

# Five-Year Transient Rental Permit Application City of Cannon Beach

Rental of Residential Dwellings for Periods of Less than 30 Days  
Municipal Code, Chapter 17.77

## Applicant Information:

*Please print*

Name: \_\_\_\_\_ Email: (optional) \_\_\_\_\_

Telephone #: (day) \_\_\_\_\_ (night) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

## Property Information:

*Please print*

Vacation Home Rental Address: \_\_\_\_\_

Number of On-Site Parking Spaces Provided (see page 2 of handout, *Obtaining a Vacation Home Rental Permit*): \_\_\_\_\_  
\_\_\_\_\_

## Property Owner Information:

*Please print*

Name: \_\_\_\_\_ Email: (optional) \_\_\_\_\_

Telephone #: (day) \_\_\_\_\_ (night) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

## Local Representative Information:

*Please print*

Name: \_\_\_\_\_ Email: (optional) \_\_\_\_\_

Telephone #: (day) \_\_\_\_\_ (night) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

The local representative must permanently reside within the Cannon Beach urban growth boundary, or be a licensed property management company with a physically staffed office within 10 vehicular miles of the Cannon Beach urban growth boundary. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for vacation home rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol, or the use of illegal drugs. The local representative must submit a signed statement as part of this application packet. Please see page 2 of the handout, *Obtaining a Vacation Home Rental Permit*. **Please note that Resolution 06-07 states that "a fee of \$75 for each and every change in Local Representative" will be applied.**

*Continued on Reverse Side*



**THIS IS NOT A PERMIT.** The review process takes a minimum of 30 days. FIVE-YEAR TRANSIENT RENTAL PERMITS ARE NON-TRANSFERABLE. A one-time, non-refundable \$275 fee must be submitted with this application. This fee includes the \$100 dwelling inspection fee and \$75.00 business license fee. An additional building reinspection fee of \$37.50 may also be charged. After an application has been processed and the vacation home rental dwelling is found to meet the City's requirements, the City will issue a permit that must be posted in a prominent location adjacent to the front entrance of the vacation home rental dwelling.

*By signing below, the property owner acknowledges that he/she has read, fully understands and agrees to comply with the standards of the City of Cannon Beach ordinances regarding the vacation home rental of dwelling units.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please be sure your application is complete before submitting. Your application must include the following:

- |                          |   |                          |                      |
|--------------------------|---|--------------------------|----------------------|
| <input type="checkbox"/> | Five-Year Transient Rental Permit Application                 | <input type="checkbox"/> | \$175 Processing Fee |
| <input type="checkbox"/> | Five-Year Transient Rental Local Representative Certification | <input type="checkbox"/> | \$100 Inspection Fee |
| <input type="checkbox"/> | Transient Room Tax Registration                               |                          |                      |
| <input type="checkbox"/> | Weekly Solid Waste Collection Certification                   |                          |                      |
| <input type="checkbox"/> | Off-Street Parking Site Plan                                  |                          |                      |

**FEE: \$275** (Please note that you must also obtain a business license.)

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*For Staff Use Only:*

Received on: \_\_\_\_\_ By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_