



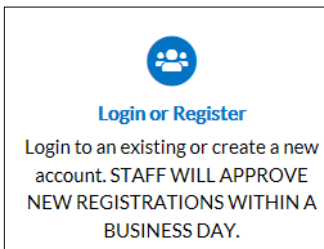
How to Apply for a Short Term Rental Permit in CSS

Once you have registered for a Customer Self Service (CSS) account (refer to guide: How to Register for a CSS Account), you can apply for permits online.

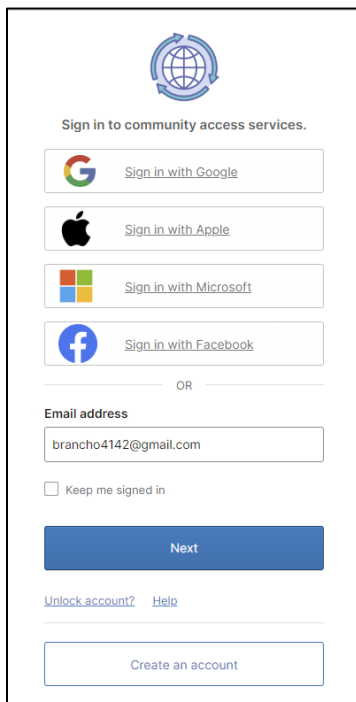
Visit <https://encinitasca.gov/I-Want-To/Applications-Information> to obtain general information, fees, and what documents to submit with your application.

Go to the CSS home page: <https://portal.encinitasca.gov/CustomerSelfService#/home>

Login



Enter your username and password and click on “LOG IN.”



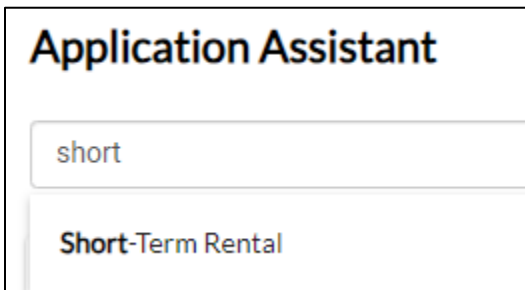
From the home page, choose Apply.



Apply

For MULTIPLE BUILDING PERMIT SUBMITTALS on a single project, REVISIONS or RESUBMITTALS, call Building staff at 760-633-2730.

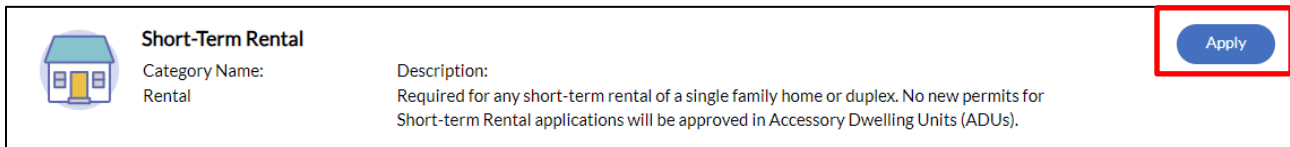
Use the search bar to find the correct permit.



Application Assistant

Short-Term Rental

Click on Apply.

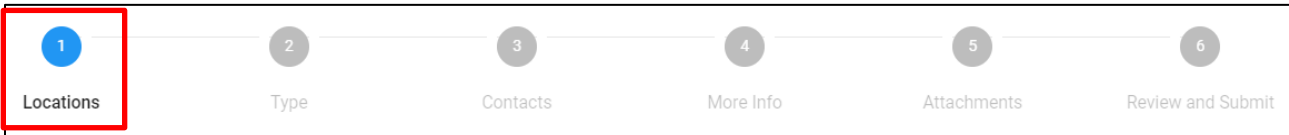


Short-Term Rental **Apply**

Category Name: Rental

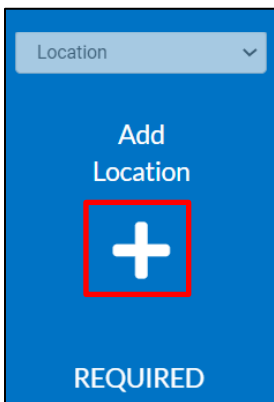
Description: Required for any short-term rental of a single family home or duplex. No new permits for Short-term Rental applications will be approved in Accessory Dwelling Units (ADUs).

You will be walked through six steps to apply for your permit. As you advance through the process, each step number will light up.



1 **Locations** 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

To enter the Location, click on the +.



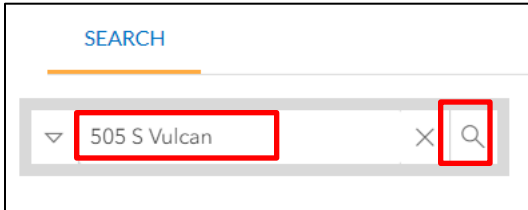
Location

Add Location

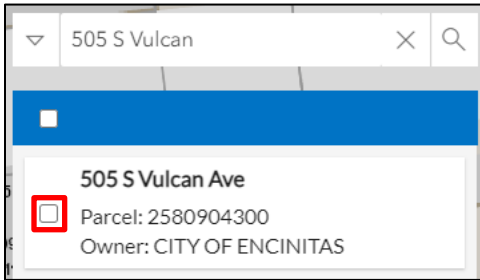
+

REQUIRED

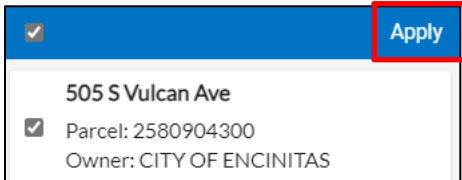
Enter the address of where the work will be done, leaving out punctuation. Click on the magnifying glass.



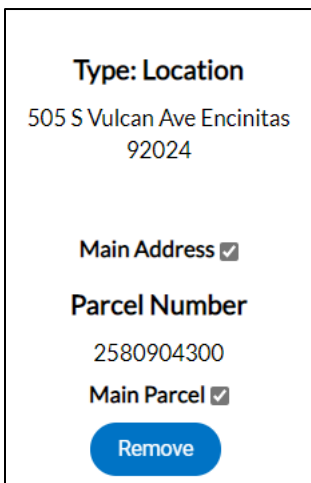
When you have identified your address, click in the box.



Click on the Apply button.



It will take you back to the "Add Location" tile and the address will appear in the box.



Permit Type comes in automatically.

Information about the property being rented and where it will be advertised will be collected further in the application. You may leave this Description box blank, if you prefer.

PERMIT DETAILS

[Click here](#) for more information about Short-Term Rentals in Encinitas.

* **Permit Type**

Description

Choose "Next."

Progress bar with steps: 1. Locations (checked), 2. Type (checked), 3. **Contacts** (highlighted with a red box), 4. More Info, 5. Attachments, 6. Review and Submit.

The applicant (you) are the default contact. If any other contacts are needed, the tile will be flagged as "Required" as shown below.

For this permit type, you will also need to add the 24/7 contact. Click on the + in the "24Seven" tile.

CONTACTS

In addition to the applicant contact, please identify an individual that can be contacted at any time in case of emergency or other issue. Please search for contact name before entering manually. If you are using a property management company, please search for the company name and add it as the 24/7 contact.

Applicant: Your Name, 505 Vulcan, Encinitas, CA, United States, 92024

24Seven Add Contact + **REQUIRED**

Applicant Add Contact +

Always try searching first to see if a person or business already exists in our system.

Add Contact

Add Contact As : 24Seven

Search Enter Manually My Favorites

Search

Enter a name or business in the Search field and click on the magnifying glass.

Search

Will bring up a list of choices. Scroll through.

Search

Sort Relevance

Favorite	First Name	Last Name	Company	Email	Action
	L	Test		theriault6@yahoo.com	<input type="button" value="Add"/>
	Bill	Stannard			<input type="button" value="Add"/>
	Daniel	Stokes			<input type="button" value="Add"/>
			USS Cal Builders Inc		<input type="button" value="Add"/>

If contact you are searching for is not in the list, "Enter Manually." Enter information in the fields, then Submit.

Search Enter Manually My Favorites

Enter Manually

* First Name

* Last Name

Company Name

Email

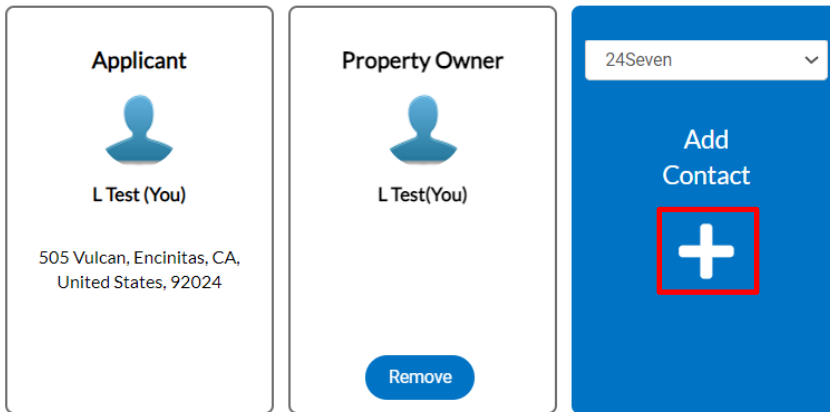
* Home Phone

* Mobile Phone

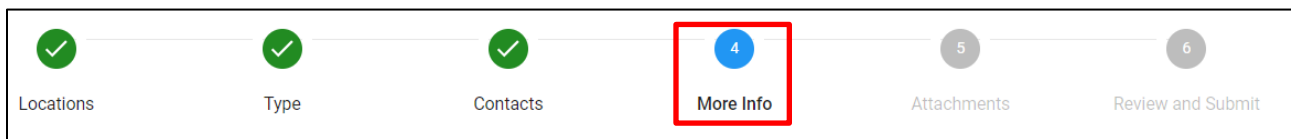
* Business Phone

You have the option to add additional contacts. To add, click on the + in the “Add Contact” tile.

Again, always “Search” for a contact first. If no match is found, “Enter Manually.”



Once all Contacts are entered, choose “Next.”



Any fields with a red asterisk (*) must be completed.

Please note that omission of any items on this page may delay the processing of your permit.

MORE INFO

Acknowledgement of Rental Terms

[Next Section](#) | [Top](#) | [Main Menu](#)

All the information contained in the short-term rental permit application and its associated documents is true and correct.

All owner(s)/agent(s), and the designated local contact person are familiar with the requirements of Encinitas Municipal Code (EMC) 9.38 and are responsible for ensuring compliance with EMC Chapter 9.38. Failure to comply with EMC Chapter 9.38 and all applicable provisions of the Encinitas Municipal Code may result in suspension and/or revocation of a short-term rental permit.

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 EMC Chapter 9.38.

I will agree to defend, indemnify, release and hold harmless the City of Encinitas, its City Council, boards, commissions, officers, agents, and employees from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including, without limitation, attorneys' fees, disbursements and court costs) of every kind and nature whatsoever which may arise from or in any manner relate (directly or indirectly) to the Permit issued by the City for the Short-term Rental. This indemnification shall include, but is not limited to, damages awarded against the City, any costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action or proceeding whether incurred by the Short-term Rental, the City, and/or the parties initiating or bringing such proceeding, as identified within the Chapter 9.38.

I agree to the above

I certify under penalty of perjury that all acknowledgments associated with this application and documents submitted are correct and true. If acting as an authorized agent, attach a signed and dated letter of authorization from the business owner.

I agree to the above

I verify that I have reviewed and understand the fire code requirements on the Short-Term Rental Sample Site Plan & Floor Plan regarding the placement of fire extinguishers, smoke detectors, and carbon monoxide detectors and the property is compliance with these requirements.

I agree to the above

The Transient Occupancy Tax (TOT) is to be self-reported and paid quarterly to the City of Encinitas. A TOT reporting form will be submitted in a \$0 amount if no short-term rentals were conducted during a quarter.

I agree to the above

The property configuration is consistent with City and/or County records.

I agree to the above

I understand the following below, and my residence complies with the following criteria: Bedrooms: Each bedroom/sleeping quarter(s) must contain the following items: Compliant Room Dimensions: minimum 7-foot widths and 7-foot 6-inch ceiling height. Compliant Egress Window: minimum of 5.7 sq. ft., 20-inches wide, 24-inches high, & no more than 44-inches high. Compliant Closet Space: minimum of 2-ft. in depth, 10-sq. ft. in floor area, maintains positive/permanent connection to the structure, and internally configured for the storage of apparel and items. Must be enclosed and located within the interior space of the bedroom and/or attached bathroom area.

I agree to the above

Excessive Occupancy: No more than 2-beds in each bedroom, provided only 1-bedroom may contain a maximum of 3-beds

I agree to the above

Smoke Detectors: At least one (1) operational smoke detector in each bedroom/sleeping quarter AND one (1) operational smoke detector within the vicinity of the bedrooms/sleeping quarters (i.e., hallway).

Carbon Monoxide detectors: At least one (1) operational carbon monoxide detector on each floor AND within the vicinity of the bedrooms/sleeping quarters (i.e., hallway).

Fire Extinguisher: Shall be a minimum rating of 2A:10B:C. & multi-purposed dry-chemical type Shall be located in a cabinet or closet, with signage permanently affixed to the exterior of the door OR mounted on the wall at point between 3'-6" and 5'-0" above floor level, in a location that is clearly visible and readily accessible. Shall be serviced on an annual basis. The service provider will affix an official date-punched tag to the extinguisher indicating the date of service OR if a new fire extinguisher is purchased, the receipt indicating date of purchase shall be affixed to the body of the extinguisher.

I agree to the above

Rental Unit Information

[Previous Section](#) | [Top](#) | [Main Menu](#)

Rental Unit Type

If Unit Type is 'Portion'; Please Describe:

Is Rental Hosted?

Number of Bedrooms

Rental Parking Limit

Number of Fire Extinguishers

Number of Smoke Alarms

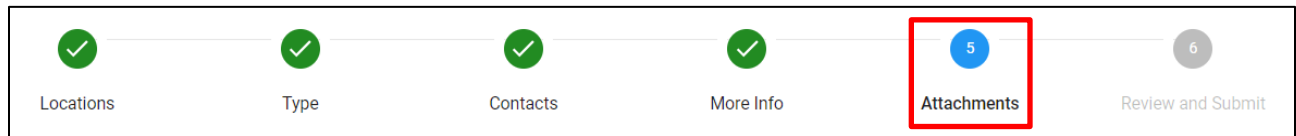
Number of Carbon Monoxide Alarms

Description of Advertisements

[Back](#) [Create Template](#)

[Save Draft](#) [Next](#)

Once you have answered all questions on this page, choose “Next.”

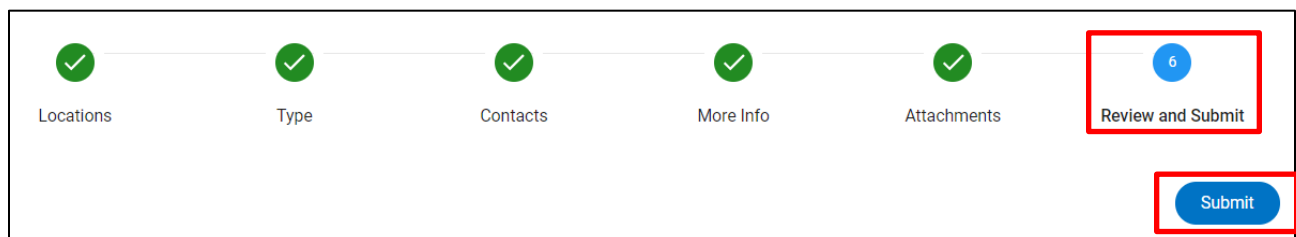
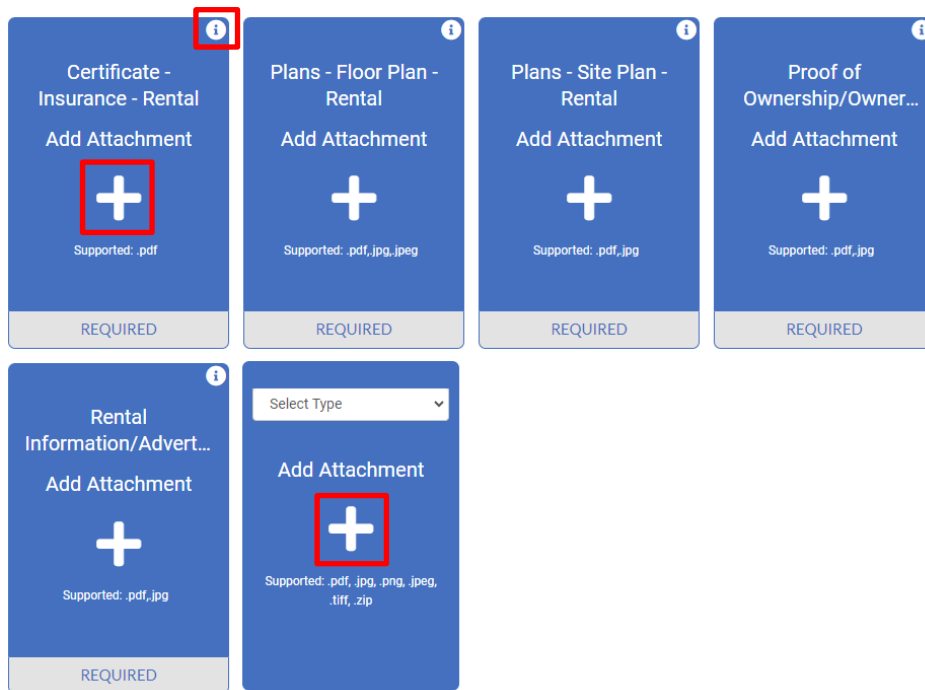


There is a hyperlink to the Short Term Rental page on the City’s website to help you determine what documents to upload for submittal.

Clicking on the “i” in the upper right corner of each tile will give you more information.

Upload the “Required Documents” by clicking on the +. Additional documents can be uploaded by clicking on the + on “Add Attachment.”

Once you have finished uploading your submission documents, choose, “Next.”



Review the information you have completed. Once review is done, choose “Submit.” You will receive a confirmation that you have applied for the permit. The application fee will be invoiced automatically upon submittal. This fee will need to be paid before your application will be processed.