



CITY OF VISTA
 Community Development
 200 Civic Center Dr
 Vista, CA 92084-6275
 Phone: 760-643-6100

SHORT-TERM RENTAL PERMIT APPLICATION

This application must be submitted by the owner(s) or their authorized agent. Owner(s), agent(s), and the 24/7 local contact person are required to review the [City of Vista Municipal Code Chapter 8.34 Short-Term Rental Permit](#) regulations. Failure to comply with the regulations may result in Code Enforcement action(s) against the unit, which includes, and is not limited to: fines, suspension, and/or revocation of the Short-term Rental Permit. **EVERY LINE OF THE APPLICATION MUST BE COMPLETED. IF NOT APPLICABLE, INDICATE BY WRITING "N/A".**

SECTION 1 - PROPERTY INFORMATION

Short-term rental property address: _____ APN: _____
 No. of bedroom(s) in the short-term rental to be rented: _____ Dedicated No. of on-site parking spaces: _____
 Hosted Unit (owner-occupied/in unit or immediately adjacent to lot during rental period): Yes No
 Non-Hosted Unit (owner not on-site during the rental period): Yes No
 No. of Fire Extinguishers: _____ No. of Smoke alarms: _____ No. of Carbon Monoxide alarms: _____
 Type of Application: Initial Application: _____ Renewal Application: _____ Change of Ownership: _____
 Broker(s) or planned advertisements for the short-term rental (List all that apply): _____

SECTION 2 - CONTACT INFORMATION

(Attach additional pages if needed; information for all owners must be included)

Legal Name of Owner(s): _____
 Address: _____
 City: _____ State: _____ ZIP: _____
 Phone: _____ Email: _____

Legal Name of Agent(s): _____
 Address: _____
 City: _____ State: _____ ZIP: _____
 Phone: _____ Email: _____

Legal Name of Designated 24/7 Local Contact Person: _____
 Address: _____
 City: _____ State: _____ ZIP: _____
 Phone: _____ Email: _____

SECTION 3 - OWNER SIGNATURE(S)

All owners listed on the property deed are required to sign this form (attach additional pages if needed). Signatures of non-corporeal owners, such as partnerships and corporations, shall be made by the entity's duly authorized agent(s) or such individual(s) otherwise permitted by law to sign on the entity's behalf. By signing this form, owner(s) have authorized in writing the designated agent(s) listed in Section 2 to submit this application on their behalf.

 Owner Signature

 Date

 Print Signatory's Name

 Title

SECTION 4 - APPLICANT ACKNOWLEDGMENTS

Applicant hereby acknowledges the following (check each box and initial):

- _____ Smoke alarms are installed in all sleeping areas, on every level and outside of sleeping areas (Hallways). Smoke alarms shall be replaced per manufacturer recommendation or every 10 years.
- _____ Carbon Monoxide alarms are installed outside of sleeping areas (Hallways) and on all levels of the unit or home. Carbon monoxide alarms shall be replaced per manufacturer recommendation or every 7 years for bedrooms that contain a fuel appliance (Fireplace), a carbon monoxide alarm is required to be installed inside the bedroom.
- _____ A minimum of one 2A-10B:C class fire extinguisher is properly hung 3.5-5 feet (Measured at the top handle of the extinguisher) above the floor in the home or unit. Fire extinguishers are required to be serviced on annual basis. Brand new extinguishers purchased need to have receipt attached to indicate purchased date.
- _____ All the information contained in this application and its associated documents are true and correct. Any false statements or information provided in the application are grounds for denial of a short-term rental permit, or if the permit has already been issued by the City, revocation and/or imposition of penalties, as outlined within VMC Chapter 8.34.
- _____ All owner(s)/agent(s), and the designated local contact person are familiar with the requirements of VMC Chapter 8.34.
- _____ All owner(s)/agent(s), and the designated local contact person, are responsible for ensuring compliance with VMC Chapter 8.34.
- _____ Failure to comply with VMC Chapter 8.34 and all applicable provisions of this Code may result in suspension and/or revocation of a short-term rental permit.
- _____ Change of ownership. Short-term rental permits only apply to the person(s) named on the application and are non-transferable. Within 14 calendar days of a material change in the property ownership or substitution of listed agent(s), a new application shall be submitted with the required application fee.
- _____ Short-term rentals are subject to the provisions of Chapter 3.24 of this Code regarding the collection and remittance of Transient Occupancy Tax (TOT). Failure to comply with these provisions may result in revocation of a short-term rental permit.

Applicant Signature

Date

Print Signatory's Name

Title

SECTION 5 - ADDITIONAL SUBMITTALS

Application must include: (1) copy of any application* and all other forms that renters of the short-term rental will be required to complete; and (2) copy of owner's rules and regulations for the short-term rental. *You may submit a screenshot of your virtual profile for Airbnb, VRBO, etc.

City of Vista Approval – for City Staff only (Planning Division)

Zoning District: _____ Business License #: _____

Short-Term Rental Permitted: Yes No If Yes: STR Permit Number: _____

Permitted overnight occupancy _____ (not to exceed 2 persons per bedroom or studio plus 1 additional person per unit)

Minimum night stay required for this unit: Yes No (Non-hosted units must have a 2 consecutive night minimum stay; this provision does not apply to hosted units or STRs in multi-family residential dwellings).

Application reviewed by: _____

Signature: _____ Date: _____