

**Douglas County Community Development
Planning Division**

1594 Esmeralda Avenue, Room 201
P O Box 218
Minden, Nevada 89423
(775) 782-6210 (phone)
(775) 782-9007 (fax)

FOR STAFF USE ONLY	
Permit Number	Receipt Number
Received By	Date
Approved By	Date

VACATION HOME RENTAL PERMIT/RENEWAL APPLICATION

Instructions to the Applicant

The following application is provided for persons who propose to submit for a **Vacation Home Rental Permit or a Renewal of a Vacation Home Rental Permit** with Douglas County pursuant to Chapter 5.40 of the Douglas County Development Code and as required by the Tahoe Regional Planning Agency. As an applicant, you must complete this form and provide all the requested information and documentation. **For annual renewals where no change is proposed from the previous year, see page 4 for submittal requirements/instructions.** All renewals that propose a change from the previous year must complete this application. If you have any questions regarding the completion of this application, please contact the Code Enforcement Officer at (775) 783-6439 or the Douglas County Planning Division at (775) 782-6217.

1. Vacation Home Rental Location:

Address	
City/State/Zip	
Phone/Fax	
APN*	

2. Owner of Record:

Name	
Address	
City/State/Zip	
Phone/Fax	
E-mail Address	

3. Property Manager/Management Contact (if different than owner):

Name	
Address	
City/State/Zip	
Phone/Fax	

4. 24-Hour Emergency Contact

Name	
Phone/Fax	

VACATION HOME RENTAL PERMIT APPLICATION -- CONTINUED

5. Are you renewing an existing vacation home rental permit? Yes No

If yes, are there any changes to the existing vacation home rental permit?

Yes No

If yes, continue to complete this application. If no, then see page 4 of this application for renewal instructions.

6. Is the property located within and serviced by a General Improvement District (GID)? Yes No

If yes, which GID? _____

7. Do you belong to a Homeowners Association (HOA)? Yes No

If yes, HOA name _____

HOA contact person, address & phone number _____

8. Maximum overnight occupancy for your residence is two persons per bedroom, plus 4 additional persons per residence. The maximum overnight occupancy requested is _____ persons.

9. What is the approximate size of your residential unit (in square feet)? _____

10. Bedrooms:

a. Does each legal bedroom contain a minimum of 70 square feet? Yes No

b. Does each legal bedroom have an emergency exit? Yes No

c. Is the ceiling height of each legal bedroom a minimum of 7 feet? Yes No

11. How many legal bedrooms does your residential unit have? _____

12. Describe available parking areas. No on-street overnight parking. _____
_____ (This should reflect parking areas such as the garage, or driveway and other hard surface areas).

13. Garbage Service: Yes No If yes, by whom? _____

If yes, what is the trash pickup day? _____

If no, how is service provided? _____

14. Do you use a bear proof container? Yes No

VACATION HOME RENTAL PERMIT APPLICATION -- CONTINUED

LETTER OF AUTHORIZATION

_____ is/are the applicant(s) ("applicant") for a vacation
(print name(s) here)

home rental permit. By signing this application form, the applicant is confirming the following:

1. Applicant is the legal owner of the property being considered under this application.
2. All of the information submitted in support of this application is true and correct. If any information submitted in support of this application is false and misleading, the application may be denied or any permit issued based on false or misleading information may be suspended or revoked.
3. Before signing this application, the applicant reviewed Douglas County's Lake Tahoe vacation home rental ordinance and by signing this application form, the applicant agrees to comply with the terms of the ordinance.

Owners of Record: (include additional sheets if necessary)

Printed Name

Signature

Date

Printed Name

Signature

Date

AGENCY AUTHORIZATION

_____ is/are the agent(s) ("agent") for a vacation
(print name(s) here)

home rental permit which is being considered under this application. By signing this application form, the agent is confirming the following:

1. All permits must be issued only to the owner of vacation home rental property.
2. The owner of the vacation home rental property is responsible for compliance with the provisions of Douglas County's Lake Tahoe vacation home rental ordinance.
3. The agent's or the occupant's failure to comply with the provisions of the Lake Tahoe vacation home rental ordinance may expose the agent or the occupant or both to criminal penalties or private civil actions seeking enforcement of the ordinance. The agent's or the occupant's failure to comply with the provisions of the Lake Tahoe vacation home rental ordinance may expose the property owner to criminal penalties, administrative discipline of the owner's permit to operate a vacation home rental property, or private civil actions seeking enforcement of the ordinance.
4. Before signing this application, the agent reviewed Douglas County's Lake Tahoe vacation home rental ordinance and by signing this application form, the agent agrees to comply with the terms of the ordinance.

Agents: (include additional sheets if necessary)

Printed Name

Signature

Date

Printed Name

Signature

Date

Items that must accommodate this application include:

- Application Fee of \$100. **For Renewals, see * below.**
- Site plan or diagram of the property showing location of residence, existing on-site parking areas and dimensions of the parking area(s). The diagram may include the floor plan of the residence, specifically showing the dimensions of each bedroom. Photos of all parking area(s) including garage/carport/driveways are acceptable. (An acceptable sample diagram and worksheet to assist you in completing this task is attached).
- A diagram of the residence showing existing or proposed floor plan with dimensions of each bedroom. Note: This must be submitted if not provided in the diagram above.
- Photos of the existing, exterior building elevations (all 4 sides of the residence). If not available, submit a copy of the building elevation drawings with dimensions.
- Have you paid Transient Occupancy Tax (TOT) to Douglas County within the past year for this property? Yes No

If no, a copy of the vacation home rental permit will be forwarded to the County Comptroller for TOT tax purposes.

To expedite your application, please complete the application with all of the required information. The anticipated time frame for completion of the application is within two weeks of your application submittal. For your convenience, you may mail in the completed application with the required fee. Please send the application to the following address:

Douglas County Community Development Department
Attention: Jay R. Hoogestraat, Code Enforcement Officer
P O Box 218
Minden Nevada 89423

*** Renewals with No Change in the Prior Permit** – Please complete the information below, cut at the dotted line, enclose the \$75.00 renewal fee, and mail to the address noted above.

Renewal for Vacation Home Rental Permit No. _____, for property located at _____ (address). No changes have been made to the property in its use for vacation home rental purposes.

Owner/Authorized Agent Signature

Date

VACATION RENTAL PERMIT WORKSHEET

Please Provide a Diagram on the reverse side of this form which indicates the following:

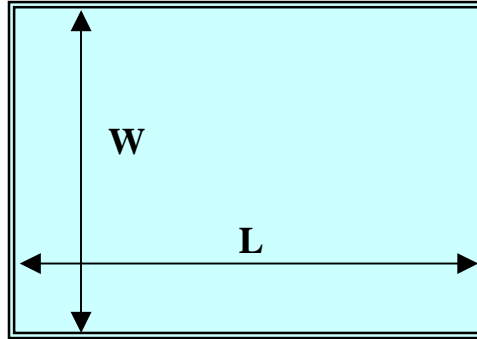
1. Parcel size with property line dimensions.
 2. Location of residence on the parcel.
 3. Location of parking area, parking dimensions and number of parking spaces on site.
 4. Identify street name and show driveway access approach from the street.
 5. Location of bear-proof trash enclosure (if located outside.)
 6. Show floor plan of all bedrooms on diagram.
 7. Indicate actual dimensions of each legal bedroom on the diagrams and lines below. (Include location of all openings and emergency escape window/door)
- Legend: D= Door; EE= Emergency Escape; W= Window

(See attached example worksheet)

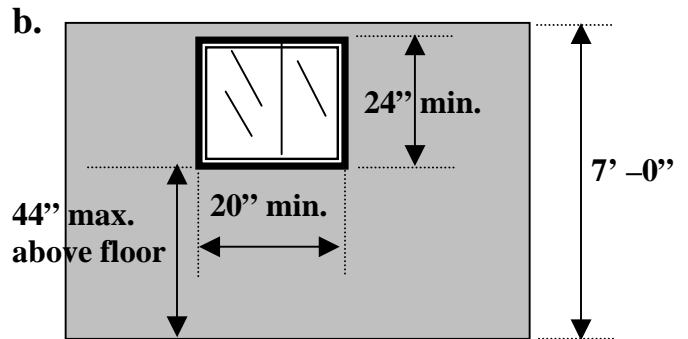
International Residential Code (IRC) Information:

1. Bedrooms within your residential dwelling unit must contain a minimum of 70 square feet to be considered a legal bedroom.
(refer to diagrams at right):
 - a. Minimum of 70 square feet (IRC Sec. R304.2)
 - b. Minimum ceiling height of 7' - 0" (IRC Sec. R305.1)
 - c. An emergency escape window with a minimum opening area of 5.7 sq. ft.; Minimum opening height shall be 24 inches, and minimum opening width shall be 20 inches. (IRC Sec. R310.1)
All below ground window wells must meet the Minimums set forth in the IRC Sec. R310.2.1.

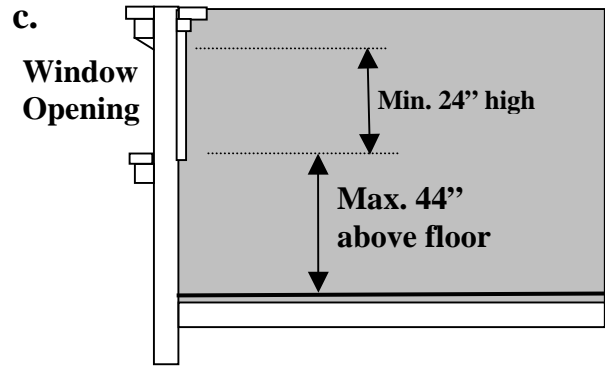
a. To calculate total square footage:
L x W = total square footage



Floor Plan

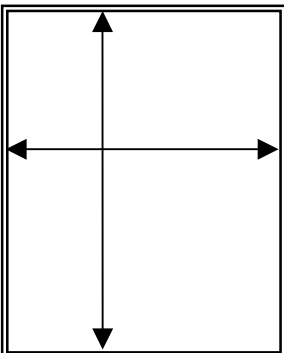


Interior Elevation

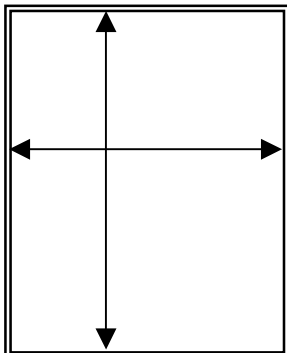


Exterior/Interior Elevation

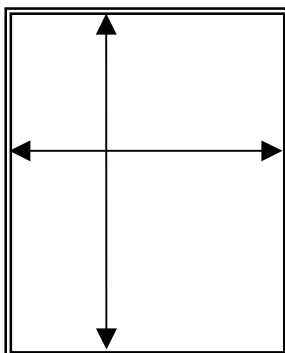
Bedroom one



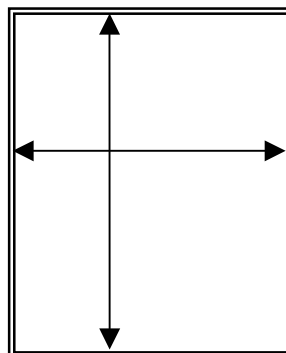
Bedroom two



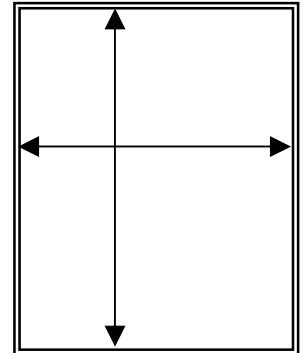
Bedroom three



Bedroom four



Bedroom five

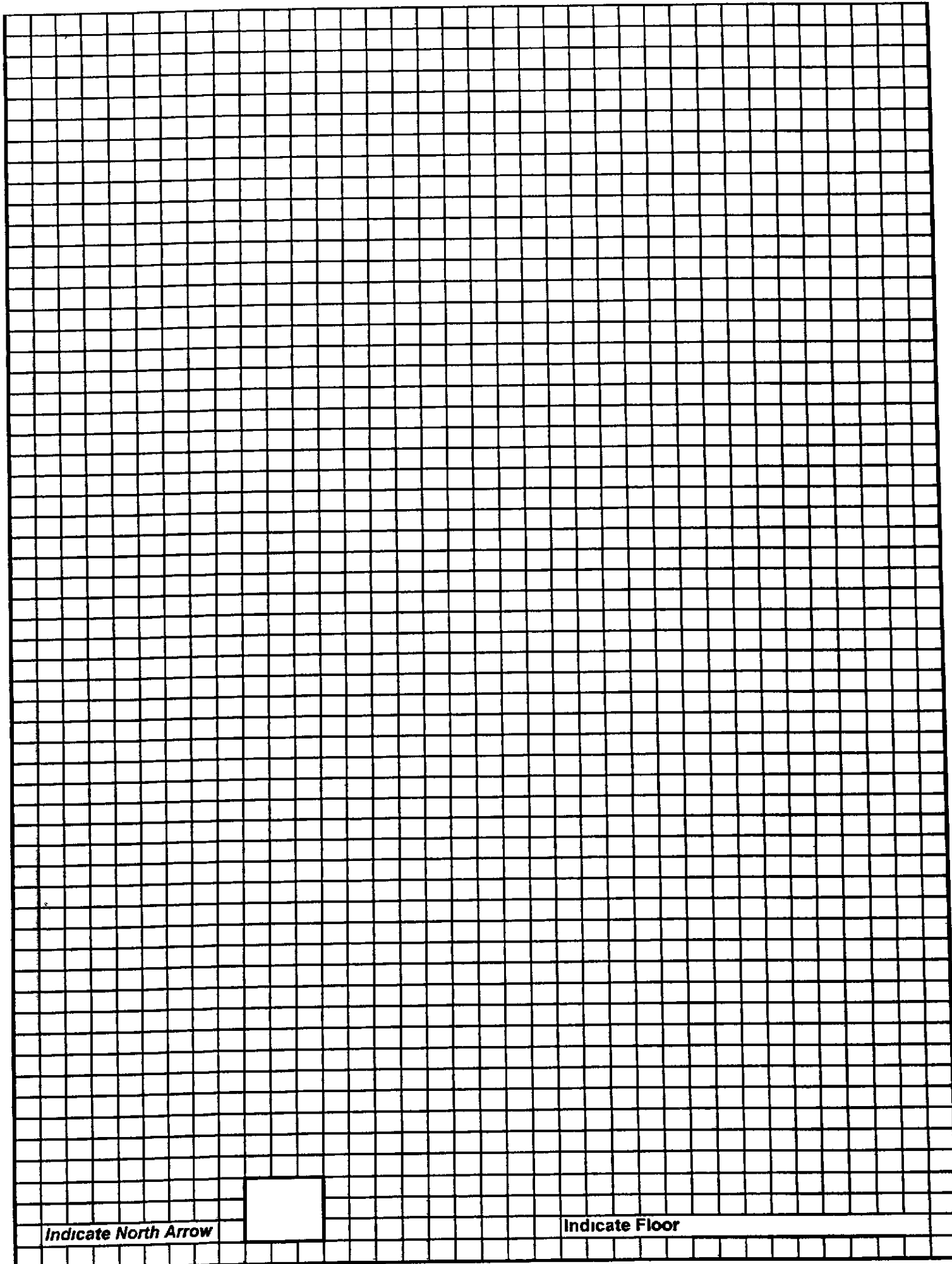


**SITE DIAGRAM
VACATION RENTAL PERMIT WORKSHEET**

A large grid for drawing a site diagram. The grid is composed of small squares and is intended for use in creating a site diagram for a vacation rental permit application.

Indicate North Arrow

Indicate Floor



Indicate North Arrow

Indicate Floor

EXAMPLE VACATION RENTAL PERMIT WORKSHEET

Please Provide a Diagram on the reverse side of this form which indicates the following

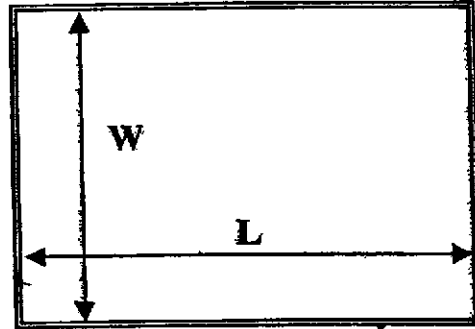
- 1 Parcel size with property line dimensions
 - 2 Location of residence on the parcel
 - 3 Location of parking area, parking dimensions and number of parking spaces on site
 - 4 Identify street name and show driveway access approach from the street.
 - 5 Location of bear proof trash enclosure (if located outside)
 - 6 Show floor plan of all bedrooms on diagram.
 - 7 Indicate actual dimensions of each legal bedroom on the diagrams and lines below (Include location of all openings and emergency escape window/door)
- Legend D= Door EE= Emergency Escape W= Window

(See attached example worksheet)

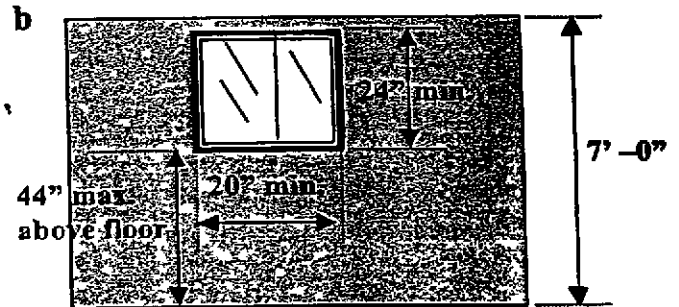
International Residential Code (IRC) Information

- 1 Bedrooms within your residential dwelling unit must contain a minimum of 70 square feet to be considered a legal bedroom.
(refer to diagrams at right)
 - a Minimum of 70 square feet (IRC Sec R304.2)
 - b Minimum ceiling height of 7' - 0" (IRC Sec R305.1)
 - c An emergency escape window with a minimum opening area of 5.7 sq ft. Minimum opening height shall be 24 inches and minimum opening width shall be 20 inches (IRC Sec R310.1)
All below ground window wells must meet the Minimums set forth in the IRC Sec R310.2.1

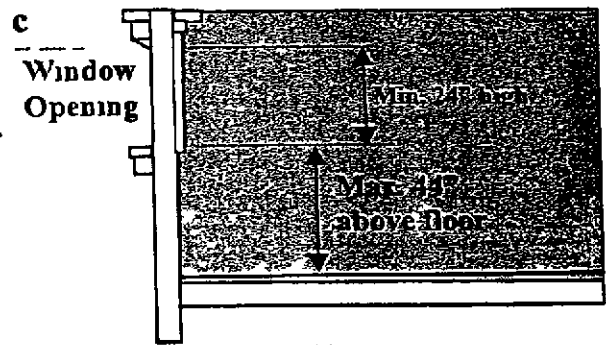
a To calculate total square footage
 $L \times W = \text{total square footage}$



Floor Plan

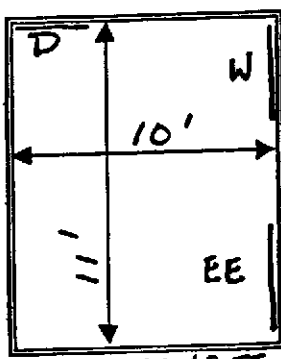


Interior Elevation

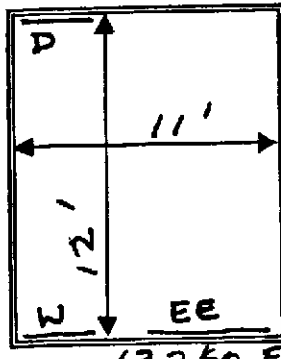


Exterior/Interior Elevation

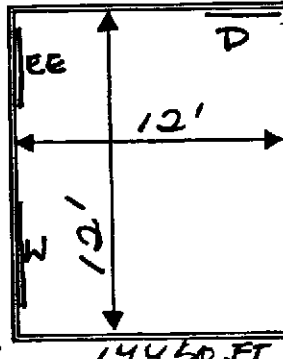
Bedroom one



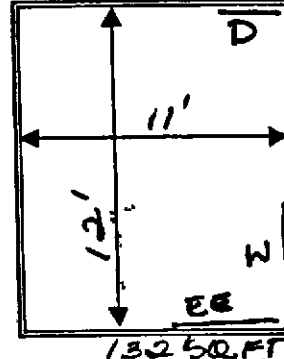
Bedroom two



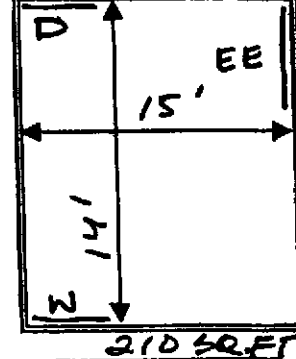
Bedroom three



Bedroom four

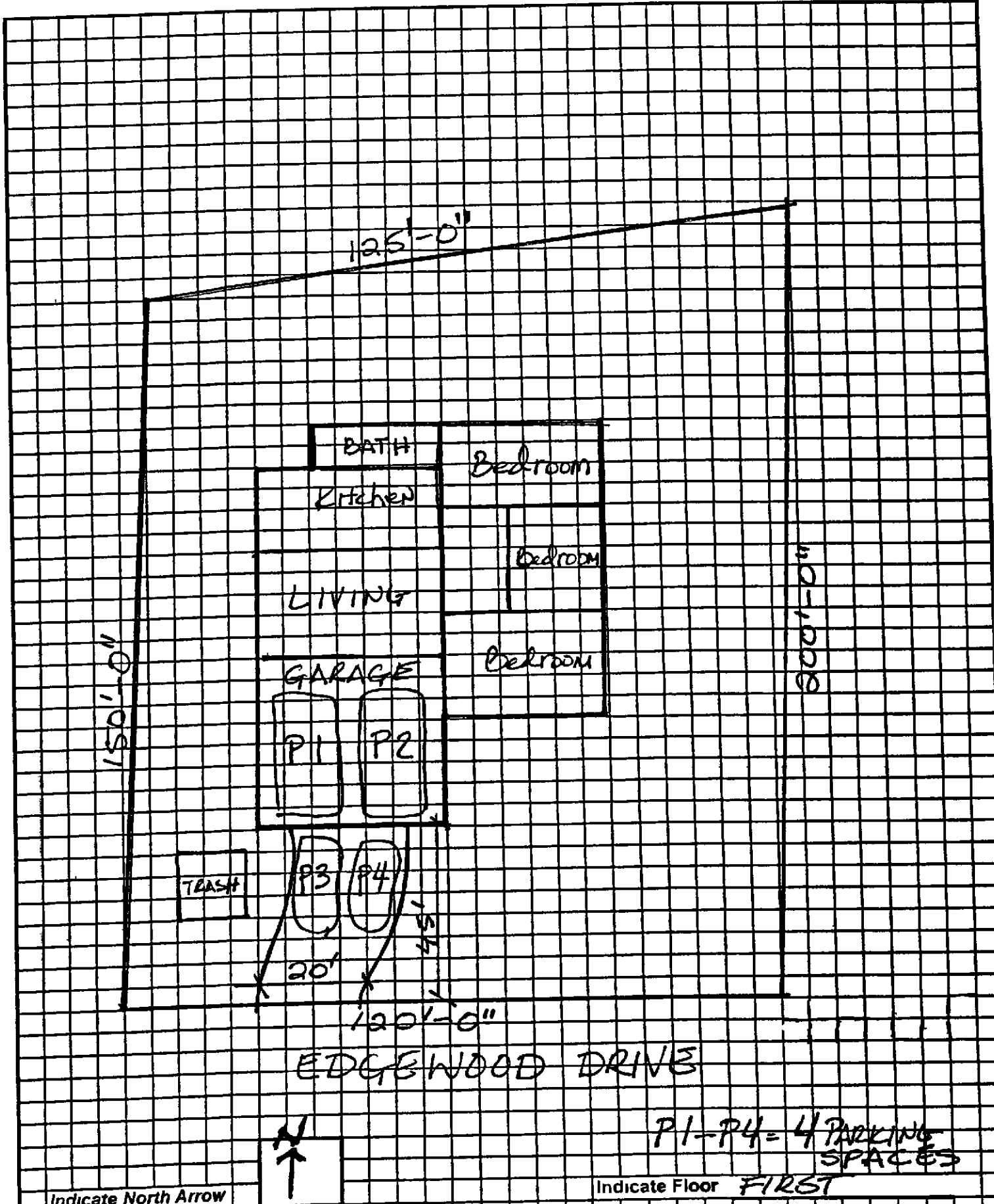


Bedroom five

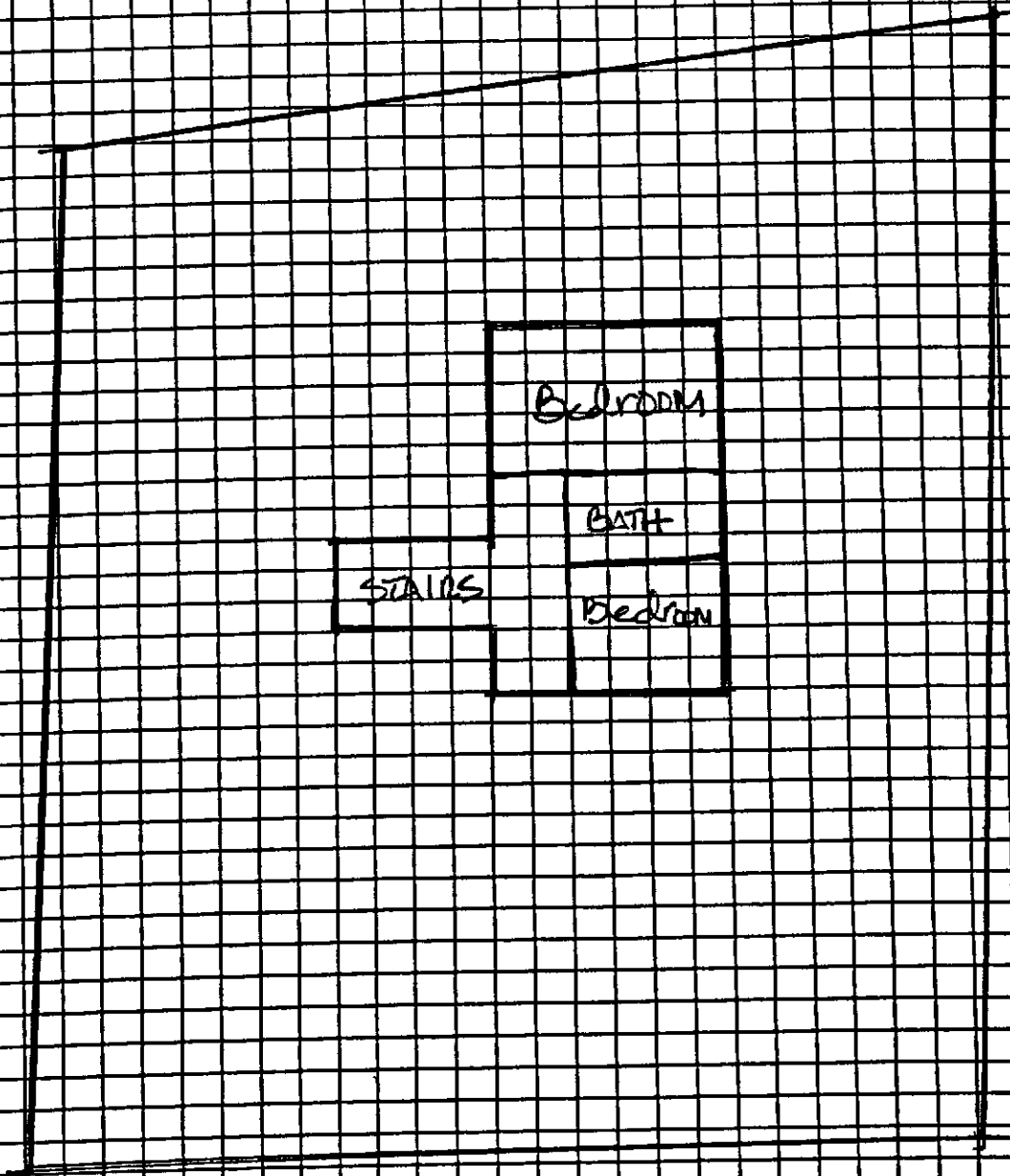


SITE DIAGRAM
VACATION RENTAL PERMIT WORKSHEET

EXAMPLE



EXAMPLE



Ident North Arrow

Ident Floor SECOND