



## ***City of Manzanita, Oregon***

### **Licenses and Permits**

543 Laneda Avenue • P.O. Box 129, Manzanita, OR 97130-0129

Phone: 503-368-5343 Fax: 503-368-4145

[www.ci.manzanita.or.us](http://www.ci.manzanita.or.us)

### **Short-term Rental Application Process Information**

1. Read all enclosed information; especially the Ordinances and Resolutions.

*It is the owner(s)' responsibility to know and comply with all ordinances, resolutions and regulations that apply to short term rentals within the City of Manzanita.*

2. Complete the application, ensuring that all legal owners sign the form.
3. Submit the completed application with a check for \$75 made out to the City of Manzanita. This application fee also covers the initial health and safety inspection as required by the City's Ordinances and a second inspection, if needed.
4. Upon receipt, City staff will:
  - a. Verify ownership with the Tillamook County's Tax Assessor's Office.
  - b. Call you to schedule the home inspection (The Building Inspector requires someone to be at the home when he inspects.)
5. Once the corrections, if any, are made, contact the City to schedule a second inspection.
6. City staff will send you a letter to let you know the status of your application. (See item 7 and 8.) At this point, the completed Local Contact Registration form should be sent into the City.
7. For homes in zones R-2, R-3, and SRR, if there is a waiting list, City staff will notify you as to your position on the list. No payment is due to the City at this point.
8. If there is no waiting list, or your application is at the top of the waiting list, City staff will notify you by telephone and in writing of your status and request you to submit the \$250 annual license fee. The license fee covers the period from August 1 through July 31 the following year and is not subject to proration.
9. Upon receipt of the \$250 annual license fee and the completed Local Contact Registration form, City staff will notify you in writing of the effective date that you may begin renting your home, tax payment schedules, and the occupancy capacity allowed for your rental home (Ordinance 10-3, Section 5.c).

***Renting or advertising your home for rent on a short term basis without a license is in violation of the City of Manzanita's ordinances and subject to penalties as provided for in City Ordinance No. 15-01 which governs Civil Infractions and provides for penalties and enforcement.***