



Short-Term Vacation Rental

Permit Application Form

P-98

[Community Development](#)
 1635 Faraday Avenue
 (442)339-5978
www.carlsbadca.gov

In order for the city to authorize a Short-Term Vacation Rental (STVR) pursuant to Carlsbad Municipal Code [Chapter 5.60](#), a complete application package must be submitted to the Community Development Department for review and approval. A complete application package includes this application form (P-98) and an Impact Response Plan ([Form P-98-A](#)). Please attach additional pages and/or documents as necessary to show compliance with city codes.

Submit a complete application, application resubmittal, changes/updates to an active STVR permit, or general questions by emailing STVR@carlsbadca.gov.

PERMIT TYPE

New STVR permit: Renewal of an existing STVR Permit: Existing STVR permit no:

OWNER INFORMATION – Legal Property Owner of STVR

Name:
 Address: City: State: Zip:
 Phone: Email address:

Complete if property is managed by an agent or management company, otherwise check the following box. Not Applicable

Company name: Contact name:
 Address: City: State: Zip:
 Phone: Email address:

PROPERTY INFORMATION – STVR Property

Street address: Total no. bedrooms: Parcel number (APN)
 Max. occupants: Type: Single-family Townhome Condo Duplex/triplex ADU JADU
 No. parking spaces: Parking space type (select all that apply): Garage Driveway Carport Side yard

Note: "Yes" responses to any of the following may result in denial of the STVR permit:

Unit located outside the [Coastal Zone](#)? Yes No Unit restricted for lower income families? Yes No
 Building permit issued after Jan. 1, 2020 (Applicable only to ADUs or JADUs; refer to [IB-111](#))? N/A Yes No
 Any open/active code enforcement cases on the property? Yes No
 Any known unpermitted work on the property (i.e., construction, grading, structures, improvements)? Yes No

LOCAL 24/7 EMERGENCY CONTACT INFORMATION

The following individual will be the local contact person who must be available 24 hours per day, 7 days per week to respond within 45 minutes to complaints arising from STVR occupants and their visitors and/guests and take appropriate corrective measures to resolve those complaints.

Name:
 Address: City/State: Zip:
 Phone: Cell: Email:

HOSTING PLATFORM INFORMATION

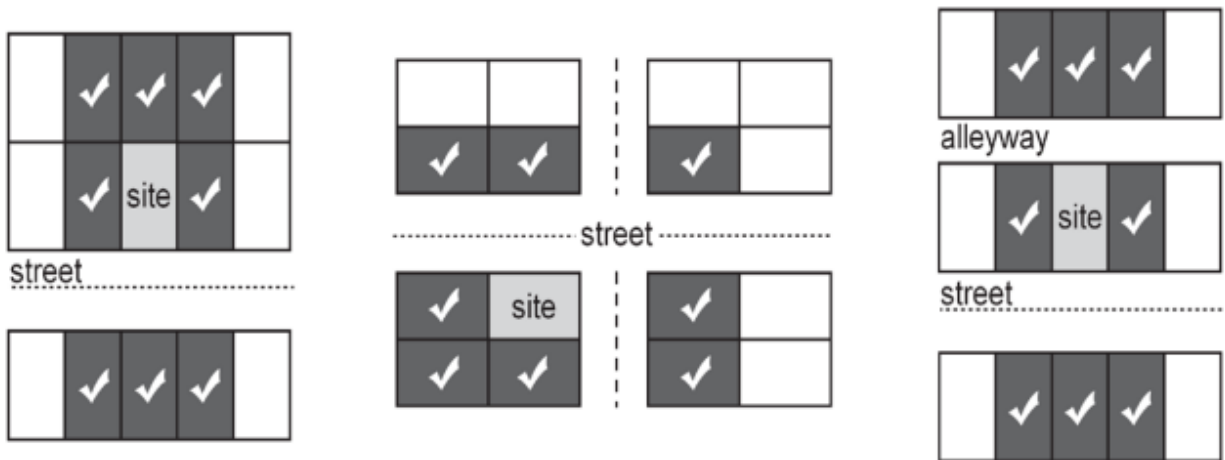
Provide the name of all online lodging platforms and rental agencies (i.e., Airbnb, VRBO, local agencies) that are advertising and/or accepting bookings for the STVR, along with the website addresses to the specific STVR posting.

Company name:	<input type="text"/>	Weblink:	<input type="text"/>
Company name:	<input type="text"/>	Weblink:	<input type="text"/>
Company name:	<input type="text"/>	Weblink:	<input type="text"/>
Company name:	<input type="text"/>	Weblink:	<input type="text"/>

REQUIRED OWNER ACKNOWLEDGEMENTS AND CERTIFICATIONS

The legal property owner (not an authorized agent/management company) must review the following terms and conditions and sign in the space provided below acknowledging their understanding and agreement.

1. The information provided in this form (and associated attachments) is complete, true, and correct and I understand that providing false or inaccurate information may result in a delay, denial, or revocation of the STVR permit.
2. I have read all regulations related to the operation of an STVR, including Carlsbad Municipal Code [Chapter 5.60](#), and agree to comply fully with all applicable regulations.
3. I agree to include the city issued permit number and expiration date on all advertisements.
4. I understand that the local contact person must be available 24 hours/day, seven days/week to respond within 45-minutes to any complaints and take appropriate actions to resolve the complaints/violations.
5. I have completed Form P-98-A (Impact Response Plan) and agree to follow the good neighbor policies. I agree to mail or deliver the signed plan to all residents and owners of the property abutting or across the street from the STVR (as illustrated below) at least ten days prior to the first rental of the STVR. A copy of the signed Impact Response Plan and the addresses of neighbors who received the plan shall also be emailed to the city prior to the first rental of the STVR.



6. I agree to post the approved STVR permit and Impact Response Plan on the exterior of the unit within plain view of the public and will provide a copy of the signed Impact Response Plan to each STVR renter prior to their stay.
7. I acknowledge that issuance of three or more administrative citations, verifiable municipal code violations or hearing officer determinations concerning permit requirements within a 24-month period shall result in revocation of a short-term vacation rental permit for a minimum period of 36 months.
8. I agree to update the city, onsite noticing, and neighbors listed in the Impact Response Plan if there are any information changes for the local contact person.

9. Following issuance of the STVR permit and prior to the first listing of the STVR, I agree to secure and maintain a valid Business License from the City of Carlsbad, [Finance Department](#). I understand that an STVR is a business and cannot be legally operated in Carlsbad without both an STVR permit and a business license.
10. I agree to file and pay the monthly 10% Transit Occupancy Tax (TOT) as well as a 2% per room per night Carlsbad Tourism Business Improvement District (CTBID) assessment (payments due and payable the last day of the month immediately following the month for which the payment is due) for all periods that the property is used as an STVR.
11. I understand that the STVR permit is valid for one year from the date of the permit approval and I must secure a new STVR permit annually should I wish to continue operating the STVR. I also understand that the permit is immediately void if there is a change in property ownership.
12. If my property is located within a Homeowners Association, I understand it is my responsibility to comply with all Covenants, Conditions, and Restrictions regarding STVRs.
13. I understand that the city manager or designee may impose additional conditions on the use of an STVR unit to mitigate potential secondary effects unique to the unit, including denying or revoking the use of an STVR unit while there are open code violations or unpermitted construction/grading/structures/improvements or the like on the property that may affect the health and safety of STVR users or the general public.
14. I understand that the city manager or designee may suspend or revoke my STVR permit commensurate with the severity any violations of the city's STVR ordinance.

I have read, understand, and agree to the above requirements.

[Redacted]

STVR property owner (printed)

[Redacted]

STVR property owner (signature)

[Redacted]

Date