Community Services Department

Planning and Building Division

SHORT TERM RENTALS PERMIT APPLICATION

Community Services Department
Planning and Building
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Short Term Rentals (STR) Permit

Washoe County Code (WCC) Chapter 110, Article 319, Short Term Rental Permit, is required to allow short-term rentals (STRs) in legally permitted homes within unincorporated Washoe County. The purpose is also to establish standards and a permitting process governing the operation of STRs to reduce their potential impacts on neighboring properties. See WCC 110.319, for further information. Please note that a property with an active STR permit is subject to all STR regulations of the Washoe County Code, such as parking and occupancy maximums, regardless of the short term rental status (for example, whether the STR is being rented at any given time).

STR Permit Application Submittal Requirements

Please read the STR Permit Guide at: www.washoecounty.gov/STR

1. **Fees:** See Master Fee Schedule. Once application review is completed, the STR Permit will be invoiced in accordance with the adopted fee schedule and the owner will be contacted by Washoe County to make an online payment.
2. **Development Application:** A completed Washoe County Development Application form.
3. **Owner Affidavit:** The STR Owner Affidavit and Notarized Certification must be signed and notarized by all owners of the property subject to the application request.
4. **Proof of Property Tax Payment:** The applicant must provide proof of payment from the Washoe County Treasurer's Office indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
5. **Application Materials:** The completed STR Permit Application materials. Please see STR Permit Guide.
6. **Site Plan Specifications:**
   a. Accurately scaled and dimensioned site plan showing, at a minimum: location of property lines; dwelling unit(s) and all other structures on the property; dedicated locations and surface material of required parking spaces; and snow storage areas (for properties located within the boundaries of the Tahoe Area Plan). A hand drawn or mocked up image, using an online mapping tool, such as Google Maps, MapQuest, Bing Maps or another online platform is acceptable.
7. **Floor Plan Specifications:**
   a. A hand drawn and scaled floor plan showing entirety of dwelling, including areas proposed to be available for STR use. Each room must be labeled, with dimensions and square footage also provided for areas/rooms proposed to be used for sleeping purposes and for areas/rooms considered habitable space. The floor plan must also show locations of fire extinguishers, smoke alarms, carbon monoxide (CO) alarms, emergency exits, hot tubs (if applicable), decks (if applicable), and ingress/egress (doors, stairs and windows) from the dwelling and each room.
8. **Educational Materials**: Educational materials required by WCC 110.319.15(a)(13) include: the name, phone number (text-capable) and email address of the local responsible party designated to respond to issues/complaints on the property as required

by WCC 110.319.15(a)(3). Educational material must be made available to all renters in the unit's kitchen or other common area. A template will be provided for STR owner/applicant to fill in and customize.

9. **For Condos or multi-family STRs only:** Proof of parking assigned/designated for use by only your unit, written document or copy of passes in the amount of 1 assigned/designated parking space for every 4 occupants.
10. **Transient Lodging Tax (TLT) Number registered with the Reno-Sparks Convention and Visitors Authority (RSCVA).** Partial home rentals (not the whole home) are exempt from TLT.
11. **Application Submittal:** STR permit applications will only be accepted online through the Accela online permitting platform at onenv.us. Required application materials and documents must be uploaded as part of the online submittal process. Uploaded digital documents must have a resolution of 300 dpi or better.

Washoe County Short Term Rentals (STR) Application

Your entire application is a public record.

SHORT TERM RENTAL INFORMATION (* = required) See STR Permit Guide	
***STR Address:**	
***Unit # (If Applicable):**	***Assessor Parcel Number (APN):**
***Square Footage of Dwelling:** *(Habitable space only- see STR Permit Application Guide)*	
***Maximum Number of Occupants:**	
Transient Lodging Tax (TLT) Number: (partial home rental as exempt, see STR Permit Guide)	
***# of Paved Parking Spaces:**	**# of Unpaved Parking Spaces:**

Applicant Information (attach additional sheets if necessary) (* = required)	
***Property Owner:**	**Property Manager, if applicable:**
*Name:	Name:
*Address:	Address:
*City: *Zip:	City: Zip:
*Phone:	Phone:
*Email:	Email:
*Cell: Other:	Cell: Other:
Contact Person:	Contact Person:
***Local Responsible Party:** (available 24/7)	**Other Persons to be Contacted:**
*Name:	Name:
*Address:	Address:
*City: *Zip:	City: Zip:
*Phone:	Phone:
*Email:	Email:
*Cell: Other:	Cell: Other:
Phone must be text enabled	Contact Person:

For Office Use Only	
Date Received: Initial:	Master Plan Designation(s):
County Commission District:	Regulatory Zoning(s):
Planning Area:	Tier:

STR Owner Affidavit and Notarized Certification

I, as the owner of this Short-Term Rental, understand and agree to the following ordinance standards and requirements:

(1) An STR permit is deemed a privileged permit subject to revocation without action by the Board of County Commissioners (BCC) for non-payment of fees or noncompliance with required standards, including the revocation standards within Section 110.319.40.

(2) An STR permit must be renewed and issued annually in order to advertise or operate. Property owners should be aware that standards are subject to change over time and there is no guarantee that an STR permit will be re-issued.

(3) An STR permit does not relieve the property owner of complying with any applicable private restrictions on the property such as CC&Rs or homeowners association rules.

(4) Per Section 110.319.35, physical inspections must be passed prior to issuance of the initial STR permit. Thereafter, a self-certification checklist may be provided for annual renewals in lieu of a physical inspection, for a period not to exceed three years/renewals, provided the requirements of Section 110.319.35 are met. The cost of these inspections and any necessary associated improvements will be borne by the property owner. It is the responsibility of the property owner to provide sufficient evidence that the applicable standards have been met.

(5) The property owner has reviewed Article 319 and other codes referenced within this article, understands the requirements and agrees to abide by them.

(6) The property owner is responsible for each occupant's compliance with the Washoe County Code while they are on the property, including but not limited to the standards within this article.

(7) There are no delinquent transient lodging tax liabilities or liens against the property.

(8) No alterations will be made to the STR premises without the proper approvals and permits, nor alterations that violate Washoe County adopted codes and ordinances.

(9) A valid STR permit shall be obtained from Washoe County prior to advertising and operation.

(10) Every STR is required to have a designated agent or property manager functioning as a local responsible party who is available 24 hours a day, seven days a week to respond via text message or phone to complaints/issues related to the STR within 30 minutes of contact by Washoe County staff or its designated representatives. The local responsible party must also be based in a location where they can physically arrive at the STR within one hour (not including reasonable delays due to traffic or weather) of the initial response. This requirement

is intended to address complaints based on violations of this section or Section 110.319.20 and should not be interpreted for any other purpose. The STR property owner shall provide a single phone number (text-capable) and email address with which the local responsible party can be reached 24/7.

(11) No events, parties, or weddings (regardless of payment) are allowed or may be advertised. A party is defined as any gathering in excess of the approved on-site maximum occupancy associated with the STR permit. The maximum occupancy associated with an STR permit applies to the owner(s) of the STR and their invitees regardless of whether the STR is being rented or used for other purposes.

(12) Applications for an STR permit may be initiated by the property owner or authorized agent of the property owner. However, the permittee must be the property owner(s) of the STR property. A non-owner that has executed a long-term rental lease may not be an STR permittee.

(13) Only one STR will be permitted per parcel, with the exception that a second STR may be allowed on properties located outside of the Tahoe planning area, if established within a legally permitted attached or detached accessory dwelling. The STR must be a legally permitted, permanent, habitable dwelling unit (for example, no RVs, boats, detached garages, etc. to be used as an STR). Effective October 14, 2024, it is prohibited for newly permitted STRs to be established in accessory dwelling units (ADUs) within the Tahoe planning area.

(14) An STR permit will only be issued for dwelling units that have already received a certificate of occupancy. STR permits do not supersede, waive or reduce any other code standards or requirements for building permits, planning permits/ applications or other requirements necessary to construct a dwelling unit.

(15) An STR shall only be rented to one group or person at a time (ex. renting out multiple individual rooms to multiple separate groups is not permitted).

(16) Advertising for an STR is prohibited unless a valid STR permit has been issued and is in effect at the time of advertisement. All advertisements must include the Washoe County permit number, transient lodging tax license number, maximum occupancy as allowed by the permit, number of bedrooms, number of beds (not to exceed maximum occupancy), number of parking spaces, and a note that no off-site street-parking is permitted. This information must be displayed at the top of the STR advertisement.

(17) No signage advertising the STR is permitted on the property.

(18) Educational material must be made available to all renters in the unit's kitchen or other common area as required by WCC 110.319.15(a)(12).

(19) All STRs must comply with all Washoe County Short Term Rental standards per chapter 110, Article 319, other federal, state, and other applicable laws/statutes.

(20) Per WCC Chapter 25, applicable room tax must be paid to the Reno-Sparks Convention and Visitors Authority, disclosed to the renter and

included in any rental agreement.

(21) Owner has obtained an appropriate Certificate of Insurance for the STR property that provides a minimum of $500,000 liability coverage per occurrence.

(22) A property with an active STR permit is subject to all STR regulations of Article 319, such as parking and occupancy maximums, regardless of the short-term rental status (for example, whether the STR is being rented at any given time). If a property does not want to be bound by all STR regulations, then the STR permit for that property must be relinquished.

(23) If a property is transferred to a new owner, all listing advertisements and short-term rental activity must cease immediately. If the new property owner wishes to continue the STR use on the property, a new application must be submitted to Washoe County and a new STR permit must be obtained by the new property owner prior to short-term renting or advertising.

Owner Name: _____

The receipt of this application at the time of submittal does not guarantee the application complies with all requirements of the Washoe County Development Code, the Washoe County Master Plan or the applicable area plan, the applicable regulatory zoning, or that the application is deemed complete and will be processed.

STATE OF NEVADA)
)
COUNTY OF
WASHOE)

I,

_____
(please print name)

being duly sworn, depose and say that I am the owner* of the property or properties involved in this application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true, and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of the Washoe County Planning and Building Division.

(A separate Affidavit must be provided by each property owner named in the Assessor's records.)

Assessor Parcel
Number(s):_____

Printed
Name:_____

Signed:_____

Address:_____

Subscribed and sworn to before me this day of _____, _____.

(Notary Stamp)

Notary Public in and for said county and state

_____

My commission expires: _____

Master Fee Schedule

For the most current Planning and Development fees, please refer to the
Master Fee Schedule available at the following link:

https://www.washoecounty.gov/csd/planning_and_development/applications/applications_and_fees.php