SHORT-TERM VACATION RENTALS
FILING INSTRUCTIONS

Application procedure for a new permit:

Complete and submit a Short-Term Vacation Rental Application with the following required documents:

1) Permit Notification Declaration (as proof that all properties within 200 feet have been mailed the Public Notice of Short-Term Vacation Rental Application). This must be done before the application for a permit is accepted
2) Permit Application: Complete and submit with the $75.00 one-time fee
3) Nuisance Response Plan Declaration: Must be signed when delivered to neighboring addresses within 200 feet of rental property
4) Nuisance Response Plan (Exhibit A)
5) Transient Occupancy Tax Application for Certificate Registration
6) Surety bond in the amount of $1,500
7) General Business License Application and Fee. If you have already obtained a business license, please provide your business license number on the permit application

All the above documentation is required in order to process a permit application. If any of the above is missing, the Finance Department will not be able to begin processing your application.

Approval

Upon approval of your Short-Term Vacation Rental Application:

- The City will mail a Short-Term Vacation Rental Permit, Transient Occupancy Registration Certificate and a TOT Remittance Form, a Business License Certificate (if applicable) and “Good Neighbor Guidelines” to the mailing address indicated on the application.
- The City will make the nuisance response plan available on its website for public access.
Promptly following the issuance of your vacation rental permit, you are required to:

- Submit a Declaration of Notification to the City (as proof that all properties within 200 feet have been provided with a copy of the nuisance response plan).

**Annual Review by the City**

On an annual basis, the City will mail to the applicant of a Short-Term Vacation Rental a Confirmation of Compliance form. This form must be signed and submitted to the City on an annual basis.

**Amendment to Nuisance Response Plan**

To update the Nuisance Response Plan already on file, submit the following documents:

1) Nuisance Response Plan Declaration (as proof that all properties within 200 feet have been provided with a copy of the amended nuisance response plan).
2) Nuisance Response Plan Exhibit “A”: Updated contact information

There is no fee involved with updating this information.

**Submit all documentation and fees to:**

City of Goleta  
Finance Department  
130 Cremona Drive, Suite B  
Goleta, CA 93117

For more information or to submit written comments or concerns, please contact the Finance Department:

City of Goleta  
Brenda Robinson, Accounting Specialist  
Phone: (805) 961-7529  
Fax: (805) 961-8084  
Email: brobinson@cityofgoleta.org