



# Homestay Supplemental Application

**Applicants must complete and submit this supplemental application along with an application for a Land Use Permit for Homestays. Homestays must comply with Section 35.42.193 (Homestays) of the Land Use and Development Code or Section 35.442.135 of the Montecito Land Use and Development Code.**

The applicant must submit the following materials:

### FLOOR PLAN

- Show all rooms, including windows and doors.
- Label all rooms.
- Denote which rooms will be occupied for sleeping.
- Denote location of fire extinguisher, smoke and carbon monoxide alarms.

### PROOF OF OWNER OR LONG-TERM TENANT RESIDENCY ON THE PROPERTY

The owner or long-term tenant of the property shall inhabit a legal dwelling on the same lot at the same time as the transient occupant of the Homestay (LUDC Section 35.42.193.D.1). The Applicant shall provide the following three (3) forms of proof to satisfy this standard:

1. California Driver's License or California ID Card or DMV printout
2. Proof of homeowner's tax exemption
3. Utility bill from one year prior to and within the last month of the application date

Note: All documents must have a valid California physical address. Documents with PO Boxes, business address, or non-existing addresses will not be accepted.

### 24-HOUR CONTACT

The 24-Hour Contact is the person responsible for responding to complaints. This can be the owner, long-term tenant, or other designee. An initial complaint call shall be responded to within one hour of the time the initial call was made, and a corrective action shall commence within two hours of the initial call, if corrective action is required.

Name					
Mailing Address				Apartment/Unit #	
City		State		ZIP	
Home Phone			Cell Phone		
Email					

**COPY OF STANDARD RENTAL/LEASE AGREEMENT**

Please indicate on the rental/lease agreement where the following information is stated:

- The maximum number of guests that are allowed.
- The maximum number of visitors that are allowed.
- The maximum number of vehicles that are allowed.
- That parking shall be on the lot, not on the street.
- Information regarding limitations on noise (quiet hours between 10:00 p.m. and 8:00 a.m.).
- This agreement is signed by every transient prior to rental.

***To be submitted at issuance of permit:***

**TRANSIENT OCCUPANCY TAX REGISTRATION CERTIFICATE**

- A copy of the Transient Occupancy Tax Certificate has been received.

Certificate Date		Certificate Number	
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For information about registering to pay Transient Occupancy Tax, contact the Treasurer-Tax Collector at 105 E Anapamu St, Room 109, Santa Barbara CA, 93101 or (805) 568-2927

**INTERNET HOSTING SITES AND IDENTIFICATION NUMBERS**

If more than three hosting sites will be used, please provide the information requested below for each additional hosting site, on a separate sheet.

Hosting Site	Listing Number
Hosting Site	Listing Number
Hosting Site	Listing Number

**RENTAL SAFETY CERTIFICATION**

The following items require verification to assure the rental unit is equipped and maintained pursuant to (at least) minimum safety standards. The property owner or long term tenant may conduct the verification tasks. Regardless of who performs the verification tasks, the designated person must verify compliance with the following requirements. Check each item below after verifying compliance with each item, and sign, date, and submit this form.

- Smoke alarms** (listed and approved by the State Fire Marshall) installed in the following locations per California Residential Code, Sec. R314.1.
  - In each sleeping room.
  - Outside each separate sleeping area in the immediate vicinity of the bedroom(s).
  - At least one alarm on each story, including basements and habitable attics.
- Carbon Monoxide alarms** installed in the following locations per the California Health and Safety Code, Sec. 17926.
  - Outside each separate sleeping area in the immediate vicinity of the bedroom(s).
  - At least one alarm on each story, including basements and habitable attics but not including crawl spaces or uninhabitable attics.
- All sleeping rooms shall be provided with at least one **emergency egress window** with a minimum net clear opening of 5 square feet, with a minimum opening height of 24 inches and minimum net clear opening width of 20 inches. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided such devices are releasable or removable from the inside without the use of a key, tool, or special knowledge.
- All stairs shall have at least one continuous **handrail** running the full length of the stairs.
- At least one **fire extinguisher** shall be installed in a readily visible/accessible location near the kitchen.

**VERIFICATION OF NEIGHBOR NOTIFICATION OF THE 24-HOUR CONTACT**

- A postcard containing the phone number of the 24-hour contact has been sent to the property owner and current resident of all properties within 300 feet of the Homestay.

**YEARLY PERMIT RENEWAL**

- I acknowledge that this land use permit must be renewed annually by the issuance date or use of the homestay must be discontinued.

**AFFIDAVIT**

I, as the Homestay applicant, hereby certify to the best of my knowledge, the information contained in this application and all attached materials is correct, true, and complete.

\_\_\_\_\_  
Owner Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Long-term Tenant Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Applicants must complete and submit this affidavit at approval of their Land Use Permit for Homestays. Homestays must comply with Section 35.42.193 (Homestays) of the Land Use and Development Code or Section 35.442.135 of the Montecito Land Use and Development Code.

The applicant must submit the following materials:

OCCUPANT/OWNER NOTIFICATION

- Checkboxes for: A copy of the postcard containing the phone number of the 24-hour contact... Attached list of notified owner/occupants.

Form with fields for Homestay Address, Apartment/Unit #, City, State, ZIP, Home Phone, and Cell Phone.

Per Section 35.42.193 (Homestays) of the Land Use and Development Code or Section 35.442.135 of the Montecito Land Use and Development Code. You are required to notify neighbors of a permitted Homestay located within 1,000 feet of your property.

AFFIDAVIT

I, as the Homestay applicant, hereby certify the information contained in this application and all attached materials is correct, true, and complete.

Owner Printed Name Signature Date

Long-term Tenant Printed Name Signature Date