



**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

## Vacation Rental Home Compliance Checklist

Once the minor use permit is approved, please submit the following items within 2 weeks:

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

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

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

Number Off-Street Parking Spaces (see Rental Standards #7): \_\_\_\_\_

Completed *Vacation Rental Home Compliance Checklist*

Signed copy of *Vacation Rental Home 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.***