



City of BUENA PARK

Community Development Department
6650 Beach Blvd., Buena Park, CA 90622
www.buenapark.com

SHORT TERM RENTALS FREQUENTLY ASKED QUESTIONS

- **Do I need a Short Term Rental permit?**
Yes, if renting a residential unit for 29 consecutive days or less.
- **When will the Short Term Rental Ordinance take effect?**
The ordinance will become effective February 14, 2020. However a short-term rental may not operate without first obtaining the short term rental permit and business license.
- **Is Transient Occupancy Tax (TOT) required?**
Yes, all short term rental owners must remit 12% TOT.
- **What is the Short Term Rental permit application process?**
 - Complete an application for a STR permit with an initial application fee of \$300. The application can be completed via Host Compliance by visiting the City's website at <http://www.buenapark.com/city-departments/community-development/planning-division/short-term-rental>
 - Upon review of the application materials you will be informed of a denial or a conditional approval. Final permit approval will be given after passing a property inspection. You may operate as a short-term rental after you receive the conditional approval and have obtained a business license. See process for obtaining a business license here: <http://www.buenapark.com/city-departments/finance/business-license>. Short Term Rentals are categorized in the Business License fees as "Hotels, Motels and Apartments" at a rate of \$22.50 per year plus \$10.00 Zoning Compliance Fee
 - Obtain a liability insurance of not less than \$1,000,000 to cover the STR.
 - You will be contacted by the City to schedule an inspection of the house for a final approval of the short term rental permit. There is a \$100 fee for this which will be collected at the time of initial application. Building Code violations will need to be corrected before a final Short Term Rental permit will be approved.

- **What application materials will I need to submit?**

Below is a list of documents required when applying for the STR permit application:

1. TWO of the following: driver's license, voter registration, vehicle registration, utility bills, or property tax records showing name of the host(s) and the short-term rental property address
2. A sketch of the floor plan, which shows or identifies:
 - a. Sleeping areas,
 - b. Proposed maximum number of guests,

- c. Evacuation route(s),
 - d. Location of fire extinguisher(s),
 - e. Approximate square footage in the vacation rental unit,
 - f. The maximum number of vehicles allowed for overnight occupants, including host's and other long-term residents' vehicles, and location of designated on-site host and guest parking spaces.
3. Letter of No Objection from the Home Owner's Association (if applicable).
 4. Name and contact information of an authorized agent (Optional)
 5. A city provided written agreement and acknowledgment
 6. Payment of fees - \$300 application fees and \$100 inspection fee
 7. Acknowledgment that each rental agreement will include at minimum, City provided house rules to be signed by a renter for each booking. A copy of the house rules, and the short-term rental permit shall be posted in a prominent location inside the short-term rental unit.

- **Does my house/property need to be inspected first?**

Yes. An inspection is needed prior to final approval of a Short Term Rental Permit. You will be contacted to schedule an inspection upon issuance of a conditional approval.

- **Do I have to renew my Short Term Rental permit?**

Yes. Short Term Rental permits are valid for 3 years and must be renewed after every 3 years. Renewal fee is \$300 and is valid for the next three years.

- **Is owner occupancy required?**

Yes. Per [City Ordinance #1675](#), the property owner is required to reside on site in order to host a Short Term Rental. Whole home rentals are not permitted in Buena Park.

- **What can and can't be rented out?**

Structures not built for habitable use for example tents, trailers, tree houses, garages, storage sheds; or temporary structures such as recreational vehicles shall not be used for short-term rentals or to satisfy the owner occupancy requirement. One or several rooms within a home can be rented out.

- **Is there a limit to how often I can short-term rent my home?**

There is no maximum number of bookings.

- **Can I own multiple short term rentals in Buena Park?**

No. Only one short term rental permit can be operated per individual.

- **Can I have an agent managing my short term rental?**

Yes. You must still live on the property as your primary residence, and you must notify the city of whom you are authorizing on your behalf.

- **Can I use my Accessory Dwelling Unit (ADU) for short term rental?**

No. An ADU cannot be used as a Short Term Rental. If an ADU exists on the property, no structure on the property can be used a Short Term Rental. This includes the primary home.

- **Can guests park on the street?**

All guests and host parking must be accommodated onsite as shown on the permit application.

- **Are there any requirements on how the property is listed for short-term rental?**
The city-issued short-term rental permit number must be included in any listing or advertising of the property.
- **Who do I contact if I have questions?**
Inspection Related Questions: Code Enforcement Division: 714-562-3642
Transit Occupancy Tax (TOT) Questions: Finance Department: 714-562-3737
Business License Questions: Finance Department: 714-562-3737
Complaint Hotline: 714-276-1660
On-line complaints: <https://safe.hostcompliance.com/tips>