

SHORT TERM-RENTAL RENEWAL GUIDE

1. Follow this link lworg to our online permitting portal.

ALPINE COUNTY CALIFORNIA

The screenshot shows the 'Search Existing Rentals' and 'Apply for New Rental Property' sections. A red circle highlights the magnifying glass icon in the 'Search Existing Rentals' section, with a red arrow pointing to the 'Apply for New Rental' section below it.

Search Existing Rentals:

Search Rentals

Use this link to upload additional information concerning your rental application or current rental property.

You can also use this link to:

- Renew Rental Licenses
- Pay Open Invoices

Instructions:

- 1 Click on the **Q** to begin.
- 2 Search using your Rental Number
- 3 When results appear, click "View" on your property to perform actions.

Apply for New Rental Property

Apply for New Rental

Use this link to apply for new rental properties.

Instructions:

- 1 Click on the **+** to begin.
- 2 Fill out the **REQUIRED** information.
- 3 Attach required information

2. Click here.

The screenshot shows the search results page. A red circle highlights the search input field, with a red arrow pointing to the table below it.

Search

Search by: Rental #

DATE	OWNER NAME	OWNER ADDRESS	APPLICANT NAME	EAST SLOPE?	DESCRIPTION	RENTAL NAME	VIEW
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3. Insert the rental number for your property.

The screenshot shows the search results table. A red circle highlights the 'View' button in the 'VIEW' column of the first row, with a red arrow pointing to it.

DATE	OWNER NAME	OWNER ADDRESS	APPLICANT NAME	EAST SLOPE?	DESCRIPTION	RENTAL NAME	VIEW
05/31/2024	Planning	50 Diamond Valley	Planning	-	-	-	<input type="button" value="View"/>

4. Click here.

Rental Information

Rental #: 2024023
Rental Date: 05/31/2024
Status: Open - Pending Applicant
East Slope?:
Rental Name:

Owner Name: Planning
Owner Address: 50 Diamond Valley
Applicant Name: Planning
Description:

Property Information

Parcel #: 001-080-030
50 Diamond Valley Rd.
Markleeville, CA 96120

Licenses

Applied Date:	Type:	License Number:	Issued Date:	Expiration Date:	Description	Renew:
05/31/2024	Short Term Rental		05/31/2024	05/30/2025		<input type="button" value="Renew"/>

5. Click here.

Renew Rental License Renewal

* Indicates required field

Alpine County Business License #:

Only Complete fields where information has changed.

Applicant / Owner Name

Review the information on the left, and if it has changed, please enter new information on the right.

Applicant Information

* Applicant Name:

Applicant Name:

Applicant Address:

Applicant Address:

Applicant City, State, Zip:

Applicant City, State, Zip:

Applicant Phone:

Applicant Phone:

Applicant Cell:

Applicant Cell:

Applicant Fax:

Applicant Fax:

6. Complete any fields that contain new information.

I do hereby certify that the information contained herein is true and correct.

Once you submit the online application, we will follow up with you to obtain additional information on your property in addition to the annual fee.

Applicant Signature:

7. Sign renewal

Upload Files

Files

Select Files

Submit

8. Submit

9. Payment.

The renewal fee for the Short-Term Rental license is \$245. If you have not already renewed your business license you may include that payment with the Short-Term Rental payment.

The Business License Fee is \$29. A Business License is free to honorably discharged military veterans, we just need a copy of the honorable military discharge. If your property is managed by a property management company a business license is not necessary.

The payment can be received in check, cash, or card payment.

For instructions for how to pay online please follow this link, [Electronic-Payment-Instructions](#).

If you would like to pay by check, checks can be made out to County of Alpine and mailed to:

Alpine County Community Development
50 Diamond Valley Road
Markleeville, CA 96120