

# Permit *Application*



## 1. City of Carlsbad Business License and Transient Occupancy Tax Required (See Page 2)

## 2. Vacation Rental Address (must be located in coastal zone)

*A separate application is required for each short-term vacation unit, even if multiple units share the same address.*

Vacation Rental Unit Address \_\_\_\_\_

Number of Bedrooms (Studio = 1 bedroom) \_\_\_\_\_ **Please Note: Accessory Dwelling Units located outside the Coastal Zone, designated as an affordable housing unit, or built / permitted after 1/1/2020 cannot be used as a vacation rental.**

## 3. Owner Information

Owner Name (Please Print) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## 4. Agent Information (if applicable)

*If the property is represented by an agent(s) or rental company, or if someone other than the owner is acting as applicant on the owner's behalf, please sign the authorization and complete the information below.*

OWNER'S AUTHORIZATION: I authorize the person listed below to act on my behalf in order to comply with Chapter 5.60 of the Carlsbad Municipal Code. I understand that this does not relieve me of any personal responsibility or personal liability for noncompliance with any applicable law, rule or regulation pertaining to the use and occupancy of this short-term vacation rental unit.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

## 5. 24/7 Contact Information

*The following individual will be available by telephone and will be responsible for promptly responding 24 hours per day, 7 days per week to all complaints arising from the occupancy of the short-term vacation rental by occupants, their visitors and/or guests. A return telephone call to a complainant within 45 minutes of the initial complaint shall be deemed "prompt."*

Print Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**The following box is for office use only**  
Date Issued: \_\_\_\_\_  New  Renewal  Permit Expiration Date: \_\_\_\_\_ Business License No. \_\_\_\_\_



## 6. Planned Advertising

The short-term vacation rental permit number must be included in all advertisements for the unit. Please list any planned advertising, including online sites.

## 7. Acknowledgements and Certification (Please read carefully and sign)

I certify that the property listed in this application qualifies for use as a short-term vacation rental and will be operated in compliance with Carlsbad Municipal Code (CMC) Chapter 5.60 and all other applicable local, state and federal laws and regulations. I also certify that the information provided on this application is true and correct. I have received a copy of the good neighbor guidelines and will provide a copy to every renter of the short-term vacation rental unit. I have prepared an impact response plan, which states my intent to operate a short-term vacation rental, the number of bedrooms that will be rented to overnight guests and the phone number of me or my authorized agent. A copy of the impact response plan was mailed or delivered to all residents and owners of the property butting or across the street from the short-term vacation rental. If my property is located within a Homeowners Association, I understand it is my responsibility to determine if there are any HOA restrictions regarding short-term vacation rental.

Owner/Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Renew Annually

Please make sure to keep track of your permit expiration date and renew your permit and business license annually. No reminder notices will be sent. If you fail to renew your permit and continue to rent your property, you will be in violation of the Carlsbad Municipal Code and could have future short-term vacation rental permit privileges revoked.

## Permit Posting

CMC Chapter 5.60 requires applicants to display a legible permit on the exterior of the unit within plain view to provide the general public with the 24 hour, seven day a week contact phone number for a private party responsible for the unit to respond to complaints regarding its operation. The permit shall be displayed at all times the unit is used as a short-term vacation rental.

## Business License

CMC Chapter 5.04 requires all persons engaged in business within city limits to acquire and maintain a business license. Visit the city website at [www.carlsbadca.gov](http://www.carlsbadca.gov) for instructions on how to obtain and submit a business license application.

## Transient Occupancy Tax

Short-term vacation rentals are subject to a monthly 10% transient occupancy tax as well as a 2% per room per night Carlsbad Tourism Business Improvement District assessment. The property owner or owner's agent shall be responsible for the collection and remittance of transient occupancy taxes and the CTBID assessment. Monthly TOT payments are due and payable on or before the last day of the month immediately following the month for which the payment is due.

Clear Form

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