

APPLICATION SUBMITTAL REQUIREMENTS

Short-Term Rental Business License Endorsement Completeness Check List

The following information must be submitted with a City of Newport Short-Term endorsement application:

- The owner's name, permanent residence address, telephone number, email address (if available) and short-term rental address and telephone number.
- If the owner is a legal entity, a copy of the articles of organization or equivalent has been provided identifying ownership interest holders in the short-term rental property.
- The name, telephone number, mailing address and email of a property management company or other entity or person who has been designated by the owner to act on their behalf.
- The name, telephone number, mailing address and email of a local representative who can be contacted concerning use of the property or complaints related to operation of the short-term rental within 30 minutes travel time of the subject property.
- A site plan drawn to scale, showing the following:
 - (a) The dimensions
 - (b) Property lines
 - (c) Existing buildings
 - (d) Landscaped area
 - (e) Off-street parking locations
- Floorplan of the dwelling unit that identifies the rooms dedicated to short-term rental use.
- For home shares and bed and breakfast facilities only.** At least two of the following items shall be submitted as evidence that the dwelling is the primary residence of the owner.
 - (a) A copy of the voter registration
 - (b) A copy of an Oregon Driver's License or Oregon Identification Card
 - (c) A copy of federal income tax return from last tax year (page one only and financial data should be redacted)
- Certificate of insurance establishing that the owner has liability insurance that expressly covers the vacation rental operations on the subject property in the amount of \$1,000,000 combined single limit for bodily injury and property damage.
- For short-term rental renewals only,** room tax remittance records must show that the unit has been rented at least 15 days within the 12 month fiscal year. *(Note: Provision applies to renewals on or after July 1, 2020 where the license holder has operated for at least 12-months)*

- Land use compatibility statement, signed by the Community Development Director or designee that is current within 90-days, indicating that the short-term rental satisfies the land use standards for short-term rentals. *(Note: These will be mailed with the endorsement renewal forms)*
- Occupancy limits and number of bedrooms identified on the endorsement application match those listed on the land use compatibility statement.
- Application identifies the number of off-street parking spaces being provided. The number listed matches the number of spaces identified in the land use compatibility statement and shown on the parking diagram. Photo(s), dated within the last 90-days, of interior and exterior parking spaces show that they are available.
- Owner or authorized agent has signed and dated the back of the endorsement form acknowledging ongoing operational requirements, including that weekly solid waste management is provided and a copy of the good neighbor guidelines has been reviewed and relayed to short-term rental tenants.
- For short-term rental renewals only.** The listing numbers or website addresses of where the short-term rental advertises.
- A completed fire safety checklist is provided signed by the owner or authorized agent (red form). **A representative of the Newport Fire Department must sign the form for new endorsement applications.**
- A completed structural safety checklist is provided signed by the owner or authorized agent (green form). **The Newport Building Official must sign the form for new endorsement applications.**
- City records indicate that the short-term rental operator is complying with room tax remittance and reporting requirements of Chapter 3.05 of the Newport Municipal Code.
- For short-term rental renewals only.** The short-term rental endorsement up for renewal was not revoked by the City within the last two-years.
- Filing Fees are paid. **The initial base business license fee due is \$115 plus an application fee of \$35, and an initial endorsement license application fee of \$304 per unit.** The renewal fees for a business license is \$115, plus an endorsement license renewal fee of \$233.
- Short-term rentals located within a parking district have paid the parking district surcharge. *(Ref: Resolution No. 3864)*

Incomplete applications. If a license application does not include all required materials, the application will be considered incomplete and the City will notify the applicant, in writing, explaining the information required. If the applicant provides the missing required information within 30 calendar days of the date of the notice, the application will be reviewed. If the applicant does not provide the required information, the application will be deemed withdrawn and the City will refund the application fee.

Reviewed by:

Date



CITY OF NEWPORT SHORT-TERM RENTAL BUSINESS LICENSE ENDORSEMENT FORM

PLEASE PRINT OR TYPE – COMPLETE ALL BOXES

Property Owner Name(s):		Authorized Agent Name(s): <i>If other than owner</i>	
Mailing Address:		Company Name:	
Street Address:		Mailing Address:	
Telephone No.:	Email:	Telephone No.:	Email:
Local Representative <i>(Must be able to reach the premises in 30 minutes):</i>			
Local Representative's Mailing Address:		Local Representative's Street Address:	
Local Representative's Telephone No.:		Email:	

SHORT-TERM RENTAL PROPERTY INFORMATION

Type of Short-Term Rental <i>(check one)</i> : Vacation Rental <input type="checkbox"/> Bed & Breakfast Facility <input type="checkbox"/> Homeshare <input type="checkbox"/>	
Website Addresses and Listing Numbers Where Rental Unit is Advertised:	
Street Address: _____	PROOF OF RESIDENTIAL USE FOR HOMESHARE AND BED & BREAKFAST FACILITIES <i>(Check the two items provided)</i> Copy of an Oregon Driver's License or Oregon Identification card <input type="checkbox"/> Copy of federal income tax return from the last tax year (page one only) <input type="checkbox"/> Copy of a voter registration card <input type="checkbox"/>
Telephone No.: _____ Shared Access (Y/N): _____ <i>(If yes, attach consent from other owners)</i>	
Off-Street Parking Spaces Provided: _____ <i>(Attach photo(s) dated within the last 90 days, of interior and exterior parking spaces)</i>	
Occupancy: _____ Bedrooms: _____	

ATTACHMENTS

The following information must be included with the completed endorsement form:

- Land use authorization from the Newport Community Development Department (off-white form);
- Fire safety checklist completed, signed and dated by the owner or authorized agent (red form);
- Structural safety checklist completed, signed and dated by the owner or authorized agent (green form);
- If the owner is a legal entity, a copy of the articles of organization or equivalent identifying ownership interest holders in the short-term rental property, unless this has already been provided to the City;
- Certificate of insurance establishing that the owner has liability insurance which expressly covers the short-term rental operations on the subject property in the amount of \$1,000,000 combined single limit for bodily injury and property damage;
- Site plan including a parking diagram of interior and exterior off-street parking spaces, along with photo(s), dated within the last 90-days, illustrating that the parking spaces are available to guests;
- Proof of residential use documents *(for home shares and bed and breakfast facilities only)*;
- Owner or authorized agent has signed and dated the back of the endorsement form acknowledging ongoing operational requirements, including that weekly solid waste management is provided and a copy of the good neighbor guidelines has been reviewed and relayed to short-term rental tenants;
- Business license endorsement fee. For new short-term rentals the fee is \$304 per unit. The fee to renew a short-term rental business license endorsement is \$233 per unit. Short-term rentals in special parking areas are subject to business license surcharges applicable to commercial uses in those areas. These charges are in addition to the general business license fee.

Short-term rental business licenses must be renewed by August 15th of each year. Failure of an owner to renew an endorsement by this date shall result in expiration of the endorsement, and the ability of the owner to operate shall be conclusively presumed to be discontinued with no further action by the City.

FOR OFFICE USE ONLY			
Endorsement No.: _____	Date Received. ____ / ____ / ____	Received By: _____	Fee Amount: _____

ONGOING OPERATIONAL REQUIREMENTS

- A. Maximum occupancy of the short-term rental is limited to that which is specified in the Land Use Authorization;
- B. Group events such as company retreats, weddings, rehearsal dinners, family reunions and similar gatherings are permitted as long as the total number of individuals does not exceed maximum occupancy at any time during the rental period;
- C. Off-street parking spaces approved for short-term rental use shall be available, and are to be used by tenants, at all times that the unit is rented. A parking diagram illustrating the location of the approved parking spaces shall be provided to tenants and be available in a prominent location within the rental unit;
- D. Weekly solid waste disposal service shall be provided while the dwelling is occupied as a short-term rental. The owner or authorized agent shall provide for regular garbage removal from the premises, and trash receptacles shall be stored or screened out of plain view of the street;
- E. For short-term rentals situated on individual lots or parcels in residential zones, at least 50% of the front yard and 40% of the total area shall be maintained landscaping. No more than 50% of the front yard landscaping may be impervious surfaces, such as patios and decks. Driveway and parking areas shall not satisfy any portion of these landscaping requirements;
- F. Noise levels are to conform to the requirements of Chapter 8.15 of the Newport Municipal Code, which limits nighttime decibel levels at the property boundary to 50 dBA for residential areas and 55 dBA for commercial areas;
- G. The short-term rental may not be used in a manner that creates a public nuisance as defined in Chapter 8.10 of the Newport Municipal Code;
- H. Owner or designee will maintain a guest and vehicle register for each tenancy. The register shall include the name, home address, and phone number of the primary tenant; the total number of occupants; vehicle license plate numbers of all vehicles used by the tenants, and the date of the rental period. This information shall be provided to emergency responders, and city finance and code compliance personnel when requested for enforcement or audit purposes;
- I. Good neighbor guidelines have been reviewed and relayed to short-term rental tenants, by incorporating them in the rental contract, including them in the rental booklet, posting them online, providing them in a conspicuous place in the rental, or a similar method;
- J. Owner or representative will respond to neighborhood complaints within one (1) hour and shall maintain a written record of complaints, the dates they were received, and efforts taken to resolve issues that have been raised. The written record shall be provided to the City upon request.
- K. Liability insurance will be maintained that expressly covers short-term rental operations on the subject property in the amount of \$1,000,000 combined single limit for bodily injury and property damage.
- L. Owner or designee will provide information within the dwelling unit to inform and assist renters in the event of a natural disaster, power outage, or other emergency. Required information includes, but is not limited to:
 - (1) A tsunami evacuation map produced by Lincoln County Emergency Services, Oregon Department of Geology and Mineral Industries or other agency with similar authority.
 - (2) Phone numbers and addresses for emergency responders and utility providers.
 - (3) Other information as established by resolution of the City Council;
- M. A copy of the short-term rental business license endorsement issued by the City shall be displayed in a prominent location within the interior of the dwelling adjacent to the front door. In addition to the endorsement, such information shall include a number or other identifying mark unique to the short-term rental endorsement which indicates that it was issued by the City of Newport, with date of expiration; the name of the owner and authorized agent and a telephone number where the owner and authorized agent may be contacted; the property address; the number of approved parking spaces; the maximum occupancy permitted for the short-term rental; any required information or conditions specific to the operating license; and the City of Newport official logo. This information shall be maintained and current at all times.

ACKNOWLEDGEMENT

I/We, the owners or authorized agent of the subject premises, hereby acknowledge that we have read and agree to adhere to the ongoing operational requirements set forth in this document, and understand that failure to abide by these operational requirements may result in the suspension or revocation of our short-term rental business license endorsement.

Owner or Authorized Agent

Date



CITY OF NEWPORT SHORT-TERM RENTAL LAND USE COMPATIBILITY STATEMENT

APPLICANT INFORMATION:

Property Owner Name(s):	
Mailing Address:	
Telephone No.:	Email:

PROPERTY INFORMATION:

Type of Short-Term Rental (<i>check one</i>):				Vacation Rental	<input type="checkbox"/>	B&B	<input type="checkbox"/>	Homeshare	<input type="checkbox"/>
Street Address:									
Map Tax Lot:				RESIDENTIALLY ZONED PROPERTIES ONLY (CHECK TO CONFIRM)					
Construction Type:		Zoning:		At least 50% of front yard is landscaped:			<input type="checkbox"/>		
Guestrooms:		Occupancy:		Less than 50% of front yard landscaping is impervious surfaces (decks, patios, etc.):			<input type="checkbox"/>		
Off-Street Spaces:		Shared Access (Y/N):		At least 40% of the total property is landscaped:			<input type="checkbox"/>		

PRE-EXISTING SHORT-TERM RENTALS:

Date Established:	Endorsement No.:
Inspection Date:	Conditional Use Permit (<i>if applicable</i>):

To Be Completed By City of Newport Community Development Department	
<input type="checkbox"/>	The unit complies with the short-term rental approval standards set forth in NMC 14.25.030.
<input type="checkbox"/>	The unit complies with the short-term rental approval standards set forth in NMC 14.25.030, as amended by Conditional Use Permit # _____.
<input type="checkbox"/>	The unit is a non-conforming vacation rental located inside the Vacation Rental Overlay Zone and is within , or adjacent to, a commercial or water-related zone (NMC 14.25.035(A)(1)).
<input type="checkbox"/>	The unit is a non-conforming vacation rental located inside the Vacation Rental Overlay Zone and is not within , or adjacent to, a commercial or water-related zone (NMC 14.25.035(A)(2)).
<input type="checkbox"/>	The unit is a non-conforming vacation rental located outside of the Vacation Rental Overlay Zone (NMC 14.25.035(A)(3)).
<input type="checkbox"/>	The unit is a non-conforming homeshare or bed & breakfast facility (NMC 14.25.035(A)).

DISCLAIMER: Land Use Compatibility Statement: This statement is provided based on information supplied by the applicant and upon information publically available to the City of Newport. It is not to be relied upon for any purpose other than its intended purpose under NMC Chapter 14.25. No affirmative representation is made hereby for any other purpose.

Planning Department Signature	Title	Date
-------------------------------	-------	------

Attachments (for new units only):

- Site plan, drawn to scale, showing the dimensions, property lines, existing buildings, landscaped area, and off-street parking locations.
- Floorplan of the dwelling unit that identifies the rooms dedicated to short-term rental use.
- If the dwelling Unit is within a residential zone, a calculation of the percentage of front yard and total lot area maintained in landscaping.
- If the dwelling unit relies upon shared parking areas, a copy of a covenant or other binding legal instrument detailing unit owner rights and responsibilities related to the parking area.



CITY OF NEWPORT SHORT-TERM RENTAL STRUCTURAL SAFETY INSPECTION

This checklist is to be completed by the City of Newport Building Official to confirm that the dwelling unit proposed for short-term rental use at _____ includes the structural safety features required by City of Newport Ordinance No. 2144 (NMC Section 4.25.030(C)(6)), and listed below. If corrections are required, then a re-inspection fee of \$81.00 must be remitted to the City before a follow-up inspection will be performed. Once the City has confirmed that the dwelling unit contains the required safety features, then the Building Official will sign the Short-Term Rental Structural Safety Checklist (green form) that is to be included with the application for a short-term rental business license endorsement.

- A. All bedrooms possess an operable emergency escape window or exterior door with a minimum opening size of 5.7 sq. ft. (5.0 sq. ft. at grade floor), with minimum net clear dimensions of 20-inches in width and 24-inches in height and having a sill height not more than 44-inches above the finished floor. Pass
 Fail
- B. All stairs with four (4) or more risers have a handrail on at least one side, and the handrails are secure, continuous, and have returns at each end. Pass
 Fail
- C. Open sides of stairs, decks, porches or other walking surfaces more than 30-inches above grade or the floor below are equipped with guardrails configured such that a 4-inch sphere cannot pass through. Pass
 Fail
- D. Windows within a 24-inch arc of doors and glass within bathtub or shower enclosures are safety glazed, or have an equivalent means of protection. Pass
 Fail
- E. Any wood frame decks are structurally sound and have been engineered to support the weight of any hot tubs or other features of a similar size placed upon them. Pass
 Fail
- F. All electrical plug-ins and light switches have faceplates. Pass
 Fail
- G. Electrical panels are unobstructed and have 36" of clearance. Breakers in the panel are clearly labeled and empty breaker spaces are plugged. Pass
 Fail
- H. GFCI (Ground Fault Circuit Interrupter) protection is provided for exterior outlets, kitchens, garages, laundry areas, and bathroom receptacles. Pass
 Fail
- I. The water heater(s) are strapped and secured in accordance with seismic protections standards, with a TEP (Temperature and Pressure Relief) line that is run to an approved location. Pass
 Fail

CORRECTIONS: _____

Newport Building Official

Date



CITY OF NEWPORT SHORT-TERM RENTAL FIRE SAFETY INSPECTION

This checklist is to be completed by the City of Newport Fire Department to confirm that the dwelling unit proposed for short-term rental use at _____ includes the fire and emergency safety features required by City of Newport Ordinance No. 2144 (NMC Section 4.25.030(C)(5)), and listed below. If corrections are required, then a re-inspection fee of \$81.00 must be remitted to the City before a follow-up inspection will be performed. Once the City has confirmed that the dwelling unit contains the required safety features, then the Fire Department will sign the Short-Term Rental Fire Safety Checklist (red form) that is to be included with the application for a short-term rental business license endorsement.

- A. Functioning smoke detectors are installed in all bedrooms and outside each bedroom in hallways or other rooms providing access to bedrooms, and on each story including basements. Newport Fire Department (NFD) recommends sealed-10-year smoke alarms to prevent guests from removing the batteries. NFD recommends adding the testing of smoke alarms to the cleaning/checkout sheet for the short-term rental. *OFC 907.2.11, ORS 479.250-479.300.* Pass
 Fail
- B. Functioning carbon monoxide alarms / detection system shall be installed in each bedroom or within 15 feet outside of each bedroom door that are located on all floor levels. *OFC 908.7.2.* Pass
 Fail
- C. Functioning fire extinguishers are available on each floor of the rental. The minimum requirement is a 2A:10BC (5 pound) extinguisher. Fire extinguishers need to be mounted in an accessible location with the top of the extinguisher no higher than 5 feet from the floor. Fire extinguishers shall be inspected and serviced by a certified company annually. *OFC 906.1, 906.9.1* Pass
 Fail
- D. Exits are well lit, clear, unobstructed, and obvious to guests. Exits are easy to open with no special knowledge or keys. *OFC 1027.5, 1008.1.9.* Pass
 Fail
- E. If there are areas of the short-term rental that are locked and off limits to a guest, a sign saying 'Not An Exit' must be placed at eye-level on the door. *OFC 1030.5.* Pass
 Fail
- F. Combustible items are not stored under stairs, in heating equipment closets, or in a basement below the short-term rental. *OFC 315.3.3, 315.3.4.* Pass
 Fail
- G. If the short-term rental has a fire alarm or sprinkler system, service and testing records must be kept on site for three years. These systems need to be tested annually. *OFC 907.8, 901.6.1, 901.6.2.* Pass
 Fail
- H. New and existing buildings have approved building identification address numbers placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be a minimum of 4 inches high with a minimum stroke of 0.5 inch. *OFC 505.1.* Pass
 Fail

CORRECTIONS: _____

Newport Fire Department (*new units only*)

Date

[CITY OF NEWPORT](#)

169 SW COAST HWY

NEWPORT, OREGON 97365

COAST GUARD CITY, USA



phone: 541.574.0629

fax: 541.574.0644

<http://newportoregon.gov>

mombetsu, japan, sister city

Short-Term Rental Good Neighbor Guidelines

Welcome to the City of Newport! These guidelines are intended to highlight a few ways you can be a good neighbor during your stay.

General Respect for Neighbors. Be friendly, courteous, and treat your neighbors like you want to be treated.

Occupancy Limits. Abide by the occupancy limit posted within the short-term rental unit. The number listed represents the maximum number of individuals that may be on the premises at any time during the rental period.

Noise. Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property, especially after 10:00 pm.

Maintenance of Property. Be sure to pick up after yourself and keep the property clean, presentable and free of trash.

Garbage Disposal. Place trash and recycling containers in the appropriate place and time for pickup, and return them to the designated location in a timely manner after pickup. Cigarette butts should be properly extinguished and disposed of in the garbage.

Parking and Traffic Safety. Refer to the parking diagram posted in the short-term rental unit and park at these locations whenever possible. Do not park on landscaped areas or in a manner that blocks driveways, sidewalks, or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.

Pets. Promptly clean up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.

Tenant/Guest Responsibility. Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement, and information posted and/or otherwise available within the unit, for additional terms and restrictions on the use of the short-term rental.

24-Hour Contact Information. If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number posted within the unit or on the property. Phone numbers and addresses for emergency responders, utility providers, and a tsunami evacuation map are available in the unit to assist you in the event of a natural disaster, power outage, or other emergency. You are encouraged to locate and review this information at your earliest convenience.



CITY OF NEWPORT

APPLICATION FOR BUSINESS LICENSE

City Hall, 169 SW Coast Hwy., Newport Oregon 97365

Business Name: _____

Business Location: _____

Mailing Address: _____

Nature of Business: _____

Type of Business (v one): Home Occupation* Vacation Rental/B'n'B* Sidewalk Sales* Taxi
 Parking District Special Event Medical Marijuana Facility N/A

Number of Employees** : _____ Business Phone: _____ Business email: _____

Oregon Contractors Board License ID* _____ Expiration Date: _____

Manager or Property Owner: _____ Phone Number: _____

Address _____

Owner/CEO: _____ D.O.B. ____/____/____ DL #: _____

Home Address (PO Box not valid): _____

Home Telephone: _____ Cell Phone: _____ Email: _____

Applicant's failure to supply required information, or the applicant's submission of false or misleading information, is grounds for denying or suspending the license.

I hereby affirm that the above information is true to the best of my knowledge and belief:

Signature and Title _____ Date _____

You are hereby notified that, even after payment of the fee, planning department approval must be obtained before operating at any given location within the city. All ordinances of the City, including fire, planning and building must be complied with, in addition to any taxes or fees paid for the privilege of conducting a business within the city limits of Newport, Oregon.

******* FOR OFFICIAL USE ONLY *******

City of Newport Business Control # _____

Standard Industrial Classification (SIC) # _____

City of Newport Business License # _____

Department	Class Code	Signature/Title	Date	Business Application Fee	\$35.00
Zoning				Business License Annual Fee	\$115.00
Building Code				Initial Endorsements	\$304.00
Fire Code				Parking District Surcharge	
Public Works				Sidewalk	
Police				TOTAL	

* If applicable, additional forms may be required

** Only those who work within City limits (including owner(s))

City of Newport

Transient Room Tax Registration

Business Name: _____ DBA: _____ City Business License # _____

Type of Business

Hotel/Motel
 Bed & Breakfast
 RV Park
 Campground
 Vacation Rental House/Condo

Business Location Address: _____
 (if you own multiple vacation rentals, please list ALL locations on the back of this form.)

Vacation Rental Houses or Individually Owned Condos

Property Owner _____ Owner Physical Address _____
 Owner Mailing Address _____
 Owner Phone Number _____

Do You use a Property Management Company?
 *Yes
 NO (I manage all rental operations)

*If "Yes", please continue

Management Company Name: _____
 Management Company Phone Number(s): _____
 Management Company Mailing Address: _____

Hotel/Motel, Campground, RV Park, & Bed and Breakfasts

Operator or Manager Name: _____ Phone Number: _____

Mailing Address: _____

I declare, under penalty of making false statement, that I have examined this document and to the best of my knowledge it is true, correct, and complete.

Signature	Date
Printed Name Signed Above	Title/Telephone Number

Please mail your completed form to: **City of Newport – Finance Dept.**
169 SW Coast Hwy.
Newport, OR 97365

Questions: Call 541.574.0621