



City of Oakley  
3231 Main Street  
Oakley, CA 94561  
Ph: (925) 625-7000  
Fax: (925) 625-9194  
[www.oakleyinfo.com](http://www.oakleyinfo.com)

## Short-Term Rental Permit Application

*A Short-Term Rental Permit is intended to minimize the adverse effects of short-term rentals on the surrounding residential neighborhoods, ensure that short-term rentals are consistent with the City's municipal code, and preserve the residential character of the neighborhoods where short-term rentals are located, subject to Chapter 14 of Title 5 of the Oakley Municipal Code.*

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Applications shall be reviewed for compliance with the submittal requirements. Please use the following checklist to ensure a complete application is submitted to the City.

### Submittal Requirements:

1. **One copy of the completed Short-Term Rental Permit Application (attached)**
2. **The required application fee \$180.**
3. **A City of Oakley Business License Tax Application (separate fee).**
4. **A transient occupancy registration certificate (obtained from the Finance Department)**
5. **Completed Fire Safety Checklist (attached)**

### Important Contact Information:

Oakley Business Licenses: [BusinessLicenses@ci.oakley.ca.us](mailto:BusinessLicenses@ci.oakley.ca.us)

Transient occupancy registration certificate: (925) 625-7014.

# OAKLEY



CALIFORNIA

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### PROPERTY OWNER INFORMATION:

Property Owner(s) Name(s): (print or type): \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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### SHORT-TERM RENTAL PROPERTY INFORMATION:

Short-Term Rental Property Address: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Overnight and Daytime Occupancy Limit (see table on following sheet): \_\_\_\_\_

**In making this application, the undersigned agrees that the above information is true and that all Operational Requirements and Standard Conditions on the following pages will be met.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**In accordance with Oakley Municipal code Sections 5.14.116 and 5.14.118, Short-Term Rentals and the Transients that stay at a Short-Term Rental shall comply with the following:**

*The following regulations shall also serve as the Good Neighbor Brochure as required by OMC Section 5.14.112(a)(4). These Operational Requirements and Standard Conditions shall be given to all transients to review and understand.*

- The owner shall use reasonably prudent business practices to ensure that the short-term rental unit is used in a manner that complies with all applicable laws, rules, and regulations pertaining to the use and occupancy of the subject short-term rental unit.
- The minimum number of days that a short-term rental unit shall be occupied is three days, two nights. Occupancy of a short-term rental unit by any transient for fewer than three days, two nights is prohibited.
- The maximum number of overnight guests for a short-term rental unit shall not exceed two persons per bedroom, except that children under the age of 4 shall not be counted for purposes of calculating this limitation so long as the children sleep in the same bedroom as at least one of their parents or legal guardians. Additional daytime guests are allowed between the hours of 7:00 a.m. and 10:00 p.m., with the maximum daytime guests not to exceed two persons per bedroom with a maximum of 16 guests allowed for four bedrooms or more. The following table illustrates the maximum number of occupants:

Number of Bedrooms	Total of Overnight Occupants	Total Daytime Occupants (Including Number of Overnight Occupants)
0 - Studio	2	4
1	2	4
2	4	8
3	6	12
4+	8	16

- A short-term rental unit shall not change the residential character of the outside appearance of the residence, either by the use of colors, materials, lighting, or any advertising mechanism.
- All parking associated with a short-term rental unit shall be entirely on-site, in the garage, carport, and driveway or otherwise off of the public street.
- Occupants of the short-term rental unit shall comply with all standards and regulations stated in Title 4, Chapter 2 of this Code concerning noise.
- The owner shall provide each occupant of the short-term rental unit with the following information prior to occupancy of the unit and shall post such information in a prominent location within the unit:
  - The contact information for the owner with 24-hour availability;

- The maximum number of overnight occupants and the maximum number of daytime occupants as permitted under this Chapter;
  - Trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash on the exterior of the property;
  - A copy of Title 4, Chapter 2 of this Code concerning noise; and
  - Notification that the occupant or owner may be cited or fined by the City in accordance with this Code.
- The Short-Term Rental shall be a **hosted** rental for the duration of the any occupancy by a transient.
  - While a short-term rental unit is rented, the owner shall be available 24 hours per day, seven days per week for the purpose of responding within 60 minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit or their guests.
  - The owner shall use reasonably prudent business practices to ensure that the occupants and/or guests of the short-term rental unit do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any applicable law, rule or regulation pertaining to the use and occupancy of the short-term rental unit.
  - Prior to occupancy of a short-term rental unit, the owner shall obtain the name, address, and a copy of a valid government identification of a responsible person and require such responsible person to execute a formal acknowledgement that he or she is legally responsible for compliance by all occupants of the short-term rental unit and their guests with all applicable laws, rules, and regulations pertaining to the use and occupancy of the short-term rental unit.
  - Prior to occupancy of a short-term rental unit, the owner shall obtain from the responsible person the make, model and license of all vehicles of overnight occupants' vehicles to be parked at the property.
  - The owner shall, upon notification that the responsible person and/or any occupant and/or guest of the short-term rental unit has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term unit, promptly respond within 60 minutes and appropriate manner to immediately halt or prevent a recurrence of such conduct by the responsible person and/or any occupants and/or guests. Failure of the owner to respond to calls or complaints regarding the condition, operation, or conduct of occupants and/or guests of the short-term rental unit within 60 minutes in an appropriate manner shall be subject to all administrative, legal, and equitable remedies available to the City.
  - The owner shall report to the City Manager the name, violation, date, and time of disturbance of each person involved in three or more disorderly conduct activities,

disturbances, or other violations of any applicable law, rule, or regulation pertaining to the use and occupancy of the subject short-term unit within 24 hours of the third violation or disturbance.

- Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection by the City's authorized waste hauler on scheduled trash collection days. The owner shall use reasonably prudent business practices to ensure compliance with all the provisions of Title 4, Chapter 20 of this Code.
- The owner shall post the current short-term rental permit number on or in any advertisement appearing in any newspaper, magazine, brochure, trade paper, website, etc., that promotes the availability or existence of a short-term rental unit.
  - The City Manager shall have the authority to impose additional conditions on the use of any short-term rental unit to ensure that any potential secondary effects unique to the subject short-term rental unit are avoided or adequately mitigated.
- The standard conditions set forth herein may be modified by the City Manager, or designee, upon request of the owner based on site-specific circumstances for the purpose of allowing reasonable accommodation of a short-term rental unit. All requests must be in writing and shall identify how the strict application of the standard conditions creates an unreasonable hardship to a property such that, if the requirement is not modified, reasonable use of the property for a short-term rental would not be allowed. Any hardships identified must relate to physical constraints to the subject site and shall not be self-induced or economic. Any modifications of the standard conditions shall not further exacerbate an already existing problem.

**Applicant Acknowledgement**

I certify that I have read and understand all of the requirements detailed in the Short-Term Rental Permit Application. I further hereby agree to uphold the Operational Requirements and Standard Conditions as set forth above and contained in Chapter 14 of Title 5 of the Oakley Municipal Code.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Fire Safety Checklist

The Short-Term Rental Ordinance # 06-20 requires that smoke alarms, carbon monoxide alarms and fire extinguishers be installed in all dwelling units whenever an application is filed for a Short-Term Rental. This form should be used to self-certify that the Short-Term Rental has adequate smoke alarms, carbon monoxide alarms and fire extinguishers. The property owner shall provide a completely filled out and signed copy of this form to the Oakley Planning Division to certify that smoke alarms and carbon monoxide alarms are installed in all of the required locations and that they are functioning properly and that there are adequate fire extinguishers which are also functioning properly and are not expired. Provide a copy of this certification at the time of submitting the Short-Term Rental Permit Application.

\_\_\_\_\_ **please initial:** Smoke alarms that are listed in accordance with UL 217 have been installed according to the manufacturer’s instructions inside each sleeping room, outside each separate sleeping area in the immediate vicinity of the bedroom(s), and at least one on each story of the dwelling including basements and habitable attics. As the owner, I have tested all the alarms and can verify that they are working properly.

\_\_\_\_\_ **please initial:** Carbon Monoxide alarms that are listed as complying with the requirements of UL 2034 and are installed according to the current edition of NFPA 720 and the manufacturer’s installation instructions and are located outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s) and on every level of a dwelling unit including basements. As the owner, I have tested all the carbon monoxide alarms and can verify that they are working properly. Carbon Monoxide alarms are required in all dwelling units that have attached garages or that contain fuel-burning appliances.

\_\_\_\_\_ **please initial:** There is at least one fire extinguisher per story of the home. For example a one story home needs one fire extinguisher and a two-story home needs two fire extinguishers, with one on each floor. The fire extinguisher has been placed in a conspicuous place and is functioning and not expired.

\_\_\_\_\_  
Property Owner signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner signature

\_\_\_\_\_  
Date