



*Small Town  
with a Big  
Backyard!*

# CITY OF BISHOP

377 West Line Street - Bishop, California 93514  
Post Office Box 1236 - Bishop, California 93515  
760-873-8458 publicworks@cityofbishop.com  
www.cityofbishop.com

## Short Term Rental Permit Information

A short-term rental permit is required by the City of Bishop to operate a short-term rental within City limits pursuant to Ordinance No. 554. In order to receive your permit, please file a short-term rental application with at City Hall. There is a \$150 fee associated with processing the permit application. You will also need to obtain a City of Bishop business license.

Once the City receives an application, staff will review it for completeness and provide notice to neighbors within 300 feet of the property as required by the City's short-term rental ordinance. Please be aware of these additional provisions of the ordinance:

- A maximum of two lodgers per bedroom are allowed, not including minor children accompanied by an adult.
- All applicable health, safety, fire, and building codes must be met, including Americans with Disabilities Act (ADA) requirements (for persons intended to rent more than 5 rooms).
- Bedroom and bathroom facilities within a residence must be provided, and renting tents, vehicles, or spaces outside the home is prohibited.
- The host is required to obtain a business license from the City of Bishop.
- The host shall collect and pay transient occupancy tax (TOT) and all applicable Bishop Tourism Improvement District fees. TOT and BTID fees are required to be remitted on a monthly basis.
- The host must provide onsite parking for all lodgers (street parking is not considered towards the rental properties required parking).
- The host is responsible for ensuring the property does not become a nuisance for neighbors.

The City reserves the right to impose special conditions on the STR permit to prevent the property from becoming a nuisance to neighbors. STR permits must be renewed annually. The permit may be revoked if the STR is operating in violation of the ordinance or the conditions of approval associated with their permit, if the host neglects to remit TOT, or if the STR constitutes a public nuisance. You may appeal a decision of the Planning Director to deny your application for a short-term rental to the Bishop City Council. This application is valid for one year from the date of issuance.

For additional information, please contact the Bishop Public Works Department at 760-873-8458. Ordinance No. 554 is available to review at Bishop City Hall, 377 West Line Street, Bishop, CA.



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## **Short Term Rental Application Form** (To be completed by applicant)

Date Submitted: \_\_\_\_\_

Short-term Rental Property Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner's Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner's Phone Number:  
(please provide the number best to contact  
you at in case of emergency) \_\_\_\_\_

Short-term Rental Host's Name and Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact's Name and Phone Number: \_\_\_\_\_  
\_\_\_\_\_

I certify the above information is accurate, that the residence meets all current building and safety codes,  
and that all required smoke alarms and carbon monoxide detectors are in working order.

\_\_\_\_\_  
Signature of Property Owner Date

In addition to the above information, please attach the following to this application:

- 1) A description of your proposed short-term rental operations (how many rooms or units you intend to rent, which hosting platforms you intend to use (Airbnb, VRBO), etc).
- 2) A site plan of the property you intend to make available for short-term rental, including identification of adequate onsite parking.
- 3) Proof of primary residency, such as a copy of your driver's license, home utility bills, mortgage bills, voter registration confirmation letter, a property tax statement, or other documents recognized by the State of California to be sufficient proof of residency.
- 4) If the property is part of a common interest development, please attach a letter from the homeowner's association indicating that the use of the property as short-term rental meets the property's requirements.

Please note all properties within 300 feet of the property will be notified of your intent to operate a short-term rental and provided 30 days to comment on the proposal. The City of Bishop reserves the right to place operational conditions on your application to prevent the property from becoming a nuisance to surrounding properties related to parking requirements, garbage collection, and other property maintenance issues. You may appeal a decision of the Planning Director to deny your application for a short-term rental. This application is valid for one year from the date of issuance.

**Consent of Owner:** The following must be signed by at least one owner of record. I consent to the information accompanying this statement.

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Signature

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Date

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Name

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Phone or email

**Applicant Certification:** I hereby certify that the statements furnished above and in the attached exhibits present the data and information required to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

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Signature

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Date

---

Name

---

Phone or email

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**This Section For City Use**

Filing Fee:

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Receipt/application number:

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Accepted for processing (signature and date):

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Staff action:

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Remarks: