

Obtaining a 14-day Short-term Rental Permit

City of Cannon Beach

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□ ***Who should read this handout?***

If you own a home in Cannon Beach and wish to rent it for periods of less than 30 days, you should read this handout.

□ ***What is a 14-day short-term rental permit?***

A 14-day short-term rental permit is an authorization to rent a house for periods of less than 30 days, subject to certain conditions. Any property owner may apply for a 14-day short-term rental permit, however, no person shall hold more than one 14-day short-term rental permit. A person who holds a unlimited short-term rental permit is not permitted to hold a 14-day short-term rental permit. The permit must be renewed annually. Upon issuance, the 14-day short-term rental permit allows a property owner to rent the dwelling to one tenancy group in a 14-day period.

□ ***What is the purpose of this handout?***

This handout is intended for those interested in obtaining a 14-day short-term rental permit. It is organized into three sections. Section I highlights the ordinance requirements so that you can determine if you qualify for a 14-day short-term rental permit. Section II provides information to help you fill out the appropriate application forms to obtain the necessary permit. Section III contains the 14-day short-term rental permit application and other required forms.

□ ***When is the deadline to apply for a 14-day short-term rental permit?***

You may apply for a 14-day short-term rental permit at any time. The permit is valid for one year.

□ ***What happens after I submit my application to the City?***

The City will review your application to make sure it is complete and that the operation of the dwelling as a short-term rental will comply with the City's requirements. When the City has verified that your application meets all the requirements for the short-term rental of a dwelling, the City will issue a 14-day short-term rental permit. The permit is valid for one year. The permit must be posted in a prominent location adjacent to the front door of the dwelling.

□ ***How long does it take to get a 14-day short-term rental permit?***

14-day short-term rental permits take a minimum of 30 days to process. Given this, please plan accordingly by submitting a complete application well in advance of the date that you wish to begin the short-term rental of your dwelling. You may not rent your dwelling for periods of less than 30 days without a valid 14-day short-term rental permit.

□ ***What happens after I am issued a 14-day short-term rental permit?***

A 14-day short-term rental permit is valid for one year. You will need to apply for a renewal of the permit annually. The City will notify you of this requirement.

□ ***Do I need business license?***

Yes, permit holders must also obtain a City business license. The business license must be renewed annually.

Section I – Ordinance Requirements

Ordinance 04-09A has several requirements that must be met to qualify for a 14-day short-term rental permit. All requirements must be met without exception. A description of the requirements follows:

Local Representative: The property owner shall designate a local representative who permanently resides within the Cannon Beach urban growth boundary, or a licensed property management company with a physically staffed office within 10 vehicular miles of the Cannon Beach urban growth boundary. The owner may be the designated representative where the owner resides within the Cannon Beach urban growth boundary.

The property owner or the designated local representative shall maintain a guest register for each tenancy of the short-term rental. The register shall include the names, home addresses, and phone numbers of the tenants, and the dates of the rental period. The above information must be available for City inspection upon request.

The local representative must be authorized by the owner of the dwelling to respond to tenant and neighborhood questions, concerns, and complaints. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for short-term 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 property owner must submit a new local representative form and remit a \$100.00 fee if there is a change in the local representative.

The city will post the name, address and telephone number of the owner or the local representative on the city website.

Occupancy: The maximum occupancy for a short-term rental dwelling shall be two persons per bedroom and two additional persons (e.g., a two-bedroom dwelling is permitted a maximum occupancy of six persons). For the purpose of establishing occupancy, a person is defined as an individual at least two years of age. The maximum occupancy may be further limited by off-street parking requirements. Occupancy of a dwelling shall not exceed twelve persons.

Parking: One off-street parking space shall be provided for each three persons of dwelling occupancy. No more vehicles shall be parked on the property than there are designated off-street parking spaces. Inability to provide the required off-street parking will reduce the permitted occupancy. A site plan shall be submitted with an application for a 14-day short-term rental permit which identifies the location of the required off-street parking. Please see attachment “A” for a sample of an acceptable off-street parking site plan.

Solid Waste Collection: Weekly solid waste collection shall be provided during all months that the dwelling is available for short-term rental occupancy.

Permit Posting: The 14-day short-term rental permit shall be posted within the dwelling adjacent to the front door and contain the following information: (1) the name and telephone number of the local representative; (2) the name and telephone number of the owner; (3) contact information for City Hall and the Police Department in Cannon Beach; (4) the maximum number of occupants permitted to stay in the dwelling; (5) the maximum number of vehicles allowed to be parked on the property; (6) the number and location of on-site parking spaces; and (7) the solid waste collection day. Please see attachment “F” for an example of a permit for posting that will be mailed to you once the application processing is complete.

In addition to the permit, a tsunami evacuation route map shall also be posted within the dwelling. A sample evacuation route map is included in this packet as attachment “G”. To download and print the pedestrian route map for your area, visit the City’s *Emergency Management* page here:

<http://www.ci.cannon-beach.or.us/emergencymgmt/page/tsunami-evacuation-routes-assembly-areas>.

Transient Room Tax: The property owner must agree to comply with the requirements of the transient room tax ordinance. An 8% City room tax is collected from those who rent a short-term rental dwelling by adding it to the basic rental amount. It is the responsibility of the 14-day short-term rental permit holder to keep an accurate record of the rent and taxes collected. A quarterly room tax report will be mailed to 14-day short-term rental permit holders and must be filed with the City whether or not the house has been rented during that quarter. Please see attachment “B” for a sample quarterly transient room tax form. Visit the Oregon Department of Revenue website for information regarding additional state lodging tax requirements.

Building Inspection/Reinspection: The short-term rental dwelling must be inspected to determine whether it meets the Oregon State Building Code and to establish its maximum occupancy. Oregon State Building Code requirements cover such items as smoke alarms, adequate escape routes in case of fire, properly operating heating equipment and adequate hot water. Prior to the issuance of a 14-day short-term rental permit, the owner of the dwelling unit shall make all necessary alterations to the dwelling required by the Building. Please see the attached 14-day short-term rental permit dwelling checklist (attachment “C”) for the basic requirements that a dwelling must meet. An inspection fee of \$106 will be charged. (This is included in the application fee). Please note, this checklist is not all-inclusive.

Short-term rental dwellings are subject to inspection at any time with proper notice to the owner.

Section II – Application Procedure

General Information: A 14-day short-term rental permit is issued to a specific owner of a dwelling unit. No person shall hold more than one 14-day short-term rental permit. A person who holds an unlimited short-term rental permit may not hold a 14-day short-term rental permit. The 14-day short-term rental permit shall be revoked when the permit holder sells or transfers the real property which was rented and the new owner shall apply for and receive a new 14-day short-term rental permit before using the dwelling as a short-term rental.

Permit Application: A property owner can apply for a 14-day short-term rental permit at any time. It is illegal to rent a dwelling for periods of less than thirty days without the 14-day short-term rental permit. The permit is valid for one year and must be renewed annually.

The City shall issue the permit where it finds the application requirements and the requirements of Section I of this handout are met.

Violations and Penalties: Failure to comply with the 14-day short-term rental occupancy or transient room tax requirements shall constitute a violation of the provisions of this section. Disturbances or nuisances caused by the tenants of a vacation home rental dwelling which violate the City Municipal Code or State law shall also constitute a violation. Penalties for each violation shall be imposed. Penalties for violations become progressively more severe and may result in permit suspension or revocation.

Section III – 14-day short-term rental permit Application Forms & Other Information

The following forms are attached to this handout and must be submitted to the City along with the application fee in order to obtain a 14-day short-term rental permit:

- ***14-day Short-term Rental Permit Application***
- ***Short-term Rental Local Representative Certification***
- ***Transient Room Tax Registration***
- ***Application for a City Business License***

In addition to the above, a site plan which identifies the short-term rental dwelling and the location of the required off-street parking spaces must also be submitted at the time that the application is made. Please see *Attachment "A"* for an example of an acceptable ***Off-Street Parking Site Plan***.

Attachment "B" is a sample of the ***Transient Room Tax Quarterly Collection*** form that will be mailed to short-term rental permit holders for reporting room tax on a quarterly basis.

Attachment "C" is a ***Transient Rental Dwelling Inspection Checklist*** which lists the basic requirements that a dwelling must meet in order to obtain a permit. The checklist is included in this packet in order to help you to begin making the necessary modifications to your dwelling, if needed. Additional requirements to those on the checklist may apply.

Attachment "D" is an ***Example Illustrating 14-day Short-term Rental Occupancy*** and is included in this packet to illustrate how to comply with the permit requirement that the dwelling can be rented to only one tenancy group in 14 days.

Attachment "E" is a sample of a ***Weekly Solid Waste Collection Service Bill*** that must be submitted to the City at the time that the application is made. If you do not currently have weekly service, please contact Recology Western Oregon's residential customer accounts department at (503) 861-0578 to establish weekly service. At your request, Recology Western Oregon will forward a certification form to the City of Cannon Beach to confirm your weekly service.

Attachment "F" is an ***Example of a Permit*** for posting in the dwelling. The permit will be mailed to you once the application process is complete and the permit is issued.

Attachment "G" is an ***Example of Tsunami Evacuation Route Map*** for posting in the dwelling. Please post the appropriate map for your area.

To download this information or the forms noted above (except for the form obtained from Recology Western Oregon regarding solid waste collection) visit the City's website at www.ci.cannon-beach.or.us and click on *Short Term Rentals* under *Services*.

For questions, please contact the Planning Department at (503) 436-8042 or email planning@ci.cannon-beach.or.us. You may also fax forms to (503) 436-2050.