CITY OF ENCINITAS
Development Services Department
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FEES & INFORMATION
SHORT-TERM RENTAL PERMIT

A Short-term Rental is defined as the rental of any single-family or duplex unit that is a privately-owned structure, or any portion of any structure (non-accessory dwelling unit as that term is defined in Government Code Section 65852.2, which may be amended from time-to-time), for occupancy for dwelling, lodging, or sleeping purposes of 30 consecutive days or less in the City of Encinitas (City). Accessory dwelling units are not permitted to be rented as a short-term vacation rental. Non-monetary forms of compensation shall also qualify a property as a short-term rental. All short-term rentals require a permit from the City.

Approved permits are valid for one year and are non-transferable to another location or to another person. If a change of property ownership occurs, then a new application shall be obtained. A permit renewal request requires the submittal of a new application, all associated required documentation and fee payment.

Permit Application Fees:

Application Fees *[Non-refundable]*: New: $425 Renewal: $425

Additional Fees:

Transient Occupancy Taxes (TOT) are required to be paid on a quarterly basis.
Business Registration: New: $39 Renewal: $24

Documentation Required:

1. **Application Form** | An application shall be provided and includes, but is not limited to:
   - Legal name, address, and telephone number of all: a) owner(s), b) agent(s), and c) 24-hour, seven-day per week local contact person;
   - Address and Assessor's Parcel Number (APN) of the property proposed for the short-term rental;
   - Indication of if the short-term rental unit is a "Hosted" or "Non-hosted Unit;"
   - The number of bedrooms; and
   - The number of on-site parking spaces to be designated for the exclusive use of the short-term rental unit.

   The application is required to be completely filled out including the signed affidavit acknowledgements.
2. **Proof of Ownership and/or Owner Permission** | If the **owner** is applying, then proof of ownership includes a Grant Deed, Assessor Record or similar document. If the person applying for the permit is **not the property owner**, then permission from the property owner is required. A letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit/activity shall be provided.
3. **Plans | Site Plan – Rental** | Identify address, APN, zoning, property boundaries, location and names of adjacent road(s), location/number/dimensions of on-site parking spots, and existing structures. Clearly label the dwelling unit, or portion thereof, proposed to be used as a short-term rental.
4. **Plans | Floor Plan** | Identify address, APN, floor plan layout of dwelling unit proposed for the short-term rental, label uses such as bedroom/bathroom/kitchen/closets/doors and indicate the floor area/square footage of the dwelling unit. Clearly label the dwelling unit areas, or portions thereof, proposed to be used as the short-term rental. Identify the location of all fire extinguishers (one per kitchen and required size: 2-A:10-B:C), smoke alarms (one every bedroom, hallway leading to bedrooms, and one per floor), and carbon monoxide alarms (one per floor and hallway leading to bedrooms) on the floor plan.
5. **Liability Insurance** | Provide a copy of the liability insurance for the property in an amount of $1,000,000.00. The liability insurance is required to be maintained during the length of the permit.
6. **Rental Information** | Copies of the short-term rental application, forms, rules and regulations, or contract which will be used to allow the short-term renter to occupy the property. Include details regarding expectations/requirement for occupancy, parking, and trash disposal.
7. **Advertisement Information** | Provide advertisement information (if any) which shall include the City issued permit number, bedroom number, maximum occupancy, and vehicle parking allowances.
8. **Title 24 ADA Compliance Form** | Required for Title 24 Accessibility (State regulations designed to comply with the requirements of the Americans with Disabilities Act (ADA) and State statutes) if the rental property has four or five bedrooms being rented and is occupied by the property owner as their residence.