



# HOME-SHARING PERMIT APPLICATION

Community Development Department / Planning Division

3232 Main Street, Lemon Grove, CA 91945

Phone: (619) 825-3805 FAX: (619) 825-3818

[www.lemongrove.ca.gov](http://www.lemongrove.ca.gov)

A City of Lemon Grove Home-Sharing Permit is required to conduct a Home-Sharing business in Lemon Grove. Complete this application if you are the Applicant/Host and will be conducting a Home-Sharing business, as defined by Chapter 18.48 of the LGMC. See the *Home-Sharing Permit Application Packet* for more information. All required information must be included with the application. Incomplete applications will not be accepted.

## HOME-SHARING APPLICANT/HOST INFORMATION

APPLICANT/HOST NAME:

FICTITIOUS BUSINESS NAME (if applicable):

ADDRESS:

APN:

PHONE:

PHONE (ALTERNATE):

EMAIL:

PROPOSED START DATE OF HOME-SHARE BUSINESS:

I AM THE:

PROPERTY OWNER

TENANT/LESSOR\*

SUB-LESSOR\*

\*If you are not the property owner, you must have the property owner fill out the following section.

PROPERTY OWNER NAME:

PHONE NUMBER:

ADDRESS:

AUTHORIZATION OF PROPERTY OWNER: As the property owner or the property owner's authorized agent (Note: if the owner's agent, please provide proof), I hereby authorize my tenant/lessor/sub-lessor listed above, to host a home-share from the property listed under the Applicant/Host's name, subject to the regulations in Chapter 18.48 of the Lemon Grove Municipal Code (LGMC).

PROPERTY OWNER SIGNATURE:

DATE:

**TYPE OF PROOF OF RESIDENCY: A minimum of two (2) forms of proof of residency at the address listed on this application in the host/applicant's name are required. Please check the two you are providing and attach them to this application.**

Motor vehicle registration

Driver's license

Voter registration

Tax document showing dwelling as host's primary residence

Utility or phone bill dated within the last 30 days

## TYPE OF DWELLING

THE DWELLING I AM PROPOSING TO USE FOR HOME-SHARING IS:

Single-family dwelling unit

Accessory rental dwelling unit (ARDU)

Unit in a duplex or multi-family development

Unit in a common interest development (e.g., condominium)\*

\*If you checked this box, you must provide a letter of authorization from the homeowners association (HOA) indicating that use of the property for home-sharing is permitted under the HOA's covenants, conditions, and restrictions (CC&Rs)

IS THE DWELLING UNIT INCOME-RESTRICTED? (Note: Income-restricted units are prohibited from being used for home-sharing)

Yes

No

| HOME-SHARING ACTIVITY INFORMATION  |  |
|--|--|
| LIST ALL ROOMS IN DWELLING UNIT:<br>(Check all that apply)   | WILL ROOMS BE RENTED FOR HOME-SHARING?   |
| <input type="checkbox"/> Master bedroom  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Bedroom #1  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Bedroom #2  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Bedroom #3  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Bedroom #4  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Living room   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Den   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Family room   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Guest house   | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list number of rooms to be rented:  |
| <input type="checkbox"/> Other (specify)   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| WHERE WILL HOST RESIDE/SLEEP WHILE RENTING ROOM(S) FOR THE HOME-SHARING BUSINESS?  |  |
| <b>PARKING: All parking for home-sharing must be provided on-site and shall not be located within a required front or side setback other than a driveway. Parking required by the LGMC for the dwelling cannot be used for home-share parking. Please provide a site plan on the attached grid sheet that shows the number and location of the parking spaces that will be available to home-sharing guests; see list below.</b> |  |
| LIST ALL PARKING SPACES:<br>(Check all that apply, as shown on site plan)  | WILL SPACE(S) BE USED FOR HOME-SHARING?  |
| <input type="checkbox"/> One-car garage/carport  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Two-car garage/carport  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Driveway  | <input type="checkbox"/> Yes <input type="checkbox"/> No Number of vehicles that can be accommodated:  |
| <input type="checkbox"/> Other (specify)   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Other (specify)   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| WHERE WILL HOST PARK WHILE RENTING ROOM(S) FOR THE HOME-SHARING BUSINESS?  |  |
| <b>SAFETY: Please certify that the following safety measures have been implemented for the home-sharing use; see list below.</b>   |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | All sleeping rooms used for home-sharing are provided with one operable window or door in addition to entry door   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Every sleeping room and hallway has a functional smoke alarm   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Every floor has a functional carbon monoxide alarm   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Water heater is properly strapped, adequately vented, and temperature and pressure relief valves are drained outside   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Heating and ventilation equipment is in safe operating condition and placed in an approved location  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Valid functional fire extinguisher (non-expired), with expiration date shown, present on the property and accessible   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | A clearly printed sign is posted inside the dwelling unit on the inside of the front door that provides the following information: the location of all fire extinguishers, carbon monoxide detectors, gas shut-off valves, emergency exit routes, fire alarms, and emergency contact information for the host for periods when the host is off site as provided for in Section 18.48.030 |
| <b>HOSTING PLATFORMS/METHODS OF ADVERTISING YOUR HOME-SHARE: List all hosting platforms you will be using and/or methods of advertising if not a hosting platform. If you add one or more hosting platforms not listed below subsequent to approval of the Home-Sharing Permit, you must provide updated information to the City.</b>  |  |
| HOSTING PLATFORM WEBSITE(S):   | YOUR LISTING NUMBER:   |
| <input type="checkbox"/>   |  |
| <input type="checkbox"/>   |  |
| <input type="checkbox"/>   |  |
| <input type="checkbox"/>   |  |
| OTHER METHOD OF ADVERTISING (IF APPLICABLE):   |  |
| <input type="checkbox"/>   |  |
| <input type="checkbox"/>   |  |
| <input type="checkbox"/>   |  |
| <input type="checkbox"/>   |  |

**DECLARATION, AFFIDAVIT, AND SIGNATURE OF APPLICANT/HOST: *Please read, check each box, and sign and date below.***

- I declare, under penalty of making a false declaration that I am authorized to complete this form, and to the best of my knowledge and belief it is a true, correct, and complete statement, made in good faith.
- I certify that the property that is the subject of this application is my primary residence and that I reside there no less than 275 days per calendar year.
- I have read and understand the regulations for the Home-Sharing Ordinance (Chapter 18.48 of the LGMC) and I agree to comply with all regulations at all times.
- I have received the Good Neighbor Guidelines, agree to abide by them, agree to require that my home-sharing guests abide by them, and agree to post them in a conspicuous location within the dwelling unit I am home-sharing.
- I understand and agree that the granting of this Home-Sharing Permit requires my compliance with the limitations, standards, and requirements of the Home-Sharing Ordinance; obtaining a Home Occupation Business License; consenting to inspection(s) of my property; remitting to the City the Transient Occupancy Tax in accordance with Chapter 3.20 (Transient Occupancy Tax) of the LGMC; and complying with all applicable LGMC provisions and State and federal laws.
- I understand that failure to comply with the provisions of the Home-Sharing Ordinance is grounds for revocation of my Home-Sharing Permit and violation of its provisions are considered a misdemeanor and shall, upon conviction, be punishable by a fine or imprisonment as set forth in Section 17.04.070 of the LGMC.

NAME OF APPLICANT/HOST (PRINT):

|            |       |
|------------|-------|
| SIGNATURE: | DATE: |
|------------|-------|

|                          |                        |
|--------------------------|------------------------|
| <b>FOR CITY USE ONLY</b> | <b>REGISTRATION #:</b> |
|--------------------------|------------------------|

DATE APPLICATION RECEIVED:

|       |            |
|-------|------------|
| FEES: | RECEIPT #: |
|-------|------------|

REQUIRED ADDITIONAL INFORMATION PROVIDED AND ATTACHED:

- 2 forms of proof of residency
- Authorization of HOA (if applicable)
- Site plan showing location of parking
- Proof of liability insurance (if applicable)
- Signed indemnification and hold harmless agreement

IS THE PROPERTY SUBJECT TO ANY OUTSTANDING ENFORCEMENT OF THE LGMC?     YES\*     NO

\*If YES, list violation(s) below.

**FIRE DEPARTMENT:**

THIS HOME-SHARING PERMIT IS:     APPROVED     DISAPPROVED

|                                     |       |
|-------------------------------------|-------|
| SIGNATURE OF FIRE DEPARTMENT STAFF: | DATE: |
|-------------------------------------|-------|

**PLANNING DEPARTMENT:**

THIS HOME-SHARING PERMIT IS:     APPROVED     DISAPPROVED

|   |       |
|---|-------|
| SIGNATURE OF PLANNING DEPARTMENT STAFF: | DATE: |
|---|-------|

**Provide Site Plan Here**

A large grid area for drawing a site plan. The grid consists of 30 columns and 30 rows of small squares, providing a space for the applicant to draw their site plan.