



City of Citrus Heights Short-term Rental License FAQ's

What is a short-term rental?

A short-term rental is the renting of a residential unit or part of a residential unit such a bedroom, on a short-term basis. A short-term basis is thirty (30) consecutive calendar days or less to the same person or entity and counting portions of calendar days as full days.

Is a license required?

Yes, effective May 14, 2022, property owners or person acting as the host of a short-term rental unit must obtain a short-term business license.

What is the cost of a short-term rental license?

A new license is \$101.76 for the first year and must be renewed annually.

How do I obtain a short-term rental license?

Licenses are filed on-line through the city's on-line licensing system. A link to the licensing portal can be found here: www.citrusheights.net/STR. The license is valid for one year from the date of issuance and must be renewed annually. Reminder notices will be emailed approximately 60 days prior to the license's expiration.

What other information is important to know when obtaining a short-term rental license?

- Short-term rental units are limited to a maximum occupancy of no more than 2 people per bedroom plus 2 additional guests between the hours of 10 PM and 7 AM.
- The short term rental host must collect the required transient occupancy tax. The host is required to remit the collected tax to the city within 30 days following the end of each calendar quarter.

What is Transient Occupancy Tax?

Transient Occupancy Tax is a tax imposed on any person who stays in a short-term rental for a period of 30 consecutive days or less. No tax is imposed on day 31.

Who is responsible for the remittance of the Transient Occupancy Tax?

The host of the short-term rental is responsible for the collection of the tax and the remittance of the tax to the City's finance manager utilizing a city supplied form.

What is the City's Transient Occupancy Tax rate?

The City's transient occupancy tax rate is 12%.

How often do I remit my Transient Occupancy Tax?

Transient occupancy tax must be remitted monthly and must be filed even if no taxes are due. Remit payment on or before the last day of the month following the end of the previous month. Use the form found on the city's website www.citrusheights.net/1165

What if my residence is subject to Covenants, Conditions, & Restrictions ("CC&Rs") or Homeowner Association rules ("HOAs")?

It is the owner's responsibly to review any applicable CC&R's or HOA regulations to confirm you are eligible and the operation of a short-term rental is a violation. The city does not enforce CC&R's or HOA regulations.

What if I have an accessory dwelling on my property, am I allowed to rent that structure?

Depends, if the accessory dwelling (ADU) was legally constructed prior to January 1, 2020, it may be used as a short-term rental. If the ADU was constructed after January 1, 2020, it may not be used as a short-term rental. If the structure has been added to the property or remodeled it must have been done through the appropriate permitting process and qualify as living space. For specific questions, contact the Building Division at (916) 727-4760.

What other information should I know?

If the property being used as a short-term rental is not your primary home, it will also be subject to Rental Housing Inspection Program. The Program includes the payment of a yearly fee and safety inspection by code enforcement. More information on the Rental Housing Inspection Program call (916) 725-5520. If the short-term rental property is your primary place of residence, it is not subject to the Rental Housing Inspection Program.

For Additional Information contact:
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