



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

FOR CITY USE ONLY

STVR No. _____
DATE RECEIVED _____
AMOUNT PAID _____
CASH ☐ 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 \$259 + \$4 CA Fee ☐ Manager Change – Existing Permit \$43 ☐

Note: Renewals after January 31st will pay a New Application Fee

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

Street Address of Rental Unit: _____

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: \$263.00

Manager Change Fee: \$43.00

Valid until December 31 annually.

CodeCompliance@Cosb.org / (858) 720-2413

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

Revised 3/



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, including permits of remodel projects.
- 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 31st, 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
- Application fees are non-refundable.
- APPLICANTS ARE RESPONSIBLE FOR PROVIDING UP-TO-DATE AND ACCURATE INFORMATION FOR THE LISTING AT ALL TIMES, including the property owner and/or managing agent contact info.
- Online Renewals:** www.cityofsolanabeach.org/en/code-enforcement (select the Short-term Vacation Rentals link to visit the STVR Page).

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. 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 ☐