



CITY OF MORRO BAY

City Hall
Business Licenses

595 Harbor Street
Morro Bay, CA 93442
(805) 772-6294

SHORT-TERM VACATION RENTAL

What is a Short-Term Vacation Rental?

When you rent out any portion of your dwelling in Morro Bay for **less** than 31 consecutive days, regardless of building size, you **must** follow Morro Bay Municipal Code 5.47 (see attached) and **apply** for a permit. This includes rentals in:

- Multiple-family buildings
- Condominiums
- Townhomes
- Duplexes
- Single family residences

Renting for 31 days or more does **not** require a permit. The City of Morro Bay requires all those proposing to use their property as a Short-Term Vacation Rental to apply at once for a permit.

Why Does Morro Bay Require Vacation Rental Permits?

Short-Term Vacation Rental Permits safeguard the peace, safety, and general welfare of the residents of Morro Bay **and** their visitors and guests by eliminating noise, vandalism, and overcrowding.

How Do I Apply For A Permit?

To apply, you must be the owner or the owner's agent. In either case, you shall be the person responsible for compliance with all laws regulating short-term vacation rentals.

1. Fill out the Short-Term Vacation Rental Permit application.

2. Deliver the completed application with a check (payable to the City of Morro Bay) to the Public Services Department at 955 Shasta Avenue, Morro Bay. The fee for the permit is the same as the amount required for a Business Certificate.

What Regulations Must I Follow?

The Morro Bay Municipal Code lists several regulations for you to follow, particularly Chapter 5.47 and Chapter 5.04. As a short-term vacation rental permit holder, you must comply with the following:

1. Do not use the property for non-residential purposes.
2. Assure that your renters respect the neighborhood. We will notify you if your tenants:
 - Create unreasonable noise or disturbances;
 - Engage in disorderly conduct;
 - Violate City or State Laws pertaining to noise, disorderly conduct, overcrowding;
 - Abuse the use of alcohol;
 - Use illegal drugs.

If you are notified, you must respond and prevent your guests from repeating the behavior.

The goal is a fun vacation...with respect for the neighborhood!

3. Display an exterior notice with the 24-hour, seven-day phone number for a private party responsible for the facility.

4. Assure that garbage cans are placed appropriately at the curb for collection and removed from the street promptly.
5. Don't overcrowd the unit. The number of renters allowed in your unit is governed by California Health & Safety Code 17922.
 - At least one room shall have at least 120 square feet of floor area.
 - Other habitable rooms, except kitchens, shall have an area of at least 70 square feet.

Caution: If you rent to so many people that they sleep more than two people per bedroom, you will have to increase this required floor area by 50 square feet for every occupant more than two. Avoid this problem by limiting the number of people you rent to at any one time.

6. Remit monthly Transient Occupancy Tax forms to the City. Forms must be mailed monthly even when no money is collected.

Are There Penalties For Not Following The Regulations?

Yes, the permit holder will pay penalties for not following the regulations listed in the previous sections and in the following instances:

- Not responding to two (2) or more complaints;
- Not providing an appropriate response within 4 hours;
- Failing to pay Transient Occupancy Tax (TOT) – Municipal Code Chapter 3.24.

Penalties

If you fail to follow the regulations, the City will issue you a notice of violation with these economic consequences:

1. For the first violation within a 12-month period, a written warning will be issued.
2. For a second violation within a 12-month period, a penalty of \$250.
3. For a third violation within a 12-month period, a penalty of \$500.
4. For a fourth violation within a 12-month period, the issuing officer shall hold a hearing and the City may revoke your permit for one year.

Appeal Process

If you would like a chance to be heard, you may appeal any notice of violation or penalty. The appeal process is described in Chapter 5.04 of the Morro Bay Municipal Code.

For More Information

Phone:

Business Licenses
(805) 772-6294

Walk-In:

City Hall
Administrative Services Division
595 Harbor Street

Business License Phone & Counter Hours:

Monday-Friday from 8-5 PM



CITY OF MORRO BAY

SHORT-TERM VACATION RENTAL APPLICATION

City Hall
Business Licenses
595 Harbor Street
Morro Bay, CA 93442
(805) 772-6294

Please check one: New Application Change of Owner Change of Information

RENTAL PROPERTY INFORMATION		
Vacation Rental Address:	Start Date:	
PROPERTY OWNER INFORMATION		
1st Owner	Name:	SSN or Fed. ID:
	Home Address:	Mailing Address:
	Email:	Phone:
2nd Owner	Name:	SSN or Fed. ID:
	Home Address:	Mailing Address:
	Email:	Phone:
24/7 Phone Number (if other than agent):		
AGENT INFORMATION		
<i>If the property is represented by an agent or rental company, please complete the information below.</i>		
Agent or Rental Company Name:	Business Phone:	
Business Address:	24/7 Phone Number:	
CERTIFICATION (Please read carefully and sign)		
<p>I hereby certify, under the penalty of perjury, that the rental property(s) listed in this application qualifies for use as a Short-Term Vacation Rental and will be operated in compliance with Morro Bay Municipal Code 5.47 and all other codes and regulations governing buildings for human habitation, including limits on the number of occupants as governed by California Health & Safety Code § 17922(a)(1) and Uniform Housing Code Section 503(b)(3).</p> <p>I also certify that I am authorized to make this statement and the information provided on this application is true and correct. I will have appropriately posted the INTERIOR AND EXTERIOR items as provided with this permit and will strive to minimize potential permit violations.</p> <p>Furthermore, I have read and understand the attached MBMC Section 5.47 and agree that if this Short-Term Vacation Rental meets the definition of a hotel, I am subject to the collection and remittance of Transient Occupancy Taxes (TOT). TOTs are due for most Short-Term Vacation Rental residential properties, as well as other types of properties described in the attachment, rented for a period of 30 days or less.</p> <p>Owner's Signature: _____</p> <p>Please Print Name of Owner: _____</p> <p>If Owner and Applicant are separate, both must sign; applicant to sign below:</p> <p>Applicant's Signature: _____</p> <p>Please Print Name of Applicant: _____</p>		



CITY OF MORRO BAY

BUSINESS LICENSE Emergency Contact Information

Police Department
850 Morro Bay Boulevard
Morro Bay, CA 93442
(805) 772-6225

Dear Business Owner:

The following information is used by the Morro Bay Police Department when contact is necessary for safety or criminal purposes, such as an injured employee, an unsecured door or window, a break-in, or threat of property damage. Your assistance in keeping our files current with accurate, complete information helps us provide you the best service possible. **Local contact information is crucial for responses. If cell phones are listed, please ensure they are left on at night.**

Please complete and return this form to our department. Feel free to indicate any additional information you feel could be useful to the Police or Fire Department in the event our response is required. If you have an alarm company or combination lock/gate at the location, please indicate below, if additional information is needed, please use back of form. Please include separate mailing address if applicable. If you have any questions please call us at (805) 772-6225.

Sincerely,
Amy Christey
Chief of Police

BUSINESS EMERGENCY CONTACT INFORMATION	
Name of Business:	Phone Number:
Business Address:	
Type of Business:	
Business Hours:	
Alarm Company:	Alarm Company Phone Number:
Name of Owner/Manager:	
First Contact	Name: Phone Number:
	Address:
Second Contact	Name: Phone Number:
	Address:
Third Contact	Name: Phone Number:
	Address:
Additional Information:	