



City of South Lake Tahoe

"making a positive difference now"

Friday, September 11, 2015

Subject: Important Notice – SRO Delinquent Applications

Dear Hotel/Motel Owner in South Lake Tahoe,

The City of South Lake Tahoe Single Room Occupancy (SRO) Ordinance was passed into law at the June 16, 2015 City Council meeting. This ordinance has been adopted into the South Lake Tahoe City Code Chapter 6, Article VIII, Sections 6.15.670 through 6.15.770 and **became effective on July 16, 2015.**

Applications for inclusion in the Single Room Occupancy Program were due for submittal to the City of South Lake Tahoe Building Division **no later than Monday, August 17, 2015** and are now past due. This reminder notification is being sent to all hotel/motel properties that have previously exempted revenue from Transient Occupancy Tax (TOT), due to long term occupancy (30 days or more) of some or all of the rooms.

Hotels/motels that rent one or more rooms for thirty (30) days or more must obtain **SRO Permits. The deadline for obtaining these permits has been extended to Thursday, October 1, 2015 at 4:00 PM.**

The majority of hotels/motels entering the SRO Program will require some degree of physical and operational change to comply. Required changes are detailed in the SRO Ordinance and can be accessed via the link provided at the SRO website. Examples of these changes include, but are not limited to:

1. Designation of each room intended for SRO Occupancy
2. In room kitchenette which can comprise of a refrigerator, microwave and bar sink, or common area kitchen
3. Possible electrical upgrades
4. Upgrades to add carbon monoxide and smoke detectors, exterior rated doors, dumpster screens, etc.
5. Occupancy and size limitations

In order to begin the SRO permitting process each owner must decide and identify which rooms will be used for long term occupancy purposes. The following documents must be complete and submitted to obtain an SRO permit:

1. SRO Permit application form and fee of \$80/unit;
2. Revenue division clearance for Business License & Transient Occupancy Tax;
3. Electrical contractor survey results indicating available electrical capacity for each room;
4. Maintenance plan;
5. A site plan including:

- Trash / dumpster location and screening from public view or view of rooms/units;
- Floor plan with dimensions of each SRO room including kitchenette (if applicable). Habitable space minimums have been established based upon the number of occupants, beginning at 120 square feet for a single person up to a maximum of four (4) occupants in a minimum of 270 square feet.
- Floor plan of Community Kitchen room (if applicable);
- Room numbers;
- Signage locations;
- Description of use for all rooms; and
- Sewer units.

The following staff members are available to handle your questions regarding the SRO Program.

Bill Potts at 530-542-6023 or email: bpotts@cityofslt.us

Dave Goodell at 530-542-6010 or email: dgoodell@cityofslt.us

Dave Walker at 530-542-6072 or email: dwalker@cityofslt.us

You can also obtain further information and all required forms at the City of South Lake Tahoe SRO webpage: (<http://www.cityofslt.us/index.aspx?nid=813>), which is being continuously updated.

Please be sure to submit required documentation prior to the extended deadline of Thursday, October 1, 2015 at 4:00 PM. No further extensions will be granted and penalties will apply for applications submitted after that date. For hotels/motels that fail to submit applications, the City of South Lake Tahoe Revenue Division will begin disallowing exemptions to Transient Occupancy Tax (TOT), in addition to increased fees and administrative citations.

Once an SRO permit has been obtained, most properties will also have to obtain a building permit and complete specified changes to the property no later than Wednesday, August 17, 2016. This is a nearly one (1) year window of opportunity to bring the affected property up to SRO standards.

Sincerely,

Bill Potts
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