



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

635 S. HIGHWAY 101
SOLANA BEACH, CA 92075
(858) 720-2440
www.cityofsolanabeach.org

FOR CITY USE ONLY

DATE RECEIVED _____
AMOUNT PAID _____
CASH or CHECK # _____
RECEIPT # _____
PERMIT # _____
DATE PRINTED & MAILED _____

PROPERTY OWNER INFORMATION (Type or print clearly.)

Owner Name: _____
Address: _____
City _____ State _____ Zip _____
Phone # (_____) _____ E-mail _____
Mailing Address: _____
City _____ State _____ Zip _____
Owner's Signature _____

RENTAL PROPERTY INFORMATION

Address _____
Phone # (_____) _____
Name of HOA, if applicable _____

RENTAL ADVERTISEMENT INFORMATION

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

MANAGING AGENCY OR AGENT

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

Contact Name _____
Phone # (_____) _____

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

New \$110
 Renewal \$17

Late Fees:
31-90 days late = \$17 plus renewal fee
91 + days = Per SBMC 4.02.230



CITY OF SOLANA BEACH

635 SOUTH HIGHWAY 101 • SOLANA BEACH, CA 92075
www.cityofsolanabeach.org

• (858) 720-2400
FAX (858) 792-6513

City of Solana Beach Short-Term Vacation Rental Permit

Disclosures:

- Good Neighbor Brochures must be placed in prominent locations in all rental properties as well as provided to the designated “responsible person” in each rental party.
- If your property is located within a Homeowners Association (HOA) it is your responsibility to adhere to any HOA restrictions regarding short-term rentals.
- 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.
- Property owners or Managing Agent/Agency must submit a TOT form monthly even if it is a zero balance.
- All permits shall run calendar year expiring on December 31 and renewed annually on January 1.

I 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 have been provided a copy of the short-term rental ordinance and shall post such information in a conspicuous place within the dwelling on the Premises. I acknowledge understanding of the above disclosures.

Signature: _____ Date: _____