



Finance Department

1001 W Center St Suite D Manteca CA 95337

Phone (209) 456-8730 • Fax (209) 923-8930 • Email shorttermrentals@manteca.gov

To operate a short-term vacation rental as of January 18, 2022 Ordinance 02022-04 the City of Manteca requires property owners to obtain a short-term rental permit in accordance with Manteca Municipal Code (MMC) Chapter 3.40 and a city business license pursuant to MMC Chapter 5. The owner and or owner's authorized agent shall be responsible for applying for and renewing the business license and permit annually.

Application and supporting documentation must be submitted to the Finance Department.

Short-Term Rental Information			
New Application: Yes No		Renewal Application: Yes No	
Short-Term Rental Permit Number (for renewals only):	Business License Number:	Transit Occupancy Tax Account Number:	
Site Address:			
Short Term Rental Name (if applicable):			
Short Term Rental URL:			
How many structures are on the parcel:	Is the property a Duplex, Triplex 4-Plex Yes No		
Onsite parking available: Yes No	Number of parking spaces available: Garage: Carport: Driveway:		
Number of bedrooms in the lodging unit:	Gross floor area of the lodging unit:		
Property Owner Information			
Name:			
Mailing Street Address:	Unit No.		
City:	State:	Zip Code:	
Phone Number:	Alternate Phone Number:		
Email Address:			
Agent Information (Required if different from Property Owner)			
Name:			
Mailing Street Address:	Unit No.		
City:	State:	Zip Code:	
Phone Number:	Alternate Phone Number:		
Local 24-hour Contact – See ordinance for additional information			
Name:			
Mailing Street Address:	Unit No.		
City:	State:	Zip Code:	
24-Hour Phone Number:	Alternate Phone Number:		
Email Address:			

Owner’s Acknowledgement of Short-Term Rental Permit

By initialing each box below, you are acknowledging you have read and agree to comply with the short-term rental municipal code and regulations.

	I have read and understand, and have instructed my authorized agent (if applicable) to read, all regulations pertaining to the operation of a short-term rental, including Chapter 3.40 of the Manteca Municipal Code, the city’s business license tax provisions (Chapter 5 of the Manteca Municipal Code), the city’s transient occupancy tax requirements (Chapter 3.16 of the Manteca Municipal Code), Visitor’s Service Fee (Chapter 3.42), and agree to pay all required assessments thereunder and to comply with any other regulations regarding short-term rentals promulgated by the director or the City Council to implement the provisions of Chapter 3.40 of the Manteca Municipal Code.
	If short-term rental location is subject to Covenants, Conditions, and Restrictions (CC&Rs) or Homeowner Association rules (HOAs), I have verified that short-term rental activities are allowed.
	I am required to have an active, paid, current business license with the City
	I am responsible for paying Transient Occupancy Tax on revenue generated from the short-term rent.
	Renting out the entirety of the unit is prohibited.
	Only up to two rooms per unit shall be permitted.
	Noise ordinance 9.52
	Rental Housing Program Standards
	All applicable City regulations apply to short-term renters.
	Complaints related to the short-term rental property will go to the City’s Code Enforcement.

Required Documents

All required documents must be included with the application, by initialing each box below, you are indicating that the document(s) have been prepared and submitted for approval.

	Floor Plan. Identify all rooms, show locations of windows, doors, and required smoke alarms, carbon monoxide alarm(s), and fire extinguisher(s). Include a legend. Staff will verify that the number of bedrooms included on the application matches County Assessor's Records. Only the number of bedrooms recognized in County Assessor Records will be permitted for short-term rental use.
	Site Plan. Identify all existing buildings and other on-site structures including decks, pools, fences. Show and provide dimensions for existing garage(s), driveways, and off-street parking spaces available for short-term rental use. If one on-street parking space will be used to meet minimum parking requirements, show its location and dimensions. Identify the location of paved sidewalks.
	Nuisance Response Plan. Sets forth the owner’s plan for handling disruptive, transient users and or guests.
	Proof of Ownership. Either grant deed or final closing statement.
	Transient Occupancy Tax (TOT) payment receipts for the prior year (for Permit Renewal).
	Evidence of Primary Residency. A California state issued driver’s license or identification card; and Voter registration, motor vehicle registration, or designated residence for tax purposes (found on federal tax return).

Agreement and Signature

I hereby certify under penalty of perjury that the answers I have given are true and correct to the best of my knowledge and belief, and I understand and agree that any false or misleading answer will result in denial or revocation of any permit. Further, the City is hereby authorized to seek and verify information contained in this application. I understand verification of the accuracy of the application information is a matter of public record and may be made available to interested parties upon request.

Owner Signature:		Date:	
Official Use Only	Approved:	Denied:	Reason: Date:

Floor Plan Example

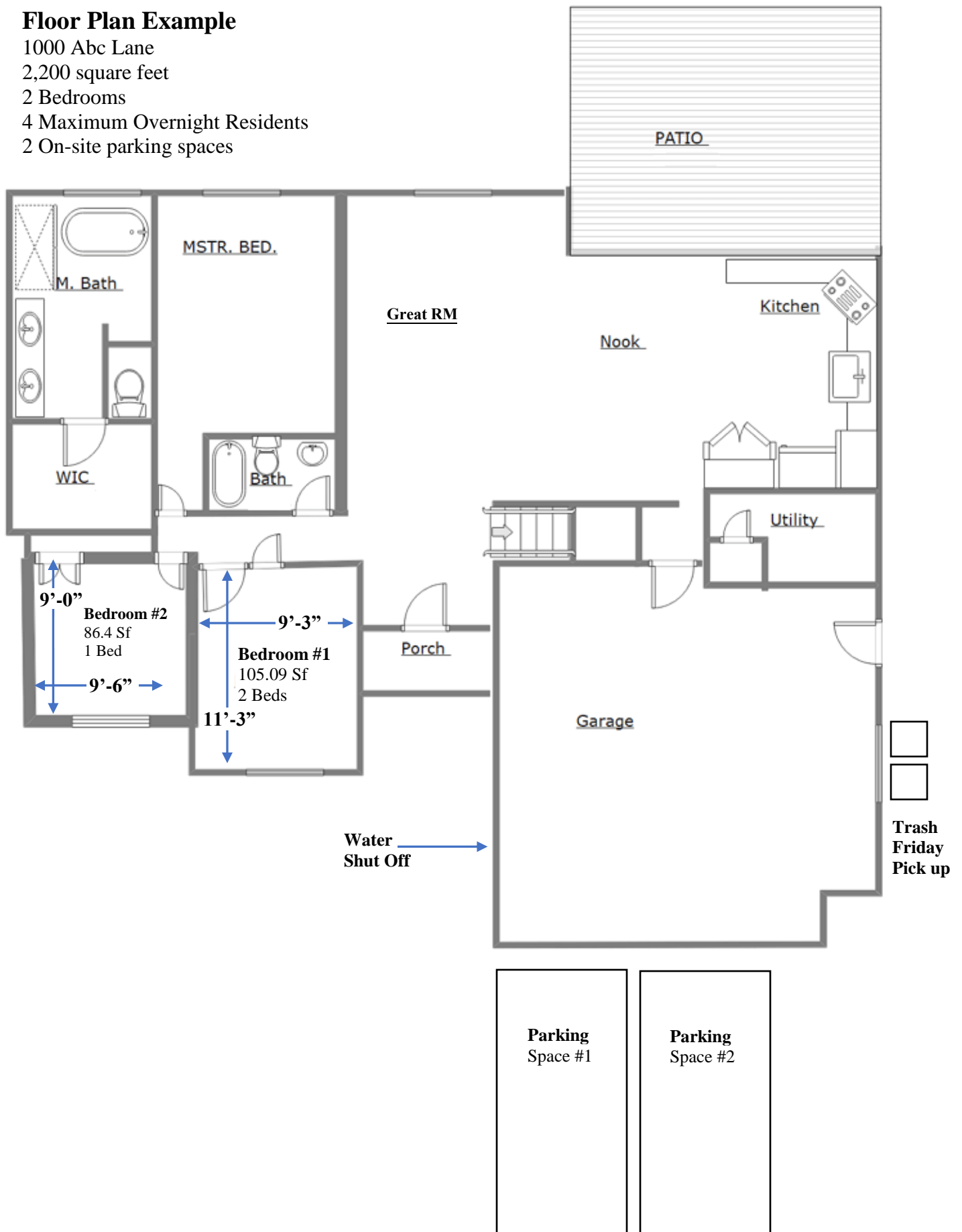
1000 Abc Lane

2,200 square feet

2 Bedrooms

4 Maximum Overnight Residents

2 On-site parking spaces



Site Plan Example
1000 Abc Lane



Pool

Power Panel
Disconnect

Trash
Friday Pick Up

Water Main Valve

Parking
Space #1

Parking
Space #2