



CITY OF GRASS VALLEY
Community Development Department

125 East Main Street
Grass Valley, CA 95945

Building Division

530-274-4340

Planning Division

530-274-4330

Fax 530-274-4399

Vacation Rental Home Compliance Checklist

Please provide the following for your minor use permit application to be processed:

STR Owner Name: _____

STR Owner Address: _____

STR Owner Phone(s): _____

Number Off-Street Parking Spaces (see Rental Standards #7): _____

- Completed *Vacation Rental Home Compliance Checklist*
- Provided contact information for local manager / operator
- Signed copy of *Vacation Rental Home Standards*

Once your minor use permit is approved, please provide the following within 2 weeks:

- Active Business License or pending application. URL for application and instructions:
<https://grassvalley.hdlgov.com>
- Completed *Transient Occupancy Tax Registration*
- Monthly submission of *Report of Transient Occupancy Tax**

****The City of Grass Valley does not have a TOT collection agreement established with AirBnB or similar providers. As a STR Operator within city limits it is your responsibility to ensure TOT is collected and remitted directly to the City of Grass Valley. Failure to submit TOT may result in revocation of your minor use permit and/or penalties or fines, per Section 1.14.070 of the Grass Valley Municipal Code.***