rate _____		
	Holiday Rate _____		

PROPERTY MANAGER INFORMATION (SKIP IF NOT APPLICABLE)			
Name of Property Management Company or Agent			
Address			
Phone	Cell	Email	
24/7 Contact Name	24/7 Contact Phone	24/7 Contact Email	
EMERGENCY CONTACT FOR RENTAL (IF DIFFERENT FROM PROPERTY MANAGER)			
Name			
Address			
Phone	Cell	24/7 Contact Phone	Email
FEES			Annual
Business License (<i>Business license is free to honorably discharged military veterans. Please attach either a copy of honorable military discharge or \$29 annual fee.</i>)			\$29
Short Term Rental (<i>\$245 annual renewal fee</i>)			\$385
TOTAL			\$414
AUTHORIZATION AND ACKNOWLEDGEMENTS (PLEASE INITIAL EACH)			
	<p>Business Licenses shall be issued for the period of time beginning on July 1st of each year and shall conclude on June 30th of the following year. Applications made during the year shall be issued for a prorated period to conclude on June 30th. A new application is required each year.</p>		
	<p>Contact Information: As per Code 18.73.070– A local contact must be available 24/7 during all times that property is rented. Contact must be within 1 hour driving distance of rental.</p>		
	<p>I have read and agree to comply with all Residential Short-term rental requirements as outlined in County Code 18.73.</p>		
	<p>Short Term Rental Permits shall be issued for the period of time beginning on July 1st of each year and shall conclude on June 30th of the following year. Applications made during the year shall be issued for a prorated period to conclude on June 30th. A new application is required each year.</p>		
	<p>I confirm that all of the units listed in the registration have the following items present in each unit:</p> <ul style="list-style-type: none"> I. Operating smoke detector(s) and carbon monoxide detector(s) installed in accordance with state law. II. At least one functioning fire extinguisher in an easily accessed location. III. Written information in a conspicuous location containing 24/7 emergency contact information, and contacts for law enforcement, fire department and ambulance services. 		
	<p>I Understand that transient lodging tax equal to 14% of the rent collected for the residential short-term rental must be paid to Alpine County pursuant to Alpine County Code Section 3.16</p>		
SIGNATURE OF PERSON SUBMITTING REGISTRATION:		PRINTNAME:	DATE
For Staff Use Only (Required Signatures) :			
County Clerk (530) 694-2281	Health Dept (530) 694-2146	Finance Dept (530) 694-2284	

Residential Short-Term Rental Standards

Chapter 18.73 – Alpine County Code

- **Limitation on Structures.** A residential short-term rental may be conducted only within a legally established residential unit or portion thereof.
- **Noise Limitations.** No activity at any time shall produce sounds measured in excess of the standards as stated in Section 18.68.090(B) of this code. Outdoor amplified sound is prohibited.
- **Outdoor Fires.** Outdoor fires are limited pursuant to Chapter 8.16 regarding outdoor burning and fire control.
 1. East slope properties which violate the standards of CC 8.16 for outdoor fire will be prohibited from all future outdoor burning with the exception of propane fuel barbeques and appliances.
- **Solid Waste.** Solid waste storage and disposal shall not become a nuisance. The property owner shall not fail to adequately provide for appropriate refuse collection and/or storage. Solid waste violations include failure to secure waste from wildlife, leaving waste out for excessive time, and failure to secure waste from weather.
 1. East slope properties which violate the standard for solid waste shall be required to install a wildlife-proof solid waste receptacle or “bear box”.
- **Parking.** No additional parking in excess of what is required for the residential use of the property shall be required.
- **Signs.** One single, nonilluminated sign of not more than six square feet in area is permitted. In addition, each residential short-term rental shall have an address placard displayed on the building or land in such manner as to be clearly visible from the street or road on which the residential short-term rental is located. The address placard shall comply with the requirements of the California Fire Code.
- **Life Safety Measures.** The following life safety measures are required to be in place within the area to be used for the residential short-term rental:
 1. Operating smoke detector(s) and carbon monoxide detector(s) installed in accordance with state law;
 2. At least one functioning fire extinguisher in an easily accessed location inside the space;
 3. Written information available to the occupant in a conspicuous location inside the space containing twenty-four/seven emergency contact information for a representative of the property owner or rental agent, law enforcement, fire department, and ambulance services.
- **Confinement of pets.** Guests of residential short-term rentals shall confine pets per the requirements of County Code 6.04.160.
- **Outdoor lighting.** For all exterior lighting the light source shall be fully shielded from neighboring properties and directed downward. All light fixtures, including security lighting, shall be aimed and shielded so that the direct illumination shall be confined to the property boundaries of the source. Motion sensing light fixtures shall be fully shielded from neighboring properties and properly adjusted to turn off when detected motion ceases.
- **Interior Notice Requirements.** Each rental shall have a clearly visible and legible notice posted within the unit on or adjacent to the front door, containing the following information.
 1. The name of the managing agency, agent, property manager, local contact, or owner of the unit, and a telephone number at which that party may be reached on a 24-hour basis.
 2. The number and location of on-site parking spaces and the parking rules for seasonal snow removal.
 3. The trash pickup day and notification that trash and refuse shall not be left or stored on the exterior of the property except from 6:00 p.m. of the day prior to trash pickup to 6:00 p.m. on the day designated for trash

pickup and that failure to utilize the provided garbage can enclosure, unless otherwise exempted, is a violation of this chapter.

4. Occupants and/or guests of the rental shall not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this Code or any State law pertaining to noise or disorderly conduct, and shall not produce noise such that neighboring properties are disturbed between the hours of 9:00 p.m. and 7:00 a.m.
5. Occupants may be cited and fined for violating any provisions of the Alpine County Code.

- **Compliance with Other Codes, Laws and Regulations.** The residential short-term rental shall be conducted in compliance with other applicable codes, laws and regulations including, but not limited to, all applicable provisions of the Alpine County Code.
- **Public Nuisance.** The residential short-term rental shall not be operated in a manner that creates a public nuisance.
- **Local Contact.** The property owner shall designate a local contact. The local contact may be a professional property manager, realtor, property owner, or other designated person who is available 24 hours per day, seven days per week during all times that the property is rented, and has access and authority to assume management of the unit and take remedial measures. The local contact shall be required to abate a nuisance relating to noise, trash, or parking within one hour after being notified of the existence of a potential violation of this chapter. The local contact shall be located within one hour driving distance of the short term rental.
- **Advertisement.** The residential short-term rental shall post the license identification number issued by the County within all online listings or other advertisements of the property for rent.
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I hereby understand and agree to comply with Alpine County Code for Short-Term Rentals.

Signature of Person Submitting Short Term Rental Registration

Date