



City of Goleta  
Finance Department  
130 Cremona Drive, Suite B  
Goleta, CA 93117  
(805) 961-7500  
businesslicense@cityofgoleta.org

## SHORT-TERM VACATION RENTALS FILING INSTRUCTIONS

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### **Application procedure for a new permit:**

Complete and submit a Short-Term Vacation Rental Application with the following required documents:

- 1) Permit Notification Declaration (as proof that all properties within 200 feet have been mailed the Public Notice of Short-Term Vacation Rental Application). This must be done before the application for a permit is accepted
- 2) Permit Application: Complete and submit with the \$75.00 one-time fee
- 3) Nuisance Response Plan Declaration: Must be signed when delivered to neighboring addresses within 200 feet of rental property
- 4) Nuisance Response Plan (Exhibit A)
- 5) Transient Occupancy Tax Application for Certificate Registration
- 6) Surety bond in the amount of \$1,500
- 7) General Business License Application and Fee. If you have already obtained a business license, please provide your business license number on the permit application

All the above documentation is required in order to process a permit application. If any of the above is missing, the Finance Department will not be able to begin processing your application.

### **Approval**

Upon approval of your Short-Term Vacation Rental Application:

- The City will mail a Short-Term Vacation Rental Permit, Transient Occupancy Registration Certificate and a TOT Remittance Form, a Business License Certificate (if applicable) and "Good Neighbor Guidelines" to the mailing address indicated on the application.
- The City will make the nuisance response plan available on its website for public access.

Promptly following the issuance of your vacation rental permit, you are required to:

- Submit a Declaration of Notification to the City (as proof that all properties within 200 feet have been provided with a copy of the nuisance response plan).

### **Annual Review by the City**

On an annual basis, the City will mail to the applicant of a Short-Term Vacation Rental a Confirmation of Compliance form. This form must be signed and submitted to the City on an annual basis.

### **Amendment to Nuisance Response Plan**

To update the Nuisance Response Plan already on file, submit the following documents:

- 1) Nuisance Response Plan Declaration (as proof that all properties within 200 feet have been provided with a copy of the amended nuisance response plan).
- 2) Nuisance Response Plan Exhibit “A”: Updated contact information

There is no fee involved with updating this information.

### **Submit all documentation and fees to:**

**City of Goleta  
Finance Department  
130 Cremona Drive, Suite B  
Goleta, CA 93117**

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For more information or to submit written comments or concerns, please contact the Finance Department:

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