



VACATION HOME RENTAL PERMIT RENEWAL GUIDEBOOK

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Renewal Application Requirements

Before completing a renewal application for a Vacation Home Rental permit, visit our Resources page [HERE](#) to read the most current version of the Douglas County Code section 20.622 for all provisions related to Vacation Home Rentals in the County. It is the permit holder's responsibility to understand all provisions.

1. Online Renewal Application Form: Renew through your permit record in the online permitting platform Accela. Please reference the Accela instruction guides to assist with website links and screenshots for navigating the online renewal application process.
2. Required Renewal Application Documents:
 - a. Owner Affidavit Form signed by all applicable parties
 - b. Letter of Authorization Form (if using a property manager)
 - i. A local licensed property manager is required for all Tier 2 units with a nighttime occupancy of 10 and for all Tier 3 units, unless the property is managed by the homeowner who resides within one hour of the VHR during the rental period
 - ii. The property manager must be licensed in the State of Nevada
 - c. VHR Exam Certificate (updated exam, 09/2023 version)
 - i. Required for all property owners, property managers, and emergency contacts
 - ii. A link to the current VHR Ordinance can be found [HERE](#) to be used as a training course, and the updated exam can be taken [HERE](#)
 - iii. Previous exam certificates will no longer be accepted; all property owners, property managers, and emergency contacts must take the new refresher course and recertify
 - d. Tahoe Douglas Fire District Inspection Report
 - i. Schedule a yearly inspection directly through Tahoe Douglas Fire [HERE](#) or by calling (775) 588-3591. **YOU WILL NEED TO BOOK YOUR APPOINTMENT 60 DAYS PRIOR TO YOUR EXPIRATION TO ENSURE FIRE DISTRICT AVAILABILITY.**
 - ii. Click [HERE](#) for a copy of the Fire Inspection Checklist to ensure passing
 - iii. Fees are paid to Tahoe Douglas Fire and an additional fee is required for your yearly re-inspection at time of renewal
 - e. Proof of Insurance
 - i. The insurance coverage must be at least five hundred thousand dollars (\$500,000) in general liability insurance for Tier 1 and Tier 2 VHRs and one million dollars (\$1,000,000) in general liability insurance for Tier 3 VHRs
 - ii. The insurance policy must cover anyone injured due to the property owner's negligence
 - iii. The insurance policy must clearly cover and insure vacation home rental or short term rental activities at the VHR, either within the policy itself or through an appropriate rider or addendum
 - iv. The insurance policy must include Douglas County as an "additional interest"
 - v. Umbrella policies may not be used to achieve the coverage required
 - f. TOT (Transient Occupancy Tax) Account Summary Statement showing monthly totals for the permit year
 - i. To get your TOT statement you will need to request an "Account Summary" for your TOT account number from HdL at (775) 238-4135 or douglascountyTOT@hdlgov.com
 - g. Floor Plan/ Home Diagram and Interior Photos (required only if renovations have been made during the past permit year)
 - i. Provide floor layout for each level or story showing all bedrooms and interior spaces
 - ii. Provide photos of all bedrooms and interior spaces



VHR Owner Affidavit

I do hereby declare, affirm, and agree to the below for the property located at the following address: _____

1. I am the Owner or the managing director/partner of an LLC, corporation, partnership or other legal entity, or the authorized signatory of a trust, and I am legally authorized to fill out an application or bind my legal entity and that all information provided in conjunction with my VHR application and this Affidavit is true and correct and not misleading in any way.
2. I am aware that only one VHR permit will be issued unless I am otherwise exempt from this requirement under Chapter 20.622 of the Douglas County Code ("Code"). I further acknowledge or confirm that all VHR Properties located in Douglas County that I own or control have been disclosed to Douglas County.
3. The property is not deed restricted, located in an area governed by a home owner's association ("HOA"), or subject to covenants, conditions and restrictions ("CC&Rs") that prohibit or limit the existence of VHRs. The owner has ultimate responsibility for knowing the HOA and CC&R restrictions regarding VHRs. Permits shall not be issued in these areas if known to Douglas County. Owners are required to notify the HOA of their intent to rent a home as a VHR. Douglas County may require owners to provide documents in support of the statement as a precondition to approval of the permit.
4. By signing this application, the owner(s) attests that they, their agent(s), and their local contact person have read Douglas County's VHR Ordinance located at Chapter 20.622 of the Douglas County Code and agree to comply with Chapter 20.622 and all other applicable laws, ordinances and regulations applicable to the VHR program.
5. Failure of the Applicant, agent or occupant of the VHR unit to comply with the provisions of Chapter 20.622 of the Douglas County Code may expose all parties to criminal prosecution and civil suits, fines and fees.
6. Applicant understands that advertising or operating a VHR without a valid permit (including an expired permit) may result in a fine up to \$20,000. If a permit is not renewed prior to the expiration date the permit is null and void.
7. It is the obligation of the Owner to ensure the permit is renewed in a timely manner and Douglas County is not obligated to provide any notice of the permit's expiration. A VHR permit is valid for one calendar year after it is issued. Owners may seek to renew their VHR permits on an annual basis. All VHR renewal applications must be submitted, and all renewal fees must be paid, prior to the expiration of the current VHR permit. There is no grace period. Any owner who fails to timely file a renewal application or pay renewal fees must immediately cease operation of the VHR at the expiration of the current VHR permit.

8. Owner acknowledges that either the owner, agent, or local contact person has or will post at the vacation home rental the notice required in Section 20.622.040(C)(11).
9. Owner shall notify Douglas County if any substantial changes are made to the VHR.
10. Owner shall notify Douglas County if any contact information or that of property manager or local contact changes.
11. Restrict the use of this VHR unit to not more than permitted daytime occupancy limit at any given time while the home is being utilized as a vacation home rental pursuant to Section 20.622.030(G) of the Douglas County Code. I further agree to ensure the permitted nighttime occupancy limit shall not be exceeded during quiet hours. I understand that failing to adhere to the terms of this Agreement and Chapter 20.622 of the Douglas County Code may result in enforcement action and the suspension or termination of my permit.
12. Owner, its employees and agents agrees to save, indemnify, and hold harmless Douglas County Nevada, its officers, employees, and agents against all liabilities, judgements, costs and expenses which may accrue against them in consequence of the granting of this permit, inspections or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances and laws related to the permitting and operation of a vacation home rental.
13. Owner agrees that proper and legal removal of refuse/trash is their responsibility. Owner is required to contract with a waste management company for regular trash removal and have adequate trash removal service per any applicable Health District, waste management, Homeowner's Association or General Improvement District rules. Trash storage must be sufficient for the maximum number of occupants as determined by the County. A bear proof box or reasonable bear proof trash storage and refuse removal solution is required, as determined by the County.

By signing this form, I agree to comply with the above requirements as well as all Douglas County Code Chapter 20.622 provisions applicable to my VHR.

Owner of Record (authorized manager, member of LLC, LLP or Corp, or a Trustee):

Printed Name	Signature	Date
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Local Contact Person:

Printed Name	Signature	Date
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Local Licensed Property Manager (if applicable):

Printed Name	Signature	Date
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VHR LETTER OF AUTHORIZATION

_____ is/are the applicant(s) (“applicant”) for a vacation home rental permit. By signing this application form, the applicant is confirming the following:

1. Applicant is the legal owner of the property being considered under this application.
2. All of the information submitted in support of this application is true and correct. If any information submitted in support of this application is false and misleading, the application may be denied or any permit issued based on false or misleading information may be suspended or revoked.
3. Before signing this application, the applicant has read Douglas County’s Lake Tahoe vacation home rental ordinance (DCC 20.622) and by signing this application form, the applicant acknowledges they have read the code and agrees to comply with the terms of the ordinance.
4. Applicant also acknowledges that the owner or agent will post the vacation rental unit with the notice required in DCC 20.622.

Owners of Record: (include additional sheets if necessary)

Printed Name Signature/Date

Printed Name Signature/Date

Vacation Home Rental Address Permit Number

AGENCY AUTHORIZATION

_____ is/are the agent(s) (“agent”) for a vacation home rental permit which is being considered under this application. By signing this application form, the agent is confirming the following:

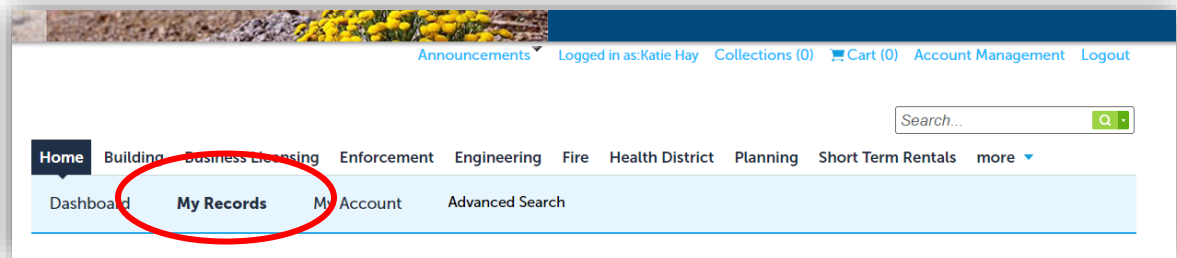
1. All permits must be issued only to the owner of vacation home rental property.
2. The owner of the vacation home rental property is responsible for compliance with the provisions of Douglas County’s Lake Tahoe vacation home rental ordinance (DCC 20.622).
3. The agent’s or the occupant’s failure to comply with the provisions of the Lake Tahoe vacation home rental ordinance may expose the agent or the occupant or both to criminal penalties or private civil actions seeking enforcement of the ordinance. The agent’s or the occupant’s failure to comply with the provisions of the Lake Tahoe vacation home rental ordinance may expose the property owner to criminal penalties, administrative discipline of the owner’s permit to operate a vacation home rental property, or private civil actions seeking enforcement of the ordinance.
4. Before signing this application, the agent has read Douglas County’s Lake Tahoe vacation home rental ordinance (DCC 20.622) and by signing this application form, the agent acknowledges they have read the code and agrees to comply with the terms of the ordinance.

Agents: (include additional sheets if necessary)

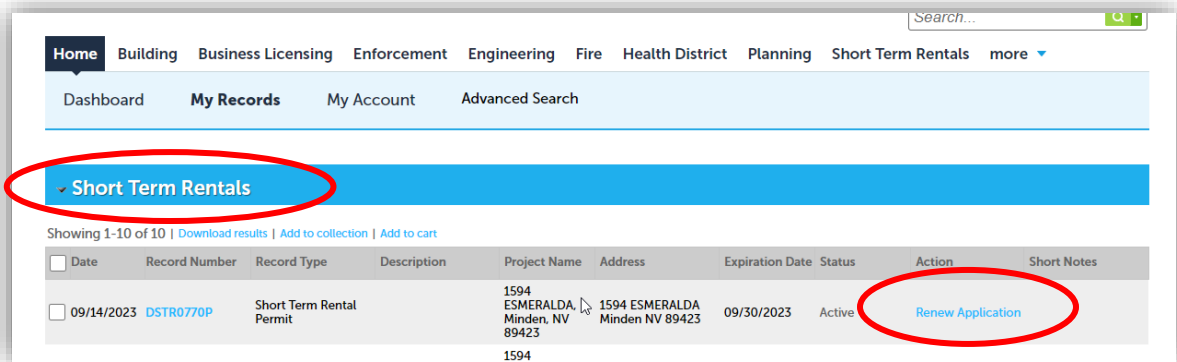
Printed Name Signature/Date

ACCELA VHR RENEWAL APPLICATION INSTRUCTION GUIDE

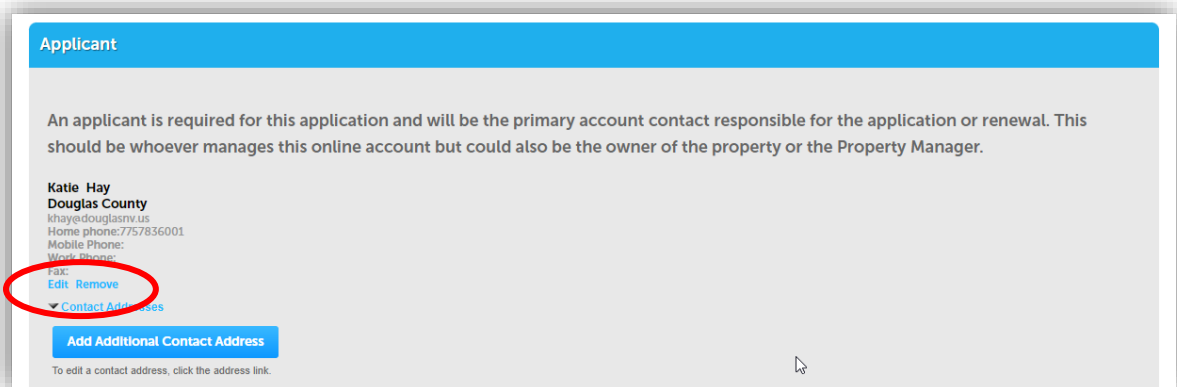
- Open web browser and navigate to: <https://aca-prod.accela.com/ONE/Default.aspx> .
- Login with the username and password created during the registration process.
- Once you login, you will want to click on the “My Records” tab in the blue bar under the “Home” menu bar.



- Click the “Short Term Rentals” dropdown menu, and your permit record will show below.
- Beginning approximately 90 days from your expiration date, you will see the action “Renew Application” next to your permit record. Click this link to begin your renewal.



- **STEP 1: ADDRESS VERIFICATION > ADDRESS/ OWNER INFORMATION** - Your address information, parcel, and owner will auto populate from your previous VHR application. Select “Continue Application” at the bottom of the page.
- **STEP 2: APPLICANT INFORMATION > APPLICANT DETAIL INPUT** – All contacts previously entered during initial permit application will auto populate.
- If you need to change any information, you have the option to “Edit” or “Remove” a contact.



- Any contact types that have not been previously entered, will be required before continuing.
- Once all contact information is entered and correct, select “Continue Application.”
- **STEP 3: RENEWAL DETAILS > PROPERTY UPDATE** – Select “Yes” or “No” if any renovations have been completed on the home within the past permit year. If “Yes,” new interior photos and floor plan will be required to reflect current conditions.

Step 3: Renewal Details > Property Update * indicates a required field.

Enter Property Updates Here:

RENTAL UPDATES

* Any renovations during the length of your license?: Yes No

Save and resume later Continue Application >

- Select “Continue Application.”
- **STEP 3: RENEWAL DETAILS > TIER LEVEL INFORMATION** – Read through tier information and verify your correct tier is selected. Confirm the correct neighborhood is also selected. There is a link to the VHR map where you can verify your neighborhood.

Please check your neighborhood on the map [HERE](#) Search your address, click on the parcel, and use the top right arrow in the box that comes up until the neighborhood page is displayed.

Tier 1 Selection::

Tier 2 Selection::

Tier 3 Selection::

* Neighborhood:

SPECIAL USE INFORMATION

SUP Permit Required:

Save and resume later Continue Application >

- Select “Continue Application.”

- **STEP 3: RENEWAL DETAILS > PROPERTY MANAGEMENT DETAILS** – Select yes or no if you are using a property management company. If yes, you must enter their Nevada license number. This information should auto populate from your initial permit application, but can be updated as necessary.

Enter Property Management Details Here:

PROPERTY MANAGEMENT REQUIREMENT

A local licensed property manager is required for all Tier 2 units with a nighttime occupancy of 10 and for all Tier 3 units, unless the property is managed by the homeowner who resides within one hour of the VHR during the rental period.

If you are using a property management company, this letter of authorization must be downloaded and completed for a required submission later in the application process.

[Download Authorization here.](#)

* Are you using a property management company?: Yes No

Nevada License Number:

- If using a property manager, their contact details will be required. If no contact was previously entered, you will need to “Add New.” If you need to change any previously entered information, you have the option to “Edit” or “Remove” a contact.

Property Mgmt

Property management company contact information is required if you using one..

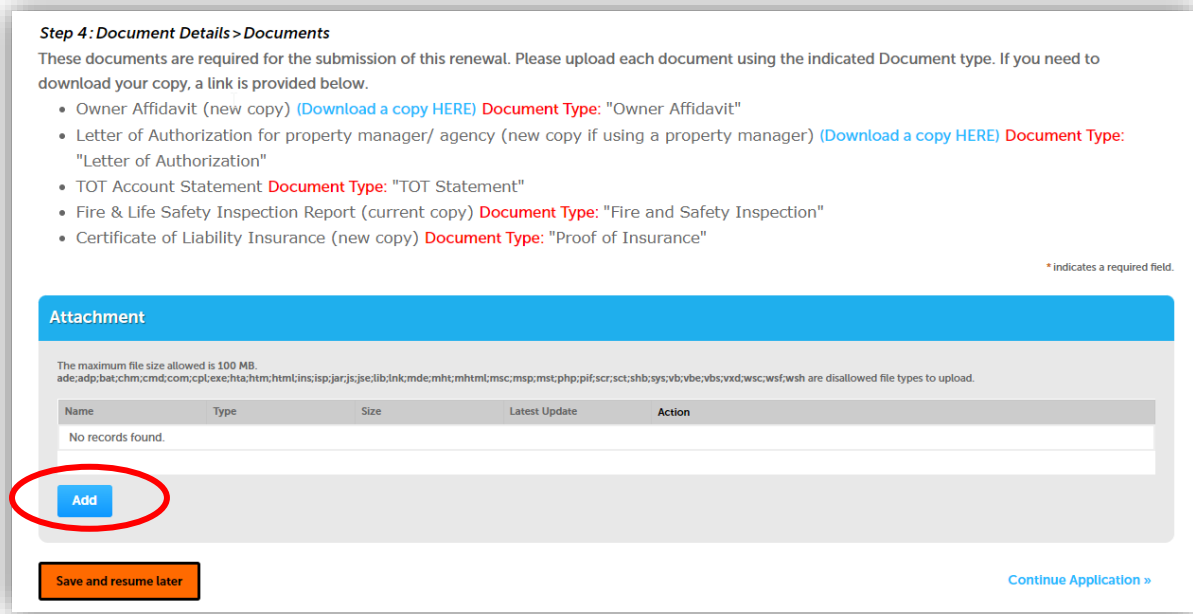
[Select from Account](#) [Add New](#)

✔ Contact removed successfully.

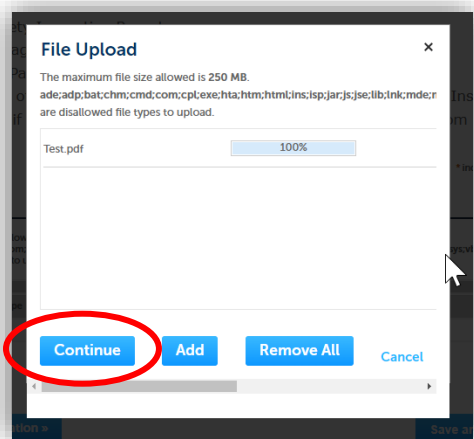
[Save and resume later](#) [Continue Application >](#)

- Select “Continue Application”
- **STEP 3: RENEWAL DETAILS > PERMIT DETAILS** – Verify all permit details information. This will auto populate from your last approved permit application. Fields can be edited if any changes or additions are necessary. Fields marked with an asterisk (*) are required.
- Select “Continue Application.”
- **STEP 3: RENEWAL DETAILS > HOUSING DETAILS** – Verify all housing details information. This will auto populate from your last approved permit application. Fields can be edited if any changes or additions are necessary. Fields marked with an asterisk (*) are required.
- Select “Continue Application.”

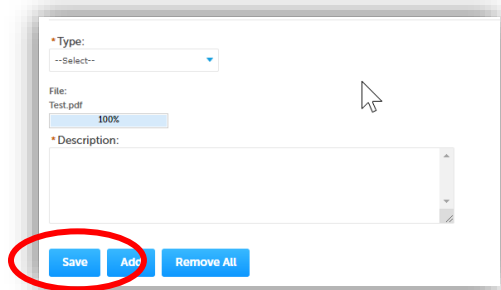
- **STEP 4: DOCUMENT DETAILS > DOCUMENTS** – Upload all required renewal documents (as separate attachments) for your application. Please refer to the list of required documents and the document type.



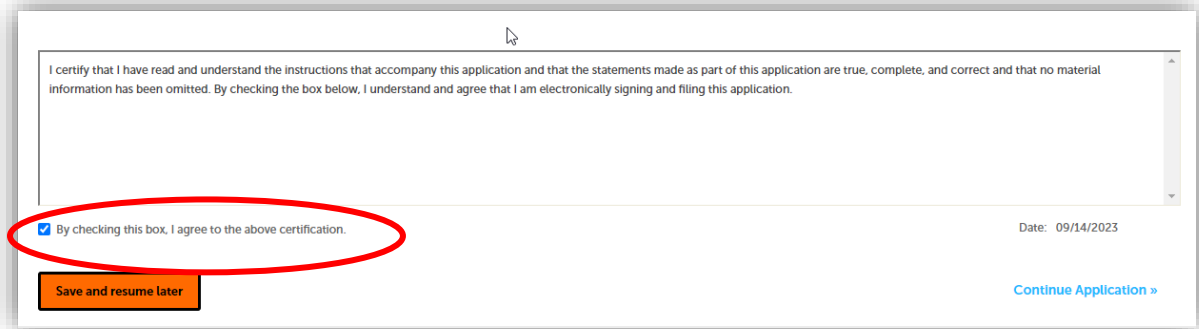
- Add all required documents as separate attachments (JPEG and PDF ONLY), then select “Continue.”



- Select the type of document for each attachment, and enter a brief description. Select “Save.” Once all documents are uploaded and categorized, select “Continue Application.”



- **STEP 5: REVIEW** – Review all entered application information and documents. Read through the Certification and check the box to agree.



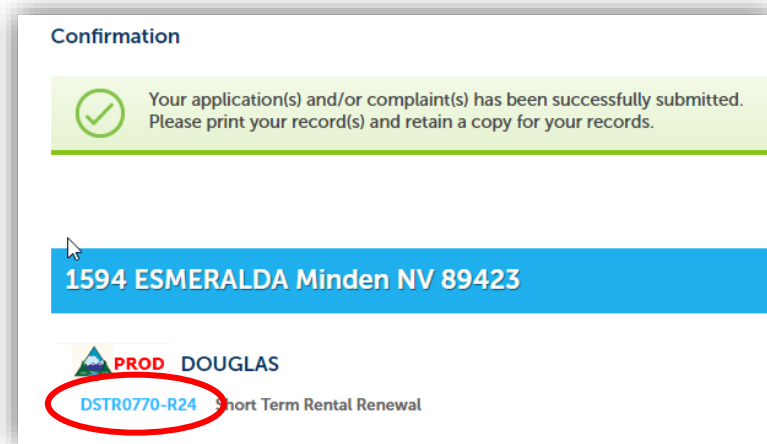
I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.


Date: 09/14/2023

[Save and resume later](#) [Continue Application »](#)


- Select “Continue Application.”
- **STEP 6: RECEIPT/RECORD ISSUANCE** – You will receive confirmation that your application has been submitted. Please keep a copy of this for your records, and note the application number.



Confirmation

 Your application(s) and/or complaint(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

1594 ESMERALDA Minden NV 89423

 **PROD DOUGLAS**

DSTR0770-R24 Short Term Rental Renewal

- Once your application is received by the Douglas County team, we will begin the review process. If any additional items are needed, we will contact you via Accela auto sender email. After approval, you will be contacted with information about invoiced fees due via Accela auto sender email. After payment, your renewal permit will be issued and sent via via Accela auto sender email.