



**CITY OF SOLANA BEACH  
SHORT-TERM VACATION RENTAL PERMIT**

**NEW APPLICATION**  
635 S. HIGHWAY 101  
SOLANA BEACH, CA 92075  
(858) 720-2460  
[www.cityofsolanabeach.org](http://www.cityofsolanabeach.org)

FOR CITY USE ONLY	
STVR No.	_____
DATE RECEIVED	_____
AMOUNT PAID	_____
CASH <input type="checkbox"/> or CHECK #	_____
RECEIPT #	_____
PERMIT #	_____
DATE PRINTED & MAILED	_____

**Notice: You may not conduct your listing until your permit card is issued. Incomplete or inaccurate information will delay approval.**

**New Application \$257       Manager Change – Existing Permit \$43**

**Property Street Address of Rental Unit:** \_\_\_\_\_

**PROPERTY OWNER AND APPLICANT INFORMATION (NOTE: THIS INFORMATION IS REQUIRED AND MUST BE ACCURATE)**

Applicant name (if different from Owner): \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Applicant Mailing Address (if different from Owner or Managing Agent): \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

**APPLICATION CORRESPONDENCE ADDRESS (Notices and permit cards will be sent to this EMAIL or mail address)**

Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**RENTAL ADVERTISEMENT INFORMATION (Required)**

VRBO # \_\_\_\_\_

VacationsRentals.com # \_\_\_\_\_

Home Away # \_\_\_\_\_

Airbnb # \_\_\_\_\_

RentalHomes.com # \_\_\_\_\_

Other Website: \_\_\_\_\_

**MANAGING AGENCY OR AGENT (Note: Professional Managing Agents must obtain a Solana Beach Business Certificate, or indicate "Self Managed".)**

Managing Agency or Agent Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

**24/7 EMERGENCY CONTACT AVAILABLE TO RESPOND WITHIN 1 HOUR (Note: Info will be listed on permit card)**

Contact Name \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_

**RETURN COMPLETED APPLICATION  
AND APPLICABLE FEES TO:  
CITY OF SOLANA BEACH, Attn: Finance Department  
635 S. Highway 101, Solana Beach, CA. 92075**

**New Application Fee: \$257.00  
Manager Change Fee: \$43.00  
Valid until December 31, 2025  
[CodeCompliance@Cosb.org](mailto:CodeCompliance@Cosb.org) / (858) 720-2413**

*Thank you for doing business in the City of Solana Beach!*



# CITY OF SOLANA BEACH

635 SOUTH HIGHWAY 101 | SOLANA BEACH, CA 92075 | (858) 720-2400 | FAX (858) 792-6513  
www.cityofsolanabeach.org

## City of Solana Beach Short-Term Vacation Rental (STVR) Permit

### Disclosures:

- Pursuant to SBMC 4.47.060(D), the responsible party of the property is expected to take any measures necessary to abate and/or ensure that the occupants and/or guests of the short-term vacation rental unit do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this code or any state law. STVR units shall comply with all Ordinances, health, safety and adopted Building Codes.
- Pursuant to SBMC 17.20.040(D), the rental of less than 30 consecutive days is not permitted within any Accessory Dwelling Unit, Junior Accessory Dwelling Unit and/or Accessory Living Unit, unless otherwise allowed by law.
- A Transient Occupancy Tax (TOT) of 13% of the going rental rate is due on each night of rental. The Owner or Managing Agent/Agency shall submit a monthly TOT return and remit the tax due to the City, even if it is a zero balance. Booking/occupancy records are subject to inspection by City staff when requested.
- STVR units are subject to inspection by City staff when requested.
- ***Professional STVR listing managers shall have/maintain a valid Business Certificate with the City of Solana Beach, unless self-managed by the property owner.***
- ***STVR Permit cards will be emailed unless a paper copy is requested.***
- All permits shall run within one (1) calendar year expiring on December 31 and may be renewed annually on or before January 31st. All permits not renewed before January 31<sup>st</sup>, annually, will be closed. After that date, a new application and permit fee will be required.
- The STVR permit card shall be displayed in a location visible to the public, at the front entry door, or within a front-facing window, with the phone number and emergency contact visible to residents and occupants.
- If your property is located within a Homeowners Association (HOA) it is your responsibility to adhere to any HOA restrictions regarding short-term rentals.
- Stays or bookings are limited to one (1) occurring within a seven (7) consecutive calendar day period and/or one (1) calendar week period.
- STVR Regulations can be located by visiting the following webpage for Short-Term Vacation Rentals found at: [www.cityofsolanabeach.org/en/code-enforcement](http://www.cityofsolanabeach.org/en/code-enforcement)
- Application fees are non-refundable.
- APPLICANTS ARE RESPONSIBLE TO PROVIDE UP-TO-DATE AND ACCURATE INFORMATION FOR THE LISTING AT ALL TIMES, including the property owner and/or managing agent contact info.
- Application forms: [www.cityofsolanabeach.org/en/code-enforcement](http://www.cityofsolanabeach.org/en/code-enforcement)

By adding my signature below, I, as the property owner of record or agent for the property owner ("applicant"), declare under penalty of perjury that the information contained in this application is true and correct to the best of my knowledge and belief. Furthermore, I am aware that the City's Short-Term Vacation Rental Permit Ordinance and regulations are published on the City's website or may be requested by emailing [CodeCompliance@cosb.org](mailto:CodeCompliance@cosb.org). I acknowledge the understanding of, and I agree to comply with the disclosures and STVR performance standards indicated above, and I agree to comply with the City's STVR Permit Ordinance. As the applicant, I accept responsibility for myself and the property owner(s) to comply, pay all taxes, fees, fines and/or penalties associated with this STVR listing.

Property Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Write Full Name in Print Here: \_\_\_\_\_ Owner  Agent