

CITY OF CATHEDRAL CITY STVR PROGRAM ADMINISTRATIVE POLICY			STVR-AP 01
Approved by: <i>Sandra Molina</i>	Distributed by	Original Date	Revised
Sandra Molina, Development Services Deputy Director	STVR Program	12/28/2023	

HOME SHARE POLICY

The Short Term Vacation Rental (STVR) Program has received numerous inquiries regarding STVR Home Share permitting requirements and operating regulations. This Policy is intended to provide guidance to existing and prospective Home Share permittees.

Cathedral City Municipal Code (CCMC) 5.96 Short Term Vacation Rental Units allows for the permitting of STVR Home Share properties, referred to as Home Shares. The CCMC defines a Home Share as a form of short-term vacation rental of a privately owned residence that is the primary residence of the owner(s), where no more than fifty percent of the total number of permitted bedrooms is rented for short term rental occupancy, and the homeowner is present at the Home Share property when the property is being rented.

While all properties are not alike, there are certain typical characteristics inherent in a Home Share property, such as:

- Shared entry or access into the property and Home Share (if detached)
- Interior access through the home
- Shared common spaces (kitchens, living rooms, game rooms, etc.), common amenities (pools, spas, patios, etc.) and shared parking
- The homeowner permanently resides at the Home Share property
- The homeowner manages all aspects of the rental process from booking to check in and onsite management for the full duration of the renters stay

In ensuring that the permitting and operation of a Home Share is in compliance with the STVR regulations, the STVR Program has implemented the following requirements:

Permit required – A STVR Home Share permit is required to operate a Home Share. Please refer to the City's [vacation rental web page](#) for more information regarding permit application requirements.

Please note, the renting of any portion of the home separately from the main Home Share, such as but not limited to, a pool, balcony, yard, garage, RV, or accessory dwelling unit legally permitted or built after January 1, 2020, is not permitted and subject to issuance of a citation.

Floor Plan – In order to ensure the above characteristics are present, a floor plan of the home is required with each new and renewal permit application. In the case of a detached casita, a floor plan of only the casita would be required, provided the property owner attests to the number of bedrooms in the main house.

Proof of residency – Proof of primary residency at the Home Share property is required. An acceptable form of residency includes property tax records showing Homeowner's Exemption. At the discretion of the STVR Program, other forms of residency may be accepted. However, please note that a driver's license, utility bill or mortgage document are not acceptable.

Management by proxy is not permitted – The homeowner is the onsite manager of the Home Share property and must be present during check in and throughout the duration of the rental period. The use of a management company to check in renters or attend to guest needs constitutes operation of an unpermitted STVR property and the property owner may be subject to issuance of a citation.

Homeowner must be present during rental period – The homeowner(s) of the STVR Home Share property are required to be present at the home during the entire duration of the rental period. The reason for this is that the homeowner has a vested interest in ensuring that renters comply with STVR regulations. Therefore, if there are renters at the property, the homeowner needs to be present. If not present, the homeowner runs the risk of being issued a citation. Please note, the STVR Program also conducts random inspections during booked stays to ensure operational requirements are being met.

Inspections – As part of the permitting process, a health and safety inspection is conducted at the home to ensure that basic electrical, mechanical, plumbing, fire and pool safety items are met and that STVR regulations are posted on the property. This inspection must occur prior to any rentals.

Unpermitted structures and additions – During the permitting process, building records are reviewed to confirm the number of bedrooms within the home and to ensure that any open building permits receive final inspection and approval. A Home Share permit will not be issued if any unpermitted structures, additions, or alterations are found to exist.

Advertising – The homeowner must ensure that any advertising of the Home Share property conforms with the STVR advertising regulations. Refer to the [STVR Advertising Memorandum](#) dated December 14, 2022.

The STVR Program understands that some properties and situations may be unique and require additional consideration. Please do not hesitate to contact the STVR Program at STVRProgram@cathedralcity.gov or at 760-770-0324 for a determination whether the STVR Home Share regulations can be met. For general STVR information, please refer to the City's [vacation rental web page](#).