



City of Manzanita, Oregon

Licenses and Permits

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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, statement of understanding, and self-inspection forms, ensuring that all legal owners sign and initial the forms as directed. Don't forget to attach the required photographs to the self-inspection form. Incomplete submittals will not be accepted.
3. Submit the completed forms along with the \$75 application fee. Payment may be made through the City's website, or by check payable to the City of Manzanita. The application fee also covers the initial health and safety inspection as required by the City's Ordinances, the parking inspection, and one follow-up 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 correction of inspection deficiencies, if any, are made, contact the City to schedule a follow-up inspection.
6. After your health and safety inspection and your parking inspection have passed, City staff will send you a letter to let you know the status of your application. (See item 7 and 8.)
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 of the availability of a license 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. The completed Local Contact Registration form must also be submitted at this time, if you haven't submitted it already.
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.

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.