



**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

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## Hosted Short-Term Rental Compliance Checklist

Dear Property Owner,

Your property at \_\_\_\_\_ has been identified as an active hosted short-term rental (STR) within Grass Valley city limits. The City of Grass Valley recently adopted ordinance 792, amending several sections of the Development Code pertaining to short-term rentals. In order to be compliant with these updated standards, we ask that you review the enclosed documents and return all requested forms no later than \_\_\_\_\_. You may contact City Planning at [info@cityofgrassvalley.com](mailto:info@cityofgrassvalley.com) with any questions.

STR Owner Name: \_\_\_\_\_

STR Owner Address: \_\_\_\_\_

STR Owner Phone(s): \_\_\_\_\_

Number of STR Rooms: \_\_\_\_\_

Number Off-Street Parking Spaces (see Rental Standards #8): \_\_\_\_\_

- Completed *Hosted Short-Term Rental Compliance Checklist*
- Signed copy of *Hosted Short-Term Rental Standards*
- 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.***