



CITY OF SOLANA BEACH
SHORT TERM VACATION RENTAL RENEWAL/UPDATE FROM
 635 S. HIGHWAY 101, SOLANA BEACH, CA 92075
 (858) 720-2413 / CodeCompliance@cosb.org
 www.cityofsolanabeach.org

FOR OFFICE USE ONLY
<u>PERMIT NO.</u>

**YOUR SOLANA BEACH SHORT TERM VACATION RENTAL (STVR) PERMIT
 WILL EXPIRE ON DECEMBER 31, 2024.**

We will not accept any renewals after January 31, 2025.

Step 1: Verify & Update Information

- ❖ If the information below has changed, please add any corrected/new information in the boxes below.
- ❖ If the information in boxes **1 or 2** has changed, **do not** submit this renewal form. Instead, you must apply for a new STVR permit. STVR application forms are available online at www.cityofsolanabeach.org under Code Enforcement.
- ❖ Change of Managing Agency (*\$24 fee required* in addition to the renewal fee).

1. <u>Rental Unit Address:</u>	4. <u>Emergency Contact Name & Phone Number:</u>
2. <u>Property Owner's Name and Address:</u>	5. <u>Managing Agency or Agent Name and Address:</u>
3. <u>Property Owner's Phone Number and Email Address:</u>	6. <u>Managing Agency Phone Number and Email Address:</u>

Step 2: Update Rental Listings (if applicable):

VacationsRentals.com # _____ VRBO # _____ Airbnb # _____
 Home Away # _____ RentalHomes.com # _____ Other: _____

Step 3: Indicate Property Status (if applicable):

- Property Sold – Date: _____ Property is no longer being used for STVR.

PLEASE MAKE CHECK PAYABLE TO: CITY OF SOLANA BEACH
 City of Solana Beach
 Finance Department – STVR
 635 S. Highway 101
 Solana Beach, CA 92075

Current renewal fee:	\$63.00
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Due Date: January 31, 2025

The renewal form **MUST be signed** and turned in with payment to be processed. Any payment received without a signed form will be returned.

SIGNATURE _____ **DATE** _____

I hereby certify, under the penalty of perjury, that the rental property listed on this form qualifies for use as a Short-Term Vacation Rental and will be operated in compliance with Solana Beach Municipal Code 4.47 and all other codes and regulations governing buildings for human habitation. I also certify that I am authorized to make this statement, and that the information provided on this form is true and correct. I will appropriately post the INTERIOR AND EXTERIOR WITH THE PERMIT CARD.

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 managers shall have/maintain a valid Business Certificate with the City of Solana Beach.***

- 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 and selecting the Short-Term Vacation Rentals link: www.cityofsolanabeach.org

- Application fees are non-refundable.

- APPLICANTS ARE RESPONSIBLE TO PROVIDE UP-TO-DATE AND ACCURATE INFORMATION FOR THE LISTING AT ALL TIMES, for the property owner and/or managing agent.

- STVR Permit cards will be emailed unless a paper copy is requested.

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