

## Planning and Building Department

6550 Yount Street, Yountville, CA 94599  
Telephone: (707) 944-8851 Fax: (707) 944-9619

### **Residential Rental Permit Program** **Frequently Asked Questions**

#### **Who needs a permit?**

Anyone who owns residential rental property within the limits of the Town of Yountville is required to obtain a permit. This program applies to all types of residential rental units: apartments, homes, duplexes, condos, accessory dwelling units (ADUs), rooms, etc.

#### **How can the application form be completed? What happens once the form is submitted?**

The application form can be found online at [www.townofyountville.com](http://www.townofyountville.com) or physical copies are available at Town Hall. The forms may be submitted via email to [nsteele@yville.com](mailto:nsteele@yville.com) or in person to the Planning and Building Department at Town Hall. The application form will be reviewed and validated by Planning and Building Staff. Once that is complete, a permit will be sent to the primary contact for the property. The permit will include the rental unit permit number.

#### **What is the process when a permitted rental property is sold?**

A rental permit is not transferable when a property changes ownership. The new owner would be responsible for obtaining a permit if they choose to rent the primary or second unit.

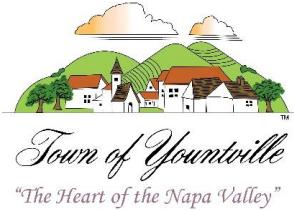
#### **How long is the permit valid?**

Rental permits are valid until the end of the calendar year in which they were completed. A renewed permit must be applied for and issued on or before January 1 of every year, beginning on January 1, 2018.

All residential rental units within the Town of Yountville are required to receive a permit on or before January 1 of each year, per Yountville Municipal Code (YMC) Section 8.08.030.

A separate application form must be completed for each property with one or more residential rental unit(s), though multiple residential rental units at a single property can be included in one application.

This sheet was created to address some of the more common questions that the community may have.



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### **Rental Registration Program** **Frequently Asked Questions**

#### **What is the advertising requirement?**

Any written advertisement such as a printed ad in the paper or a publicly posted flyer, or a digital advertisement such as a post on Craigslist, Nextdoor, or any rental lodging website, must contain at a minimum the rental unit permit number included on the approved permit.

#### **How will the Town be notified of this requirement?**

The details of the Residential Rental Permit Program will be posted on the Town website as well as in printed informational materials provided at Town Hall. As an initial outreach for the first year of the program, letters about the program will be sent to realtors, property management companies, and Yountville property owners.

#### **How will this program be enforced?**

Any violation of this program is considered a violation of the municipal code, and will be enforced similar to any other violation of the Yountville Municipal Code.

