

Vacation Rental Activity Permit Frequently Asked Questions (FAQ)

What is a Vacation Rental Activity Permit?

The Activity Permit is a ministerial permit, issued by the Planning Director. It is a three (3) year permit, to expire on December 31st of the third year of the permit. For example, if your Activity Permit was issued on July 1, 2024, it would expire on December 31, 2026.

What do I need to do before I submit my application?

There are several agencies you will need to contact to request an inspection of the property. This information can be found within the Application. These inspections must be completed and documents verifying compliance must be included with your application in order for it to be considered a complete application.

Additionally, you will need to provide copies of the current Deed, Site Map and other documents as specified in the application form.

What are the Fees to Process this Application?

- Use Permit \$525
- Environmental Health \$200
- Building Inspection Fee \$94

Total estimated fees to process a Vacation Rental Activity Permit are \$819. However, if your application receives 50 percent or more protest letters, as described in Section 10-6.6106 (See *Appendix 2*), it will become a discretionary permit that must be reviewed and approved by the Planning Commission. If your application must be submitted to the Planning Commission for approval additional fees may apply.

What happens if my application is deemed incomplete?

Planning staff will notify you by email if your application is incomplete. A list of required items will be provided in that notice. If your application is not determined to be complete and ready to be processed within six months of the incomplete notice, the application will be deemed expired.

If the required items are provided to the Planning Department prior to the expiration date, your application will be processed accordingly.

When will I get my permit?

Once your application package is deemed complete, notice of your proposed permit will be mailed to property owners within 300 feet of the proposed Vacation Rental. These owners will have 30 days from the date of the notice to submit letters of opposition to the issuance of the permit.

If less than 50 percent of the property owners submit letters of opposition, your application will be submitted for review and approval to the Planning Director.

Estimated Timeline

- 30-day review for Application Completeness by the Planning Division.
- 30-day comment period for neighboring property owners.
- 30-day final processing by Planning Division.

If more than 50 percent of the property owners submit letters of opposition, your application will be reviewed to verify it meets all requirements of the Siskiyou County Vacation Rental Ordinance and you will be notified that your project will be scheduled for Public Hearing before the Planning Commission.

Estimated Timeline

- 30-day review for Application Completeness by the Planning Division.
- 30-day comment period for neighboring property owners.
- 30 to 60-day preparation and scheduling for Planning Commission.
- 10 to 30-day appeal period after Planning Commission decision.

Please note that the Planning Commission meets only once per month. Your project will be added to the first Commission Meeting Agenda in which the required Public Hearing Noticing requirements can be met.

CONTACT INFORMATION

PLANNING DEPARTMENT

To arrange for an environmental health or building department sign-off or if you have additional questions regarding your application, please visit [Siskiyou County Planning](#) or call (530) 841-2100.

BUILDING DEPARTMENT

If you have questions regarding building requirements & regulations, please visit [Siskiyou County Building](#) or call (530) 841-2100.

ENVIRONMENTAL HEALTH DEPARTMENT

If you have questions regarding EH requirements & regulations, please visit [Siskiyou County Environmental Health](#) or call (530) 841-2100.

CAL FIRE

To arrange for a CAL FIRE 4290/4291 inspection, please visit [CalFire website](#) or call (530) 842-3516.

Vacation Rental Activity Permit Application

Application Number _____

Date Submitted _____

(For Staff Use Only)

Estimated Total Fees: \$819

- Use Permit \$525
- Environmental Health \$200
- Building Inspection Fee \$94

TO BE FILLED OUT BY APPLICANT

General Information

APN Number _____

Property Address Location _____

Existing Use of Property _____

Description of Property

Building Type

Single-Family Home Yes ____ No ____

Two-Family Home Yes ____ No ____

Other _____

Is there an Accessory Dwelling Unit (ADU) on the property? Yes ____ No ____

of Bedrooms ____ # of Bathrooms ____

House Square Footage _____

Advertised Occupancy ____

Off-Street Parking Spaces ____

Garage Type

Attached ____ Detached ____

None ____

CONTACT INFORMATION

Applicant

Applicant Name (Print) _____

Mailing Address _____

Telephone Number _____

Email Address _____

Homeowner Association Information (If Applicable)

Name of HOA _____

Contact Person _____

Mailing Address _____

Telephone Number _____

Email Address _____

Property Management Company

Name of Business

Contact Person

Mailing Address

24-Hour Telephone

Email Address

Property Owner #1

Name

Mailing Address

Telephone Number

Email Address

Property Owner #2

Name

Mailing Address

Telephone Number

Email Address

Property Owner #3

Name

Mailing Address

Telephone Number

Email Address

Property Owner #4

Name

Mailing Address

Telephone Number

Email Address

STATEMENT OF COMPLIANCE

Initial Each Statement

Compliance with ARTICLE 61 is the responsibility of the applicant, who shall certify in writing, under penalty of perjury, the rental unit's conformance to such standards. **Applicant, please initial the following statements confirming that:**

___ This Application complies with all the requirements of ARTICLE 61 of the Siskiyou County Code.

___ The property does not have any current building or zoning violations.

____ The property is not prohibited by a restrictive covenant from being used as a vacation rental.

____ There is no other vacation rental activity occurring on the property.

____ The applicant has paid all fees in full and is not delinquent in payment of County taxes.

Statement of Compliance

I, as Applicant, represent that I have obtained authorization from the property owner to file this application.

I agree to be bound by the conditions of approval, subject only to the right to object at the hearing(s) on the application or during the appeal period.

If this application has not been signed by the property owner, I have attached separate documentation of full legal capacity to file the application. I certify that the information and exhibits submitted are true and correct.

I, as Applicant, Certify, under penalty of perjury, that the property subject to this vacation rental application conforms with the requirements and standards set forth in ARTICLE 61 of the Siskiyou County Code, a copy of which is attached as Appendix 2.

Applicant Signature

_____ Date _____

CONSENT AND AUTHORIZATION OF PROPERTY OWNER

All Property Owners shall sign the application, or documentation shall be submitted specifically authorizing a designated person to sign the application on behalf of the property owner. For individuals acting on behalf of another individual, a Power of Attorney will be required.

Corporations are required to submit a Resolution, Bylaws or Operating Agreement designating two (2) persons who are authorized to sign on behalf of the corporation and execute contracts.

Limited Liability Companies, Limited Liability Partnerships, and all other types of business entities are required to submit a Resolution, Bylaws, or Operating Agreement designating one (1) or more authorized persons to act on behalf of such business entity and execute contracts.

In signing this application, I as Property Owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding and agree to be bound by those conditions, subject only to the right to object at the hearings or during the appeal period.

I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the County. That the facts, statements, and information presented within this application form are

true and correct to the best of my knowledge and belief. That I have read and fully understand all the information required in this application form.

I agree and hereby grant authorization to enter said property to the County for the limited purpose of examining the property with respect to the proposed project/land use. This authorization is valid from the date of this application until the date of project determination or withdrawal.

I further agree to diligently process and complete all requirements necessary for said application to be considered complete and ready for processing, and I hereby do agree that failure to do so in accordance with County Code constitutes an abandonment of said application and my desire to withdraw said application.

Property Owner #1 Signature

_____ Date _____

Property Owner #2 Signature

_____ Date _____

Property Owner #3 Signature

_____ Date _____

Property Owner #4 Signature

_____ Date _____

HOLD HARMLESS POLICY

Agreement to Hold Harmless

The undersigned Applicant and Property Owners agree they shall defend, indemnify and hold harmless the County of Siskiyou, its agents, consultants, officers, and employees from any claim, action, or proceeding (collectively, "Action") against the County of Siskiyou, its agents, consultants, officers, and employees to attack, set aside, void, or annul any approvals, or any part thereof, or any decision, determination or action, made or taken approving, supplementing, or sustaining the approvals sought or made in connection with this application (the "Project") or any part of the Project thereof, or any related approvals or Project conditions imposed by the County of Siskiyou or any of its agencies, departments, commissions, agents, consultants, officers, and employees, concerning the Project, or to impose personal liability against such agents, consultants, officers and employees resulting from their non-negligent involvement in the Project, which Action is brought within the time period provided by law, including any claim for attorney fees claimed by or awarded to any party from the County of Siskiyou.

(Continued on Next Page)

Hold Harmless Policy

I have read the above statement and agree to the terms of the Hold Harmless Policy.

BY APPLICANT:

Applicant Signature

_____ Date _____

Hold Harmless Policy

I have read the above statement and agree to the terms of the Hold Harmless Policy.

BY PROPERTY OWNER:

Property Owner #1 Signature

_____ Date _____

Property Owner #2 Signature

_____ Date _____

Property Owner #3 Signature

_____ Date _____

Property Owner #4 Signature

_____ Date _____

VACATION RENTAL APPLICATION CHECKLIST

#1 What Type of Building Is It?

- Single-Family Home
 Two-Family Home Other

The vacation rental must be for the full entire single-family or two-family home. It cannot be an accessory dwelling unit (ADU), a shipping container, an outdoor area ((including tipis (teepees), yurts, and treehouses), a van or recreational vehicle, or any other structure that is unpermitted for human habitation.

#2 Where is the Property Located?

- Region 1 - McCloud Area.**
- Region 2 - South County:**
Dunsmuir, Mount Shasta, Weed, Lake Shastina.
- Region 3 - North County:** Yreka, Happy Camp, Seiad Valley, Klamath River, North Yreka, Scott Valley, Butte Valley.

#3 What is the Size of the Property?

Properties located in Region 1 or 2 must be at least 2.5 acres in size.

- 2.5 acres or larger
 Less than 2.5 acres in size

#4 Does it meet Occupancy Requirements?

The vacation rental must be able to meet Uniform Housing Code, State, and local water & sewer disposal regulations (this means it must be fit for human habitation or living). In addition, the maximum occupancy is limited to two (2) occupants per bedroom plus two (2) additional occupants. Maximum occupancy cannot be more than ten (10) persons.

Yes No

#5 Is the Property in one of these Zoning Districts?

- RES-1 Single-Family Residential
RES-2 Limited Multi-Family Residential
RES-3 Mixed Multiple-Family
C-U Neighborhood Commercial
C-C Town Center District
C-H Highway Commercial District
R-R Rural Residential Agricultural
AG-1 Prime Agricultural
AG-2 Non-Prime Agricultural

Yes No

#6 Does the Property meet parking requirements?

To meet parking requirements, the vacation rental must have an off-street parking space plus an additional off-street parking

space for each bedroom. For example, a 2-bedroom vacation rental must have three (3) off-street parking spaces.

Yes ____ No ____

#7 Is there a Pool or Spa on the Premises?

If you are providing a pool or spa as part of the vacation rental, these are considered to be public facilities and must be periodically inspected by both the Health Department and the Building Department. After an inspection you will receive a compliance document from each department that can be used as proof of compliance with this requirement.

Yes ____ No ____

#8 Are Smoke and Carbon Monoxide Detectors Installed?

Smoke and carbon monoxide detectors must be installed upon the property in accordance with current building codes.

Yes ____ No ____

#9 Are You Planning to Install Signs?

If you decide to install a sign to indicate that the property is a vacation rental, the following restriction will apply: a vacation rental may only have one (1) non-illuminated sign indicating the property is a vacation rental, not in excess of two (2)

square feet in area. If your sign does not meet this requirement, then you will need to apply for a permit for the non-conforming sign.

Yes ____ No ____

#10 Will You Comply with the Trash Collection Requirement?

Accumulation of trash and debris outside of a vacation rental at any time is prohibited. Weekly trash collection must be provided for each vacation rental. Each rental must provide a minimum of one (1) bear-proof trash receptacle.

Yes ____ No ____

#11 Do you plan to advertise the vacation rental?

If you intend to advertise your vacation rental, you must include and reference your Vacation Rental Activity Permit Number on any written advertisement for the vacation rental, including online advertisements.

Yes ____ No ____

#12 Do you plan to comply with the Notice Requirements?

Each vacation rental is required to have prominently displayed or available next to the front door inside the property, when the property is being used as a vacation rental,

all the information listed in Appendix 1 of this Application.

Yes ____ No ____

#13 Is there a 24-hour Property Manager?

The vacation rental must have a duly licensed management company or property manager available on a 24-hour basis to address problems associated with the property. The management company or property manager must maintain a California real estate license and certified property manager credentials.

Yes ____ No ____

#14 Is a Site Plan included with the Application?

The application must include a site plan for the property that includes a diagram showing the dimensions of the vacation rental structure itself, the dimensions for each bedroom, and the dimensions and location of the parking area. The site plan should include any structures that are part of the vacation rental such as decks, detached garages, game room, spa or pool.

Yes ____ No ____

#15 Do you have a CAL FIRE 4290/4291 Sign-Off?

Has the applicant provided proof that CAL FIRE has completed inspections of the

property, and the property is compliant with the requirements of Public Resources Code Section 4290 and 4291.

Yes ____ No ____

#16 Do you have a Building Department Sign-Off?

Has the Building Department inspected the property for suitability as a vacation rental? The department will issue a compliance document to the applicant upon completion of the required inspection.

Yes ____ No ____

#17 Do you have an Environmental Health Department Sign-Off?

Has the Environmental Health Department inspected the property for suitability as a vacation rental? The department will issue a compliance document to the applicant upon completion of the required inspection.

Yes ____ No ____

Appendix 1 – Required Notices

The Following Notices Must be Posted on the Premises

If you are planning to operate a vacation rental, the following notices must be prominently displayed or available inside next to the front door of the property at all times that the property is being used as a vacation rental and must communicate the following information:

Rules and Restrictions

The following activities are prohibited and not allowed at any time at this vacation rental:

1. **No Guns** – Use of firearms is prohibited.
2. **No Fireworks** – Lighting fireworks is prohibited.
3. **No Burning** – All outdoor burning is prohibited.
4. **No Loud Noise after 10PM** – (i.e., music, parties).
5. **No Flushing** – Please do not flush diapers, feminine napkins, paper towels, or other similar items down the drain as this may cause damage to the septic system.

Parking Restrictions

This property has been provided with one off-street parking space, plus an additional off-street parking space for each bedroom. Please be sure to park in designated parking spaces.

Emergency Contact Information

For all Medical or Police Emergencies, Please Call 911.

Environmental Health Dept.

Telephone: (530) 841-2100

24-Hour Property Manager

Telephone: _____

24-Hour Plumber

Telephone: _____

The Following Information Must Also Be Posted

1. Emergency Exits and Emergency Escape Diagram.
2. Garbage Collection Regulations and Collection Times.
3. Complete Copy of Your Vacation Rental Permit.

Site Diagram showing the water shutoff valve location, location of the shutoff tools, if any, and a narrative of how to shut off these valves if necessary.

Appendix 2 – Vacation Ordinance

Siskiyou County Vacation Rental Ordinance

ARTICLE 61 – VACATION RENTALS

Sec. 10-6.6101. Purpose

The purpose of this Article is to regulate the use of vacation rentals within the unincorporated areas of the County. The regulations are intended to minimize the potential adverse secondary effects of vacation rentals on surrounding neighborhoods, to prevent the increase and over-concentration of transient and commercial uses in residential neighborhoods and zoning districts, to impose reasonable limitations to ensure the long-term availability of housing stock in compliance with the general plan, local regulations, and other policies, and to ensure neighborhood compatibility with the vacation rental use.

Sec. 10-6.6102. Definitions

- A. Vacation Rental: means a single or two-family dwelling which is rented for periods of not more than 29 consecutive days to transient occupants. Where two (2) or more single or two-family dwellings legally exist on a single parcel, only one dwelling unit may be considered a short-term rental subject to the provisions of Article 61.
- B. Property owner: The person or business who is the property owner of record upon the County Tax Assessor’s records.
- C. Vacation Rental Activity Permit (“VR Activity Permit”): A permit issued by the County under the authority of this Article which permit authorizes a property owner to operate a vacation rental for a period of 29 consecutive days or less.

Sec. 10.6.6103. Operation of a Vacation Rental without a Permit

It is unlawful for any person, including any property owner, to establish, advertise or operate a vacation rental in the unincorporated area of the County without first obtaining a VR Activity Permit. The possession of other types of State or County licenses or permits shall not exempt the person from obtaining a VR Activity Permit under this article.

Sec. 10.6.6104. Vacation Rental Regulations

A property that is proposed to be the site of a vacation rental for which an Activity Permit is to be issued must meet the following conditions and standards:

- A. The property is located in one of the following zoning districts: Res-1, Res-2, Res-3, Res-4, C-R, C-U, C-C, C-H , R-R, AG-1, or AG-2.

- B. If the property is located in the areas of McCloud, Dunsmuir/Mount Shasta or Weed/Lake Shastina, as those areas are as shown on the map entitled “Vacation Rental Areas”, which is attached to this Article as Exhibit A, and as such map is on file with the Planning Department by geographic information system (“GIS”), the property shall be at least two and one-half (2.5) acres in size.
- C. If the property is located in either the area of Dunsmuir/Mount Shasta or Weed/Lake Shastina, as those areas are as shown on the map entitled “Vacation Rental Areas” which is attached to this Article as Exhibit A, and as such map is on file with the Planning Department by geographic information system (“GIS”), that less than five percent of the total available properties in those respective areas have a current VR Activity Permit.
- D. The vacation rental structure shall be a structure described in Section 10-6.6102 and shall not be any of the following: an Accessory Dwelling Unit (ADU), a shipping container, an outdoor area (including tipis (teepees), yurts, and treehouses), a van or recreational vehicle, or any other structure that is unpermitted for human habitation.
- E. The occupancy allowance of the vacation rental shall: (1) meet the Uniform Housing Code; and (2) meet the existing State and local water and sewage disposal regulations, including testing of the water supply as required, if provided by a private water source.
- F. The maximum occupancy of the vacation rental is limited to two (2) occupants per bedroom plus a total of two (2) additional occupants. The maximum occupancy shall not exceed the capacity of the septic system, but in no instance shall the occupancy exceed ten (10) persons.
- G. The property has an off-street parking space plus an additional off-street parking space for each bedroom.
- H. Smoke and carbon monoxide detectors are installed upon the property in accordance with current building codes.
- I. Prior to the issuance of a VR Activity permit, an inspection of the proposed vacation rental shall be required by both the Building Division and Environmental Health Division to determine if the facility complies with the standards specified herein. Proof of compliance is required prior to issuance of the VR Activity Permit.

Sec. 10.6.6105. Application Process

Applications for a VR Activity Permit may be obtained from the Siskiyou County Community Development Department. An application for a VR Activity Permit must be made by the property owner who does not presently possess any other VR Activity Permit. Applications for a VR Activity Permit shall be submitted to the Planning Department and meet the following requirements:

- A. The application shall include a site plan for the property, a diagram of the vacation rental structure itself, and specifically annotated dimensions of each bedroom.
- B. The application shall indicate the property is not identified for any current building or zoning violation.
- C. The applicant shall indicate the proposed vacation rental complies with all the requirements set forth in Section 10-6.6104. Verification of compliance with such requirements shall be the responsibility of the applicant, who shall certify in writing, under penalty of perjury, the rental unit's conformance to such standards.
- D. The applicant shall identify: (1) which dwelling upon the property is to operate as a vacation rental if there is more than one such dwelling; (2) that the dwelling is a single or two-family dwelling unit; and (3) that there is no VR Activity Permit upon the property for any other dwelling.
- E. The full name and contact information for all property owners. If the owner is a business entity or any form of legal entity, information regarding the entity, including but not limited to, a list of owners including shareholders or persons with ownership interest in the entity, its legal status, and proof of registration with the Secretary of State, as applicable.
- F. Contact information for any management company or property manager responsible for the rental unit who will be available on a twenty-four-hour basis to address any problems that may be associated with the property. A duly licensed management company or property manager shall be required. A property manager or company that is duly licensed shall maintain a California real estate license and certified property manager credentials. The owner shall immediately notify the Community Development Department of any changes to management contact information.
- G. The applicant shall provide proof that CalFire has completed inspections of the property, and the property is compliant with the requirements of Public Resources Code Sections 4290 and 4291.
- H. A statement that the operation of a vacation rental is not prohibited by a restrictive covenant.
- I. The applicant shall pay all required fees in full.

Sec. 10-6.6106. Review of Applications

- A. Applications for a VR Activity Permit shall be reviewed and processed for approval by the Planning Division. If the Planning Director (Director) or any other department having regulatory or enforcement authority, determines at any time during this review and processing period that additional information or materials are required, then they shall send notice of the required/missing items or information and the property owner must provide the requested items or information before processing

resumes. If any application is inactive for six months, it shall be deemed expired, and the applicant will have to re-apply should they want to establish a vacation rental.

- B. Except as otherwise provided in this section, an application for a VR Activity Permit that meets the requirements of this Article will be approved ministerially by the Planning Director, unless any of the following grounds exist:
1. The vacation rental application is incomplete.
 2. The applicant has knowingly made a false statement of material fact, or has knowingly omitted a material fact, from the application.
 3. The applicant has not paid all the required fees.
 4. The applicant is delinquent in payment of County taxes.
 5. The vacation rental does not meet the requirements specified in Section 10-6.6104.
 6. The property received 50% or more protest letters (i.e., letters of opposition) as such letters are described in Section 10-6.6107, in which case the application shall be subject to hearing as described in this Article.
 7. A previous VR Activity Permit issued under this article involving the same owner has been revoked by the county within the two years preceding the date of the application and all opportunities for appeal of that determination have been exhausted or the time in which such appeals could have been filed has expired.
 8. The owner has been determined, by an administrative hearing body or a court of competent jurisdiction, to have engaged in short term rentals in violation of state or local law within the two years preceding the date of the application and all opportunities for appeal of that determination have been exhausted or the time in which such appeals could have been filed has expired.
- C. An application for a VR Activity Permit that is denied may be appealed within 10 days of the denial by filing a notice of appeal with the Planning Director. Thereafter, the Planning Director shall proceed to set the matter on the next regular meeting of the Planning Commission for the setting of an appeal hearing.

Sec. 10-6.6107. Notice to Neighboring Properties

Once an application is deemed complete, the Planning Division will send notice to the surrounding property owners of record within 300 feet of the proposed vacation rental. A property owner will have 30 days from the date of the notice to submit to the Planning Department a letter opposing the issuance of the proposed VR Activity Permit.

Sec. 10-6.6108. Hearing Before the Planning Commission

- A. Where the Planning Director has received letters of opposition from at least fifty percent (50%) of the surrounding properties that were provided the notice described

in Section 10-6.6107, but the VR Activity Permit application otherwise meets all requirements of this Article, the Planning Director shall place the matter on the agenda for the Planning Commission for setting of hearing on the proposed application.

- B. Upon hearing of the VR Activity Permit application, the Planning Commission shall grant the application if it finds that the proposed vacation rental otherwise meets the requirements of this Article and additionally finds that the issuance of a VR Activity Permit will not:
 - 1. Adversely affect the orderly development of property within the County.
 - 2. Adversely affect the preservation of property values and the protection of the tax base within the county.
 - 3. Adversely affect the policy and goals as set by the general plan.
 - 4. Create a nuisance within the local neighborhood or community.
- C. The Planning Commission may impose conditions beyond those set forth in Section 10-6.6109 to address in approving a VR Activity Permit application. Upon issuance of a VR Activity Permit that has been approved by the Planning Commission, the term of the permit will be as established under Section 10-6.6111.

Sec. 10-6.6109. Issuance and Conditions of Permit

- A. When the application is tentatively approved, either by the Planning Department or the Planning Commission, the applicant shall obtain a business license and transient occupancy tax certificate before issuance of the VR Activity Permit.
- B. Upon issuance of a VR Activity Permit, the permit shall contain the following conditions, violation of which can constitute grounds for revocation:
 - 1. The permittee shall operate the vacation rental in compliance with all required permits, licenses, and regulations.
 - 2. The permittee shall pay and stay current with all required inspection fees, permits and taxes.
 - 3. The permittee shall have a professional property management firm located in Siskiyou County, and such individual or firm shall be available on a twenty-four (24) hour basis.
 - 4. Upon any transfer of ownership of the property where the permittee does not remain on title, the permit shall terminate automatically upon transfer.
 - 5. The maximum rental period for each occupancy shall be twenty-nine (29) consecutive days.
 - 6. Pools, spas, saunas, and shared laundry facilities, if provided, are considered to be public facilities and shall be subject to Health and Building Department review and inspection for compliance with State and local regulations for public pools and laundries.

7. One non-illuminated sign indicating the property is a vacation rental, not in excess of two (2) square feet in area, shall be permitted.
8. With the exception of trash properly deposited in trash collection receptacles, accumulation of trash and debris outside of a vacation rental at any time is prohibited. Weekly trash collection must be provided for each vacation rental. Each rental must provide a minimum of one (1) bear-proof trash receptacle.
9. The permittee shall include and reference their VR Activity permit number on any written advertisement for the vacation rental, including online advertisements.
10. The following notices shall be prominently available next to the front door within the subject vacation rental at all times that the property is being used as a vacation rental and shall conform in communicating the required information:
 - a) The complete VR Activity Permit that was approved and issued by the Siskiyou County Planning Division for the subject vacation rental; and
 - b) A notice that details the following information, including but not limited to:
 - i) Parking restrictions.
 - ii) Prohibition of all outdoor burning.
 - iii) Prohibition of the use of firearms or fireworks upon the property at any time by the vacation renter.
 - iv) Emergency contact information, including the Siskiyou County Public Health Department, the 24-hour contact information for the property manager and plumber in the event of an emergency.
 - v) A list of unacceptable items for disposal in the septic system such as diapers, feminine napkins, paper towels, etc.
 - vi) Emergency exits and emergency escape diagram.
 - vii) Refuse collection regulations and collection times.
 - viii) Restrictions on loud noise (i.e., music, parties) after 10 P.M.
 - ix) A site diagram showing the water shutoff valve location, location of the shutoff tool(s), if any, and a narrative of how to shut off these valves if necessary.
11. The applicant shall provide, prominently locate, and properly maintain at least one fire extinguisher per floor level in the vacation rental.
12. Outdoor amplified sound shall not be allowed at any time associated with a vacation rental.
13. At any time while the property is in use as a vacation rental, the use of firearms or fireworks upon the property by the vacation renter(s) is prohibited.
14. All outdoor burning is prohibited. Cooking fires contained within an enclosed grill, smoker, or similar device are exempt from the prohibition.
15. The permittee shall allow for County inspection of the vacation rental upon 48-hours' notice of the proposed inspection.

Sec. 10-6.6110. Remedies

The Planning Director may revoke a VR Activity Permit by issuing a written notice of revocation, stating the reasons therefor, and serving the notice upon the permittee by both certified mail (return receipt requested) and first-class mail. The revocation shall become effective fifteen (15) days after the date the revocation was mailed unless the permittee files an appeal with the Planning Director within that 15-day period. If an appeal is filed, the Planning Director shall place the appeal on the calendar of the Planning Commission for scheduling of a hearing. The revocation shall not become effective until the appeal is decided by the Planning Commission. Nothing shall preclude an immediate revocation if the public health and safety are threatened.

The County may additionally seek compliance with this Article by any remedy allowed under this Code, including, but not limited to, imposition of administrative fines, civil actions, and any other remedy allowed by law.

Sec. 10-6.611. Term and renewal of permits

- A. VR Activity Permit issued under this Article is a three-year permit and shall expire on December 31st of the third year from the date of issuance.
- B. A permittee shall submit an application for renewal of a VR Activity Permit, including any required renewal fee, at least two months before the VR Activity Permit's expiration date. The timely receipt of an application and fee will renew the VR Activity Permit for another three years with no further review process so long as there are no pending code violations upon the property. If a VR Activity Permit has expired, then an application must be submitted for a new VR Activity Permit and undergo the review process described in Section 10-6.6105.
- C. Any conditional use permit issued prior to the effective date of this ordinance shall remain subject to the terms and conditions of that permit and is not subject to the renewal requirements of this section.

Appendix 3 – Inspections

Applications for Building and Environmental Health Inspections

Before a property can be permitted as a vacation rental, the Building Department and Environmental Health Department each must conduct an inspection of the property. The following application forms can be used to request an inspection from each department.

(See Next Page)



Siskiyou County Environmental Health

806 South Main Street · Yreka, California 96097

Phone: (530) 841-2100 · Fax: (530) 841-4076

[Siskiyou County Environmental Health](#)

EH - Vacation Rental Application

To evaluate your application for a vacation rental use permit, Siskiyou County Environmental Health Division will need the following information:

Name of Property Owner _____

Address of Property Owner _____

Phone Number(s) _____

Vacation Rental Site Address _____

Vacation Rental Phone Number _____

Please sketch the location of the house, septic system and well on the back of this form.

1. How is the sewage disposed of?

A connection to a city sewer or public sewage treatment system is provided. (If checked, skip to #2)

The dwelling is served by an on-site sewage disposal system.

Please indicate the year the system was installed: _____

Does the sink, tub or toilet drain slowly? Yes No

Is there ponding, wet areas or soggy areas near the septic tank and/or leach field? Yes No

When was the last time the tank was pumped? _____ (date)

What is the distance between your well and the nearest portion of the leach field? _____

2. How is drinking water supplied to the dwelling?

The dwelling is connected to a city water system or regulated public water system.

If yes, what system? _____ (If checked skip to #3)

Water is provided by an on-site water well. (If checked, you must submit a bacteriologic analysis indicating that the water is safe to drink.)

Water is provided from a spring or surface source.

3. Does the property have a pool or spa on the premises? Yes No

I, _____, am the **property owner** of the property for which I am seeking a vacation rental use permit. I hereby declare under penalty of perjury that the answers provided above are correct. At such time as any of the above conditions change, Environmental Health will be notified immediately.

Signature

Date



Siskiyou County Building Division

806 South Main Street · Yreka, California 96097

Phone: (530) 841-2100 · Fax: (530) 841-4076

[Siskiyou County Building Division](#)

Vacation Rental

Siskiyou County Ordinance 01-01

Passed January 9, 2001 – Effective February 9, 2001

Amending Sections 10-6.1502 and 10-6.3602, Title 10, Siskiyou County Code

Date Received by the Building Department _____ Log Number _____

Section 10-6.1502, Section II requires an inspection conducted by the Building Department for compliance with housing code and swimming pool regulations of the State of California. Note: Swimming pool regulations include but are not limited to hot tubs and spas.

Upon completion of this application and the receipt of the inspection fee \$94.00 the Building Department will schedule a site inspection. In the event a violation is noted during the inspection the property owner or his/her contractor will be required to obtain a permit from the Building Department prior to the commencement of any work requiring a permit.

The fees for work requiring a permit prior to the commencement of work will be the normal fees associated with such work. The inspection fees after July 8, 2001, will be based upon the actual time required to perform the service with a 2-hour minimum based upon the hourly inspection rate. Reference Section 9-1.07 Fee Schedule, Chapter 1, Title 9, Siskiyou County Code.

For the Applicant's Use

Property Owners: _____

Mailing Address: _____

Assessor Parcel No.: _____ Section/Township/Range: _____

Site Address to Be Inspected: _____

Approximate Feet/Miles: _____ N ___ E ___ S ___ W ___

Of _____ And _____

Source of Water: _____ Private _____ Public Sewage Disposal: _____ Private _____ Public

I hereby certify that I have read and examined this application and know the same to be true and correct, and that all provisions of laws and ordinances governing the use of vacation rentals will be complied with whether specified herein or not.

I hereby authorize representatives of County of Siskiyou to enter upon the above-mentioned property for inspection purposes. Property Owner or Owner's Agent having written authorization to act as owners agent.

Signature _____ Date _____

General Information Regarding the Inspection of Vacation Rentals

The vacation rental premises will be inspected for compliance with Section 17920.3 Health and Safety Code and Chapter 10 Uniform Housing Code. The Following represents the major inspection categories:

1. Sanitation. Adequate supply of hot and cold potable water. Required plumbing fixtures in good condition. Adequate ventilation, natural light, heating, room sizes, electrical lighting or equal. Proper maintenance and no dampness in habitable rooms.
2. Structural. Adequate foundation system, floor system, walls or other vertical supports, ceiling and/or roof supports, fireplaces or chimneys.
3. Electrical equipment.
4. Plumbing system.
5. Mechanical equipment.
6. Weather protection.
7. Fire safety includes smoke detectors installed as listed and located in each story, basement and sleeping rooms audible in all sleeping areas. Smoke detectors may be battery operated in existing dwellings. Authority Cited Section 13113.7 Health and Safety Code.
8. Faulty Materials of construction.
9. Hazardous premises.
10. Adequate exits.
11. Adequate fire protection includes fire rated assemblies when required between uses.
12. Occupancy includes rooms or areas designed or intended for a specific use being used for some other use.
13. Swimming pools must be equipped with safety features such as, but not limited to, fences, gates, covers, alarms, etc. Swimming pool or pool means any structure intended for swimming or recreational bathing that contains water over 18 inches deep. "Swimming pool" includes in ground and above ground structures and includes hot tubs, spas, portable spas and non-portable wading pools.
14. Nuisance is anything which is injurious to health. Reference Section 3479 Civil Code.

NOTE: Existing site-built dwellings need not mandatorily conform to the requirements for new construction providing the dwelling is found to be reasonably and adequately safe in accordance with the applicable rules. Authority cited 17912 Health and Safety Code. If you are considering a manufactured/mobile home or factory built dwelling as a vacation rental the rules are slightly different and the reference sections of law will be different and such units without a HCD Insignia of Approval or HUD Federal Label cannot be rented, leased, sold or offered for sale in California.

NOTICE: Accessibility rules for people with disabilities do not apply to single family dwelling units (vacation rental) occupied by a family, although voluntary compliance is encouraged. California Building Code definitions, "Family is an individual or two or more persons who by blood or marriage, or otherwise, live together in a dwelling unit." "Dwelling unit is any building or portion thereof that contains living facilities, including provisions for sleeping, eating, cooking and sanitation, as required by this code, for not more than one family, or a congregate residence for 10 or less persons." The Vacation Rental Ordinance specifically limits the number of occupants to not more than 10 in all instances.

**Environmental Health
Water and Sewer Clearance
(Vacation Rental Use Permit Application)**

Applicants shall include the following signed statement from the Environmental Health Division verifying they have received sufficient information to fully evaluate the proposed project. This form shall be used for all applications regardless of the type of sewer and water supply as part of an application packet submitted to the Planning Department. **Applications will not be accepted without this form.**

Brief Project Description: _____

Applicant's Name: _____ Address: _____

Phone / Email Address: _____ Project APN: _____

Project Location: _____

Engineer's Name: _____ Address: _____ Phone: _____

Email: _____ Township: _____ Range: _____ Section: _____

Fee required: Yes No **If yes, amount due: \$200.00**

Environmental Health will check the appropriate spaces below when they have received wastewater disposal and water supply information which is adequate for review of the application. **Signature of this form by an Environmental health representative shall not be interpreted as approval or denial of the project proposal.** If you have any questions regarding this form and/or its purposes in the application process, feel free to contact Environmental Health at (530) 841-2100.

I _____ hereby certify that the project description provided to Environmental Health for its review is the same project description that will be submitted to the County Planning Department. I understand that changes in the project not resulting from the review process may cause a request for additional information or an incomplete application.

Applicant's Signature

Date

For Office Use Only

Wastewater Disposal: N/A Public Sewer On-Site

Water Supply: N/A State Public Water System State Small Water System

Cal Code Water Private Well/Water System CFO Water System

Additional Comments or Conditions: _____

A fee of \$200.00 has been collected from the applicant A fee **has not** been collected

Based on the above information, water and sewer requirements have been met to the Department's satisfaction. All documentation has been submitted by the applicant or project representative. Any changes in the project may result in requests for additional information by this Department.

REHS Signature

Print Name/Title

Date



Siskiyou County Building Division

806 South Main Street · Yreka, California 96097

Phone: (530) 841-2100 · Fax: (530) 841-4076

[Building Website](#)

Vacation Rental Inspection Report

Building Department Vacation Rental Inspection Report

Section 10-6.1502, Title 10, Siskiyou County Code

Applicant General Information

(*Required)

*Owner's Name: _____ *APN: _____ Log No.: _____

*Owner's Address (City, State, ZIP) _____

*Owner's Cellphone: _____ *Owner's Email: _____

*Vacation Rental Address (City, ZIP): _____

*Number of Bedrooms: _____ *Number of Stories: _____

*Swimming Pool, Spa, Hot Tub, Other (specify): _____

*Water Supply: Well Public *Sewage Disposal: Private Public

*Off-Street Parking (one plus number of bedrooms—spaces may be tandem): _____

Building Department: Verify if and when a building permit was issued for the building.

Permit #: _____ Date: _____

If no permit was issued, no inspection will be performed until resolved.

Vacation Rental Inspection Checklist

Category	Conforms Date:	Non-Conforming Date:	Remarks: Supplemental Report Attached ___ Yes ___ No If yes, number of pages _____
Location: Building, fuel tank, debris away from bldg., etc.			
Sanitation: Potable water (cold & hot), sewage disposal			
Room Dimensions: Ceiling Height, Room Size, etc.			

Category	Conforms Date:	Non-Conforming Date:	Remarks: Supplemental Report Attached ____ Yes ____ No If yes, number of pages ____
Structural: Foundation floor, walls, ceiling, porch, deck, landing and railing, exterior/interior guardrails, steps			
Plumbing: Required fixtures in good working order, water heater, etc.			
Mechanical: Proper installation, capable of maintaining 68 degrees 3' off of floor, proper heating equipment installation			
Weather Protection: Exterior walls, roof, windows, closure around pipes/venting etc.			
Fire Hazard: Location of LPG tanks, Combustible fuels tanks, etc.			
Electrical: Exterior WP GFCI outlets, Interior GFCI outlets, lights, switches outlets in good working order			
Electrical: Smoke detectors carbon monoxide alarms			
Hazardous Premises: Ponds, open wells, etc.			
Exits: Doors, windows, egress windows, width, height, etc.			
Natural Light: Habitable rooms			
Natural Ventilation: Habitable rooms, Bath-rooms etc.			

Category	Conforms Date:	Non-Conforming Date:	Remarks: Supplemental Report Attached ____ Yes ____ No If yes, number of pages ____
Handrails/Guardrails: Height/spacing etc.			
Fenestration (glazing): Safety glazing doors, showers/tubs, stairs			
Nuisance (hazard): Anything injurious to health. Sec 3479 CC			Environmental Health check for adequate garage storage, vermin, or rodents
Improper Occupancy: Room or area used for other than designed or intended			
Laundry Facilities: Washer or laundry sink located on premise			
Swimming Pool: Pool, spa, hot tub equipped with required barriers and drains			Environmental Health check for adequate garage storage, vermin, or rodents
Other:			

Vacation Rental Inspection Results

_____ **Conforms** County of Siskiyou Building Inspector initials and date: _____

_____ **Non-Conforming** County of Siskiyou Building Inspector initials and date: _____
Provide acceptable modifications and/or corrections.
Inspection corrections are listed above. Refer to the above-noted items and/or attached inspection report.

_____ **Re-Inspection Conforms** County of Siskiyou Building Inspector initials and date: _____