SHORT TERM RENTALS (STRs) GUIDE FOR PERMITTING

Intro to this Guide

If you are planning to submit a Short Term Rentals Permit application, this guide will help you determine your submittal requirements. Follow the steps described here to prepare your application and understand the general process involved in obtaining approval to advertise and operate an STR.

1) What is considered a Short Term Rental?

a) A Short Term Rental (STR) refers to existing single-family dwellings, condos, or multi-family units where, for compensation, lodging is provided within either the entire home or a portion of the home for a rental period of less than 28-days. Short Term Rentals are distinguishable from commercial lodging use types in that no meals may be provided within short term rentals as part of the rental agreement and the home may only be rented out for short-term rental use to one group at a time. STRs are also often referred to as vacation rentals and are commonly made available through property management companies or online booking platforms.

2) When is a permit required for short term renting of my home?

a) A Washoe County permit is required <u>prior</u> to advertising for rental and prior to renting a private residence, such as a single-family home, apartment, or condominium for less than 28 days. A permit is required **only** for properties located in Unincorporated Washoe County.

3) What happens if I operate an STR without first getting County approval?

a) It is unlawful and is considered a public nuisance, as defined in <u>WCC 50.308.1</u>, to operate an STR without the required issued permit. Any property owner found to be operating an STR without the required permit shall be guilty of a misdemeanor, issued a stop activity order, and fined per the <u>Master Fee Sheet</u> and per the procedures outlined in WCC Chapter 125.

Preparing and Submitting an Application: General Requirements.

1) What permit is required to advertise and operate an STR?

a) All short term rentals require an STR Permit. For your benefit, please review the STR Ordinance in its entirety prior to submittal by <u>clicking here</u>. The occupancy of the STR will determine the permit type(s), and review process for approval. The permit type is based on the maximum occupancy a residence may accommodate. STR Application Types are based on the following three (3) Tiers:

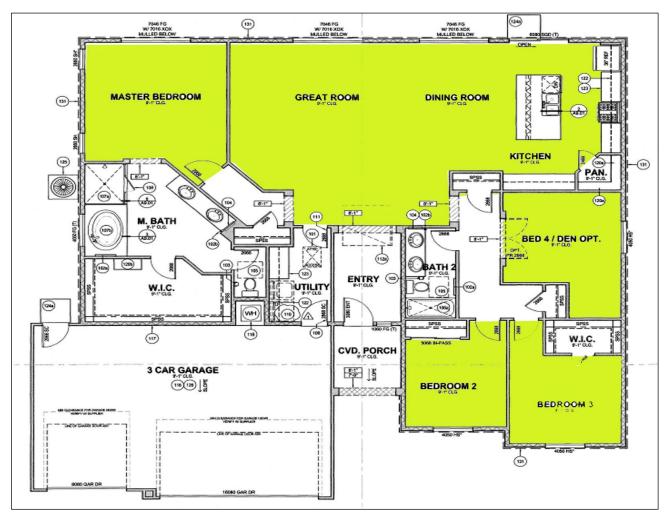
Permit Type	Qualifications	Zoning	Review Process
Tier 1	Maximum occupancy of 10 persons or fewer	Residential	STR Permit
Tier 2	Maximum occupancy of 11-20 persons	Residential	STR Permit and Administrative Review Permit
Tier 3	Maximum occupancy of 21 or more persons	Commercial	STR Permit and Special Use Permit approved by Planning Commission

2) How do I determine how many occupants my STR is allowed?

The occupant load shall be calculated as two (2) occupants for each legally permitted bedroom in accordance with Section 110.319.20(a)(1). The remainder of the home (excluding bedrooms) shall be calculated as one (1) occupant for every 200 square feet of <u>habitable space</u>.

Habitable space is defined as¹: A space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls or utility spaces and similar areas are <u>not</u> considered **habitable space**. Washoe County Building will determine your final occupancy.

Please see example graphic below for representation of habitable space shown in the highlighted areas. STRs with occupants over 10 people (Tier 2 or Tier 3) will require an additional Planning permit, please contact the Planner of the Day: <u>Planning@washoecounty.gov</u> or (775) 328-6100.



Example Habitable Space (shown in Green) Floor Plan

3) Parking Requirements:

- a) One (1) on-site parking space is required for every four (4) occupants. No STR parking is allowed within access easements or public rights-of-way. Applications for STR permits must demonstrate adequate (TRPA approved and paved) parking spaces to support the maximum number of proposed occupants. If parking is insufficient, your occupancy will be reduced accordingly.
- b) For Condos or multi-family STRs within the Tahoe Basin <u>only:</u> Proof of Parking / Passes: If you have assigned parking to your unit, please provide copy of your passes or a written document from your HOA stating how

¹ International Building Code (IBC) Ch. 2

many spaces are assigned to your unit. If you do not have assigned parking, and parking is open parking, please provide a copy of your CC&Rs or written documentation from your HOA. We will evaluate your STR occupancy and parking required (1 space for every 4 occupants) in relation to available parking. Note: The above only applies for properties within the Tahoe Basin.

i) **Exception**: under **110.319.15.b.4.i**: In extraordinary and limited circumstances within the Tahoe Basin, the Planning and Building Division Director is authorized to consider reducing or relocating the required parking spaces in circumstances where the property owner has provided sufficient evidence that the request is warranted and will not unduly impact surrounding properties.

4) Where can I find the STR Application?

a) Please visit the <u>STR Website</u> to access the STR application and apply online at <u>www.OneNV.us</u> under the "Short Term Rentals" module.

5) How do I submit the STR Application?

- a) The STR application can be found at the links in the above section. The website includes a link to the permitting site (<u>www.OneNV.us</u>) where you can set up a New User login and apply online. Please note, you will need to create a login, in order to submit an STR permit online.
- b) The Washoe County STR Website also includes a comprehensive application guide, and "How-To" instructions for submitting your STR permit.

6) What documents do I need to gather to apply for an STR permit?

- □ Short Term Rental Application
- □ Site Plan scaled and dimensioned (hand drawn, or satellite [Google] image is acceptable)
- □ Floor Plan scaled and dimensioned (hand drawn is acceptable)
- □ **Property Tax Payment** for current quarter of current fiscal year
- □ Copy of Educational Materials (required prior to inspection)
- Parking Pass or proof of parking space assignment(s) for multi-unit (building with more than 2 units)
 Short Term Rentals (if applicable)

The following provides additional detail to the above submittal requirements:

- a) An STR Permit Application (which includes Owner Affidavit and Notarized Certification)
- b) Site Plan (Required at submittal)
 - i) A hand drawn or mocked up image, using an online mapping tool, such as, <u>Google Maps</u>, <u>MapQuest</u>, <u>Bing Maps</u> or other online platform, showing and labeling each of the following: 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). For an example, refer to <u>Attachment A</u>, Site Plan Example, included in this guide.

c) Floor Plan (required at submittal)

- i) 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. The floor plan must also show locations of fire extinguishers, smoke alarms, carbon monoxide (CO) alarms, hot tubs (if applicable), decks (if applicable), and ingress/egress (doors, stairs and windows) from the dwelling and each room. For an example, refer to <u>Attachment B</u> included in this guide.
- ii) For an outline of your home to use as a starting point for your Floor Plan and/or Site Plan, including recorded gross floor area, you can visit the County's Assessors webpage at: <u>Real</u> <u>Property Assessment Data Webpage.</u>

d) Proof of Property Tax Payment (required at submittal)

 To obtain proof of property tax payment for current quarter of current fiscal year; visit <u>Treasurer's Property Search Page</u>. A screen shot of the Treasurer's tax information for the property is acceptable.

e) Educational Materials (can be deferred, but will be required to be submitted prior to inspections)

- i) Educational materials required by WCC 110.319.15(a)(13); AND: 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 and prominently displayed in the unit's kitchen or other common area and must contain the following:
 - County approved occupancy limits associated with the permit
 - Exit locations
 - Emergency phone numbers (ex. 911)
 - Phone number for the STR's local responsible party
 - Fire/life safety information (ex. Proper cigarette and ash disposal, no outdoor solid fuel burning fire pits, etc.)
 - Community fire danger, proper BBQ operation
 - Hot tub safety [if applicable], etc.)
 - Bear awareness brochure (for properties located in bear-prone areas)
 - Washoe County noise (quiet hours for Tahoe STRs only), and parking standards (for Tahoe STRs only) and trash standards.
- ii) Within the boundaries of the Tahoe Area Plan, the following must also be provided as part of the Educational Material to guests:
 - North Lake Tahoe Fire Protection District Vacation Rental Safety Information Sheet
 - Emergency Preparedness Guide
 - Community evacuation routes
 - Avalanche warning methods (for properties located in designated avalanche danger zones)
- iii) See <u>Attachment C</u> to customize a draft template for the Educational Material requirement.

f) Transient Lodging Tax (TLT) Number (required at submittal)

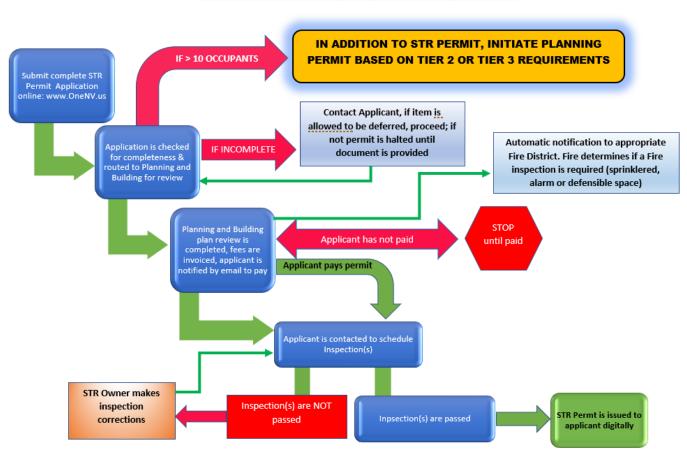
- i) To obtain a Transient Lodging Tax license number contact the Reno-Sparks Convention and Visitors Authority (RSCVA), for more information visit <u>Transient Lodging Tax Webpage</u>.
- ii) Partial home rentals, such as rentals of a room or several rooms (not the whole home), do not need to have a Transient Lodging Tax number and are exempt.

Advice before I apply: Who can help me?

1) To make sure that your application has the greatest chance of success for timely approval, please start by visiting our website for guides and tutorials at <u>www.washoecounty.gov/STR</u>. You may also want to consider attending a Pre-STR meeting with the experts at Washoe County. You may also reach out to the Planning Division before you apply by emailing <u>STR@washoecounty.gov</u> or by calling 775-328-6100. Due to the volume of STR and limited staff, please leave a message and we will get back to you soon as possible.

What can I expect after I submit my STR application?

1) The process typically involves the following steps:



Short Term Rentals (STR) Permitting Process

- a) The STR permit application will be reviewed concurrently by the Washoe County Planning and Building Divisions.
 - i) Planning Division will determine if the application is complete and will review the site plan for parking, zoning and compliance with the standards specified in the STR Ordinance.
 - ii) Building Division will determine the maximum occupancy and review the residence for compliance with life-safety standards per WCC Section 110.319.15 & 20.
- b) The appropriate Fire District will be notified of the application and determine if a Fire Inspection is required (an inspection is required if the STR is sprinklered, has a fire alarm or is located in an Extreme or High Fire Risk rating per IWUI code designation).
- c) Once the application review is complete, the STR Permit will be invoiced in accordance with the adopted fee schedule and you will be contacted to make an online payment via a provided link.

- d) After receipt of payment, the Building Division will contact the STR owner to set an appointment for applicable inspection(s).
 - i) Building Inspection A Building Inspector will call you to schedule this inspection.
 - ii) A Fire Inspection may not be required; fire inspections are determined by the appropriate Fire District. If you were charged a Fire Fee, your STR has been found to require a Fire Inspection:
 - (1) For Tahoe Basin only North Lake Tahoe Fire Protection District: Please schedule your inspection at <u>https://www.nltfpd.org/inspections</u>
 - (2) Rest of Washoe County Truckee Meadows Fire Protection District: A TMFPD Fire Inspector will call you to schedule this inspection if it is required.
 - (3) Every dwelling shall be equipped with fire extinguishers sized and located per the requirements of the currently adopted fire code and current edition of NFPA 10. The following minimum requirement, in accordance with NFPA 10, is the recommendation per floor:
 - 1. A single extinguisher rated 2-A:10-B:C or higher OR
 - 2. One extinguisher rated 2-A or higher and a second extinguisher rated 10-B:C or higher

One extinguisher rated 2-A:10-B:C or higher should be provided to protect an attached garage that is under the residence or connected to the residence by a common wall. Where provided, extinguishers for detached garages should have a rating of 2-A:10-B:C or higher. Extinguishers must be serviced annually as required by the applicable fire agency.

- e) Prior to issuance of an STR permit, the property/residence must pass the required inspection(s) for life-safety of the structure and defensible space. Fire inspections will only be applied if required, and if applicable, as explained above.
- f) Planning and Building staff will review your submission. Timing of permit issuance is dependent on STR application quality/completeness, STR Permit volume, and an STR Owners' availability to accommodate inspection(s).
- g) Once the Plan Review, inspection(s) and payment is completed, an STR Permit will be issued to the STR owner by email and <u>OneNV.us</u>. The owner is required to print the STR Permit and appropriately post the STR permit at a location visible to guests. It is not necessary to sign and return the permit to Planning and Building.

The decision and thereafter

- 1) Can I advertise my STR before STR permit approval?
 - a) No. You must have an issued STR permit to advertise or operate. 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. Upon approval of an STR permit, you may begin advertising and renting your home immediately.
- 2) How long does an approval remain valid?

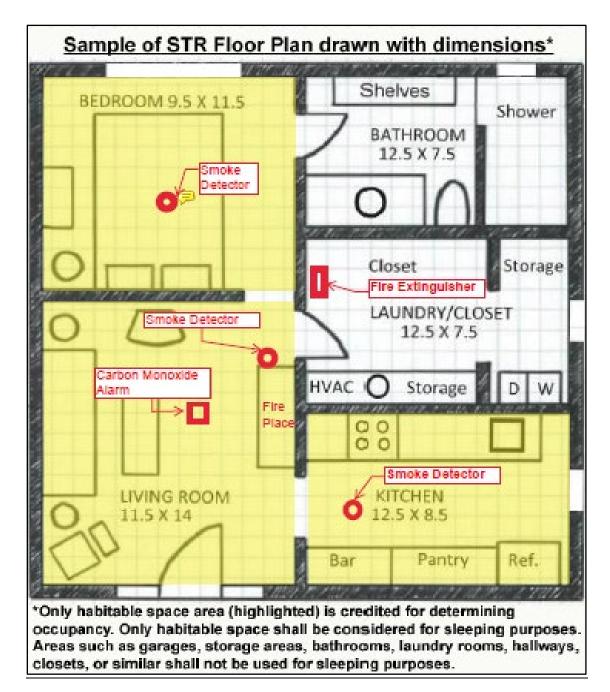
- a) STR Permits are valid for 12 months from the date of issuance. STR Permits must be renewed and issued annually in order to advertise or operate. Previous issuance of an STR permit does not guarantee that a subsequent permit will be issued.
- b) Annual renewal application and fees must be submitted prior to expiration of the permit. Completion of renewal in time and prior to expiration, is the responsibility of the STR owner.
- c) A self-certification checklist may be provided after the first STR Permit for annual renewals, in lieu of a physical inspection, for a period not to exceed three years/renewals, <u>provided all of the following conditions are met</u>:
 - i) There have been no confirmed STR violations within the last 12 months;
 - ii) The STR permit has remained active since the last required physical inspection; and,
 - iii) The property owner provides a signed and notarized self-certification checklist attesting that the property meets the safety standards per WCC 110.319.20.

Attachments

<u>Attachment A – Site Plan Sample</u> <u>Attachment B – Floor Plan Sample</u> <u>Attachment C – Educational Materials Draft Template</u> <u>Attachment D – Proof of Property Tax - Sample Document</u> <u>Attachment E – Contact Information</u>

Attachment A – Site Plan Sample





Attachment C – Educational Materials



COMMUNITY SERVICES DEPARTMENT

Washoe County Short Term Rentals (STRs) Educational Material Template Tahoe Specific

As required by Washoe County Development Code Section 110.319.15

Please use and customize this template to provide all information requested for your STR

Please note: This Educational packet and relevant flyers will be checked and must be posted at the STR in a central location (like kitchen) during the STR Building inspection

Effective: May 1, 2021

STR Property Information

STR Property Address:	
Maximum Occupancy:	
Fire Extinguisher Location: (required:1 per floor)	See Floor Plan
Emergency Exit Locations:	See Floor Plan
STR Local Responsible Party Contac (Available 24/7 to contact for any concerns or co	
First and Last Name:	
Phone Number (text-capable):	
Email Address:	
Helpful Phone Numbers	
In the event of an emergency, please dial 9	-1-1
Washoe County Sheriff's Office	775.832.4107
North Lake Tahoe Fire Protection District	775.831.0351
Washoe County Emergency Management	775.337.5898
Incline Village General Improvement District	775.832.1100
American Red Cross (Reno Office)	775.856.1000
Washoe County – Community Services Depar Planning and Building Division	tment, 775.832.6100 STR@washoecounty.gov

775.277-6701

Washoe County - Complaint Hotline:

Additional Phone Numbers:

Washoe County Noise (Quiet Hours)

Short-term rental quiet hours are in effect daily from 10:00 p.m. - 7:00 a.m.

Please be respectful of the surrounding neighborhood and reduce outdoor activities during this timeframe. Proven violations of the quiet hours will result in fines/penalties being levied against the property owner, who may choose to pass on such fines to you.

Fire / Life Safety Information

This property allows smoking: If yes, smoking is allowed in these designated areas*:		YES		NO
Cigarette butts and ashes must be disposed of in designated areas	5.			
This property provides access to a fire pit and / or BBQ:		YES		NO
<u>Note:</u> Outdoor wood-burning solid-fuel fireplaces or solid-fuel burni within the boundaries of the Tahoe Area. If yes, please provide instruction:	ng fire	pits are	prohibit	ed:
This property provides access to a hot tub: If yes, please provide instruction and shut off location, and please	D be awa	YES are of qu	iet hour	NO s:

Trash Standards

The following waste removal standards shall be adhered to:

(1) Trash and other waste must be managed as prescribed by Washoe County Health District and the Incline Village General Improvement District (IVGID). Waste cart size must be sufficient to store waste for the maximum number of occupants each week.

(2) STRs in IVGID's service territory and other bear-prone areas must utilize wildlife-resistant carts and/or bear boxes, except in multi-unit developments where HOAs require and enforce regular trash disposal.

(3) Waste carts shall only be placed street-side during the timeframes stipulated by the local authority or waste service provider.

Trash Bin Location:

Trash Pick-Up Day(s) and Time(s):	
Recycling Pick-Up	
Day(s) and Time(s), if	
applicable:	

Questions about waste pickup can be directed to **Incline Village General Improvement District** by calling 775.832.1100

Parking Standards

One (1) parking space is required for every four (4) occupants.

Parking areas must be on paved surfaces (in the Tahoe Basin).

No STR parking is allowed within access easements or the public rights of way.

All parking spaces must be within property boundaries and specifically designated for parking.

In multi-unit complexes, parking must be in designated parking spaces (if applicable) and limited to the number of spaces allotted to the unit.

Based on maximum occupancy, this property is required to have ______ parking spots.

Additional Information

(Please include the following in your educational materials)

- Copy of floor plan, indicating Emergency Exits & Fire Extinguishers Locations (min. 1 per floor).
- A site map of your property, indicating designated parking areas.
- A map of Community Evacuation Routes; they can be found here: <u>https://jic.nv.gov/uploadedFiles/jicnvgov/content/About/washoe.pdf</u>

Tahoe Area Plan Inserts:

(Please provide these flyers to your STR guests. Flyers will be checked to be on site during inspection)

- Vacation Rental Safety Information Sheet
- Emergency Preparedness Guide (<u>English</u> / <u>Spanish</u>)
 - Includes Evacuation Routes
 - Includes Avalanche Information
- Bear Awareness Brochure



COMMUNITY SERVICES DEPARTMENT

Washoe County Short Term Rentals (STRs) Educational Material template

(for STRs not located in the Tahoe Basin)

As required by Washoe County Development Code Section 110.319.15

Please use and customize this template to provide all information requested for your STR

Please note: This Educational packet and relevant flyers will be checked and must be posted at the STR in a central location (like kitchen) during the STR Building inspection

Effective: May 1, 2021

STR Property Information

STR Property Address:	
Maximum Occupancy:	
Fire Extinguisher Location: (required:1 per floor)	See Floor Plan
Emergency Exit Locations:	See Floor Plan
STR Local Responsible Party Contact (Available 24/7 to contact for any concerns or co	
First and Last Name:	
Phone Number (text-capable):	
Email Address:	
Helpful Phone Numbers	
In the event of an emergency, please dial 9-	-1-1
Washoe County Sheriff's Office	775.832.4107
Truckee Meadows Fire Protection District	775.326.6000
Washoe County Emergency Management	775.337.5898
Waste Management	775.329.8822
American Red Cross (Reno Office)	775.856.1000
Washoe County – Community Services Depart Planning and Building Division	tment, 775.832.6100 STR@washoecounty.gov
Washoe County – Complaint Hotline:	775.277-6701

Washoe County – Complaint Hotline:

Additional Phone Numbers:

Bear Awareness Info (for properties located in bear-prone areas):

Fire / Life Safety Information

This property allows smoking: If yes, smoking is allowed in these designated areas*:		YES		NO
Cigarette butts and ashes must be disposed of in designated areas	5.			
This property provides access to a fire pit and / or BBQ:		YES		NO
<u>Note:</u> Outdoor wood-burning solid-fuel fireplaces or solid-fuel burni within the boundaries of the Tahoe Area. If yes, please provide instruction:	ng fire	pits are	prohibit	ed
This property provides access to a hot tub: If yes, please provide instruction and shut off location, and please b	D be awa	YES re of qui	et hours	NO s:

Trash Standards

The following waste removal standards shall be adhered to:

(1) Trash and other waste must be managed as prescribed by Washoe County Health District and the Incline Village General Improvement District (IVGID). Waste cart size must be sufficient to store waste for the maximum number of occupants each week.

(2) STRs in IVGID's service territory and other bear-prone areas must utilize wildlife-resistant carts and/or bear boxes, except in multi-unit developments where HOAs require and enforce regular trash disposal.

(3) Waste carts shall only be placed street-side during the timeframes stipulated by the local authority or waste service provider.

Trash Bin Location:

Trash Pick-Up Day(s) and Time(s):	
Recycling Pick-Up	
Day(s) and Time(s), if	
applicable:	

Questions about waste pickup can be directed to **Waste Management** by calling 775.329.8822

Additional Information

(Please include the following in your educational materials)

- Copy of floor plan, indicating Emergency Exits & Fire Extinguishers Locations (min. 1 per floor).
- A site map of your property, indicating designated parking areas.
- A map of Community Evacuation Routes; they can be found here: <u>https://jic.nv.gov/uploadedFiles/jicnvgov/content/About/washoe.pdf</u>

<u>Attachment D</u> – Proof of Property Tax – Sample

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Special Assessment District Installment Date Information	2010			+			
District Installment Date Information					19981	,	Special Assessment
Information							District
Assessment Information							
							Assessment Informati

Attachment E – Important Contact Information (For applicant's information only, do not include in STR Permit Application)

Washoe County Planning Division
1001 E. Ninth St., Building A
Reno, NV 89512-2845
https://www.washoecounty.gov/csd/planning and development/index.php
TEL: (775) 328-6100
EMAIL: str@washoecounty.gov
Washoe County Building Division
1001 E. Ninth St., Building A
Reno, NV 89512-2845
https://www.washoecounty.gov/building/index.php
TEL: (775) 328-2020
EMAIL: building@washoecounty.gov
Washoe County Treasurer
1001 E. Ninth St., Room D140
Reno, NV 89512-2845
https://www.washoecounty.gov/treas/
TEL: (775) 328-2510
EMAIL: <u>tax@washoecounty.gov</u>
Washoe County Assessor
1001 E 9th St Building D
Reno Nv 89512-2845
www.washoecounty.gov/assessor/index.php
TEL: (775) 328-2277
EMAIL: exemptions@washoecounty.gov
RSCVA Room Tax Department
www.visitrenotahoe.com/about-us/finance-accounting
Tel: (775) 827-7743
EMAIL: <u>axdepartment@rscva.com</u>
North Lake Tahoe Fire Protection District
866 Oriole Way
Incline Village, Nv 89451-9439
www.nltfpd.net
TEL: (775) 831-0351
Truckee Meadows Fire & Rescue
3663 Barron Way
Reno, NV 89511
https://tmfpd.us/
Tel: (775) 326-6000