



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
CURRENT PLANNING DIVISION

3015 H Street Eureka CA 95501
Phone: (707)445-7541 Fax: (707) 268-3792

Short-term Rental (STR) Application Checklist

Site Address: _____

Assessor Parcel Number (APN): _____

Contact Name: _____

Phone Number: _____

Email Address: _____

STR Type:

- Whole Unit
- Homeshare
- Farm Stay
- Historic Registry

Number of rented bedrooms: _____

Maximum overnight occupancy: _____

Overnight occupancy shall not exceed two per rented bedroom plus one, excluding children under 12.

Number of parking spaces provided: _____

See attached Site Plan. At least one parking space per rented bedroom is required.

Private Gatherings:

- Yes
- No

Maximum Occupancy for Gatherings: _____

Gatherings and parties shall have no more than twice the maximum occupancy of the short-term rental, only allowed during the hours of 8 a.m. to 10 p.m. (not eligible for overnight stay).

Building Permit Number or Year Structure was Built: _____

Community Planning Area: _____

Access Road *(Please describe and identify the name of the roadway(s) used for access, the width, limitations that may exist, and community practice when using said roadway(s).):*

Evacuation Route(s) as highlighted on Attached Map (show all possible routes) *(Provide description and attach mapped directions.):*

Fire Extinguisher:

- Yes
- No

Number of Extinguishers: _____

A minimum of one fire extinguisher must be mounted within each level.

Required Submissions:*(Staff)*

<input type="checkbox"/> Completed Good Neighbor Guide (GNG)	<input type="checkbox"/>
<input type="checkbox"/> Signed Affidavit of GNG delivery to neighbors	<input type="checkbox"/>
<input type="checkbox"/> Site Plan (including Parking Spaces and Solid Waste Receptacle)	<input type="checkbox"/>
<input type="checkbox"/> Current Deed	<input type="checkbox"/>
<input type="checkbox"/> Owner's Consent (<i>if applicable</i>)	<input type="checkbox"/>
<input type="checkbox"/> Evacuation Route	<input type="checkbox"/>
<input type="checkbox"/> Proof of Operation (existing operations only: TOT, annual rental report, or listing with evidence of stays)	<input type="checkbox"/>
<input type="checkbox"/> Farm Stay Documentation (<i>if applicable</i>)	<input type="checkbox"/>
<input type="checkbox"/> Documentation of structure on historic registry (<i>if applicable</i>)	<input type="checkbox"/>
<input type="checkbox"/> Narrative outlining gatherings (<i>if applicable</i>)	<input type="checkbox"/>

For Internal Use:

STR Type: <input type="checkbox"/>	_____
# Rooms Rented: <input type="checkbox"/>	_____
Maximum Occupancy: <input type="checkbox"/>	_____
# Parking Spaces: <input type="checkbox"/>	_____
Private Gatherings?: <input type="checkbox"/>	_____
Community Planning Area <input type="checkbox"/>	_____
Building Permit #: <input type="checkbox"/>	_____
Year Built: _____	_____
Access: <input type="checkbox"/>	_____
Fire Extinguisher: <input type="checkbox"/>	_____
Fire Alarm: <input type="checkbox"/>	_____
CO Alarm: <input type="checkbox"/>	_____
Other: <input type="checkbox"/>	_____