



City of Torrance, Community Development Department, Planning Division

3031 Torrance Boulevard, Torrance, CA 90503, Telephone (310) 618-5990

# Short Term Rental Permit Application

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In accordance with Article 43, Chapter 2, Division 9 of the Torrance Municipal Code, an administrative permit is required for the advertising and operation of a short term rental located within any type of residence or portion thereof for a rental period of 30 consecutive calendar days or less. The permit application process begins with the submittal of a business license application to the Business License Division, followed by the submittal of a short term rental permit application, associated filing fee, and required documentation to the Planning Division. Upon submittal of the short term rental permit application, the Planning Division will review the application for completeness and will make a determination within 60 calendar days of the application filing date. If a permit application is approved, the applicant will be notified in writing and will be required to complete the business license application process. If a permit application is not approved, the applicant will be notified in writing of the reasons for denial and will be informed of the process to appeal the decision to the Planning Commission. For more information on the permit application process, please contact the Planning Division at (310) 618-5990.

## SHORT TERM RENTAL OPERATING STANDARDS

Short term rentals are considered a residential use of property and therefore must not alter the residential character or appearance of the residence or the neighborhood in which the residence is located. Short term rentals are permitted on properties developed with residential uses in commercial and residential zones.

- In commercial zones, short term rentals are permitted with or without a host living onsite.
- In residential zones, short term rentals are permitted solely as a home share with a host living onsite. Home share means an activity whereby a host provides lodging for guests in their residence while the host lives on site, as an incidental use of the residence, for the duration of each rental period. A host is defined as the property owner or the person engaged in home sharing.
- In multifamily residences, only one short term rental is permitted on the property. Exception: In residential zones within the coastal overlay, a multifamily residence may have an unlimited number of short term rentals on the property. However, in commercial zones within the coastal overlay, a multifamily residence may have only one short term rental per every 30 dwelling units on the property.

Short term rentals must be operated in compliance with the standards listed in Torrance Municipal Code Section 92.43.040. The short term rental host is required to make the residence available for inspection at all reasonable times and without an inspection warrant for the purpose of assuring compliance with the operating standards. Failure to make the residence available for an inspection or noncompliance with the operating standards may result in civil, criminal, and/or administrative enforcement action, and suspension or revocation of the short term rental permit. Short term rentals are not permitted on a property for a period of two years after permit revocation.

## BUSINESS LICENSE AND UNIFORM OCCUPANCY TAX

A short term rental operator must obtain and maintain a current business license at all times. In addition, a short term rental operator must collect the uniform occupancy tax and remit to the Finance Department on a regular payment schedule in accordance with Chapter 22, Division 2 of the Torrance Municipal Code. The short term rental operator must disclose to the Finance Department each short term rental period, reservation, booking, or stay by guests, the length of stay for each rental period, and the rent paid for each rental period. Failure to maintain a current business license or failure to remit the uniform occupancy tax may result in revocation of the short term rental permit. Short term rentals are not permitted on a property for a period of two years after permit revocation. For more information on the business license or the uniform occupancy tax, please contact the Finance Department at (310) 618-5850.

## APPEAL PROCESS

In accordance with Torrance Municipal Code Section 92.43.060, decisions made by the Community Development Director may be appealed to the Planning Commission within 15 calendar days of the decision date. For more information, please contact the City Clerk's Office by telephone at (310) 618-2870 or email at [CityClerk@TorranceCA.Gov](mailto:CityClerk@TorranceCA.Gov).

## APPLICATION REQUIREMENTS

Applications are accepted in-person at the Permit Center (Planning Counter) located at 3031 Torrance Boulevard, Torrance, CA 90503, open 8:00am to 5:00pm, Monday through Thursday, open alternate Fridays.

- Short Term Rental Permit Application:** The short term rental permit application must be fully completed and accompanied with the required documentation and filing fee. Incomplete applications are not accepted.
- Filing Fee:** Payment may be completed by check written to "City of Torrance" in the amount listed on the fee schedule. Credit/debit card payments are accepted with an additional service fee. Filing fees are nonrefundable after 100 days of the application filing date.
- Informed Consent:** The property owner must complete Section V of the short term rental permit application to acknowledge responsibility and compliance with all state, federal, and local laws, as applicable, for the operation of a short term rental at the property.
- Verification of Permissible Use:** The property owner must complete Section V of the short term rental permit application to declare under penalty of perjury under the laws of the State of California that the operation of a short term rental is not prohibited by a rental agreement and/or any other covenant, conditions and restrictions (CC&R's) applicable to the property.
- Indemnification and Hold Harmless Agreement:** The property owner must complete Section V of the short term rental permit application to indemnify, save, protect, hold harmless, and defend the City of Torrance from any and all claims, demands, damages, fines, obligations, suits, judgements, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising out of the short term rental operation at the property.
- Notification to Property Owner:** If the applicant (short term rental operator) is not the property owner, the applicant must provide documentation of a written notice addressed to the property owner in regard to the commencement of a short term rental at the property. The written notice must identify the property owner name and property address and must be issued to the property owner no less than thirty (30) calendar days prior to the date of application filing. Documentation is not required if the property owner is identified as the applicant (short term rental operator).
- Proof of Identification:** Provide documentation that identifies the applicant (short term rental operator). Acceptable forms of identification include a valid government-issued photo identification card (ID) such as a driver license or non-driver ID, a U.S. passport or passport card, a military ID, or other federally issued photo identification card. Altered, damaged, and/or expired identification cards are not accepted.
- Proof of Residency:** Provide documentation for the applicant (short term rental operator). Acceptable forms of residency include a rental agreement, a recent utility bill, bank statement, or credit card statement. Photo identification cards (IDs) are not accepted. In residential zones, the short term rental operator must reside at the residence. In commercial zones, the short term rental operator is not required to reside at the residence.
- Certificate of Liability Insurance:** Provide documentation of liability insurance for the operation of a short term rental with coverage amount not less than one million dollars (\$1,000,000) per occurrence. Acceptable forms of liability insurance include a standalone policy, an add-on to a homeowner policy, a comprehensive insurance policy, or a hosting platform liability insurance program. Documentation must include the policy number and the property address and must be current to the date of application filing.
- Plot Plan and Floor Plan:** Provide a plot plan and floor plan of the property. Plans must be legible and drawn to scale. The plot plan must identify the property boundaries and show all site improvements including the primary dwelling, accessory structures, yards, driveways and off-street guest parking. The floor plan must show the arrangement of all bedrooms, bathrooms, kitchen and living areas, doors and windows, and must show the placement of permanent fixtures such as toilets, sinks, showers, and kitchen appliances. The floor plan must also identify the location of emergency shut off valves, fire extinguishers, and smoke and carbon monoxide detections devices.
- Color Photographs:** Provide color photographs of all visible fire and safety signage including emergency contact numbers, the location of emergency shut off valves, fire extinguishers, smoke and carbon monoxide detection devices, and the escape route or emergency rest in place procedures in case of a fire or other natural disaster or emergency.



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# Short Term Rental Permit Application

## I. PROPERTY INFORMATION

STREET ADDRESS		CITY	STATE	ZIP CODE
LEGAL DESCRIPTION		ASSESSOR PARCEL NUMBER	ZONE	

## II. SHORT TERM RENTAL INFORMATION

BUSINESS LICENSE APPLICATION NUMBER BL-APP- _____ - _____				
SHORT TERM RENTAL TYPE (SELECT ONE)			RESIDENCE TYPE (SELECT ONE)	
<input type="checkbox"/> HOSTED <input type="checkbox"/> NOT HOSTED			<input type="checkbox"/> SINGLE-FAMILY <input type="checkbox"/> MULTI-FAMILY	
HOSTING PLATFORM NAME	HOSTING PLATFORM TELEPHONE NUMBER	HOSTING PLATFORM WEB ADDRESS		

## III. PROPERTY OWNER INFORMATION

NAME OF PROPERTY OWNER(S)				
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER		EMAIL ADDRESS		

## IV. APPLICANT / HOST INFORMATION (IF NOT PROPERTY OWNER)

NAME OF APPLICANT / HOST (IF NOT PROPERTY OWNER)				
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER		EMAIL ADDRESS		

### FOR STAFF USE ONLY – DO NOT COMPLETE BELOW

APPLICATION RECEIVED BY	APPLICATION DEEMED COMPLETE DATE	DATE STAMP RECEIVED
FILING FEE AMOUNT	60-DAY REVIEW PERIOD BEGINS	
STP RECORD NUMBER	60-DAY REVIEW PERIOD ENDS	

**V. CERTIFICATION AND SIGNATURE OF PROPERTY OWNER**

**INFORMED CONSENT FROM PROPERTY OWNER**

I, the undersigned, hereby certify that I am owner of the subject property described in this application and I hereby agree with the filing of this application for use of a short term rental at the subject property. I acknowledge responsibility to comply with all state, federal, and local laws including the provisions of Article 43, Chapter 2, Division 9 of the Torrance Municipal Code with respect to the operation of a short term rental at the subject property described in this application.

**VERIFICATION OF PERMISSIBLE USE**

I, the undersigned, hereby declare under penalty of perjury under the laws of the State of California that short term rentals are not prohibited by a rental agreement and/or any other covenant, conditions and restrictions (CC&R's) applicable to the subject property described in this application.

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

I, the undersigned, hereby agree to indemnify, save, protect, hold harmless, and defend the City of Torrance, the Successor Agency to the Former Redevelopment Agency of the City of Torrance, the City Council, each member thereof present and future, members of boards and commissions, their officers, agents, employees and volunteers (collectively "City Affiliates") from any and all claims, demands, damages, fines, obligations, suits, judgements, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising out of the property owner's or host's actions or inaction in the operation, occupancy, use, and/or maintenance of the short term rental at the subject property described in this application.

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE OF SIGNATURE

**FOR STAFF USE ONLY – DO NOT COMPLETE BELOW**

**RECORD NO. STP** \_\_\_\_\_ - \_\_\_\_\_

- The application satisfies all requirements listed in Torrance Municipal Code Section 92.43.030. Staff recommends APPROVAL of the Short Term Rental Permit Application.
- The application does not satisfy all requirements listed in Torrance Municipal Code Section 92.43.030. Staff recommends DENIAL of the Short Term Rental Permit Application. The application does not satisfy the following requirements:  
\_\_\_\_\_  
\_\_\_\_\_

**STAFF ASSESSMENT COMPLETED BY:**

\_\_\_\_\_  
NAME AND TITLE

\_\_\_\_\_  
DATE

**COMMUNITY DEVELOPMENT DIRECTOR DECISION:**

- APPROVED
- DENIED

\_\_\_\_\_  
COMMUNITY DEVELOPMENT DIRECTOR

\_\_\_\_\_  
DATE

**STAFF CHECKLIST**

- STEP 1:** Verify the application fields are complete and accompanied by all documentation requirements:
  - Filing Fee
  - Proof of Identification
  - Proof of Residency
  - Certificate of Liability Insurance
  - Plot Plan and Floor Plan
  - Color Photographs
  - Notification to Property Owner (If Applicable)
  
- STEP 2:** Complete the application intake using the Accela workflow to create a record number (STP) and update the business license application workflow (BL-APP) to begin the 60-day review period:  
  
60-DAY REVIEW PERIOD BEGINS: \_\_\_\_\_  
  
60-DAY REVIEW PERIOD ENDS: \_\_\_\_\_
  
- STEP 3:** Verify the zoning designation (commercial/residential), the residence type (single-family/multi-family), and the short term rental type (hosted/not hosted):
  - In commercial zones, short term rentals are permitted with or without a host living onsite.
  - In residential zones, short term rentals are permitted solely as a home share with a host living onsite.
  - In multifamily residences, only one short term rental is permitted on the property.

Exception: In residential zones within the coastal overlay, a multifamily residence may have an unlimited number of short term rentals on the property. However, in commercial zones within the coastal overlay, a multifamily residence may have only one short term rental per every 30 dwelling units on the property.
  
- STEP 4:** Verify that a prior STP has not been revoked in the previous two years at the subject property.
  
- STEP 5:** Complete staff assessment and submit to the Community Development Director for decision.
  
- STEP 6:** Update the Accela workflow for the STP record and the business license application (BL-APP). If a permit application is approved, inform the applicant in writing (email) to complete the business license application process. If a permit application is not approved, inform the applicant in writing (email) of the reasons for denial and the process to appeal the decision to the Planning Commission.
  
- STEP 7:** Assemble the STP application, required documents, and written notices (emails) and handover to administrative staff for record filing.

**END OF STAFF CHECKLIST**