



## CITY OF MANZANITA

Development Services  
P.O. Box 129, Manzanita, OR, 97130-0129  
Phone: (503) 812-2514 | TTY Dial 711  
strprogram@ci.manzanita.or.us

### Short-Term Rental – 3-Year Re-Inspection Notice

Date: November 1, 2025

Dear Short-Term Rental License Holder,

Your rental is due for its required 3-year re-inspection. Please read the steps below carefully to keep your license active.

#### What You Must Do

##### 1. Prepare Your Property

- Make sure your rental meets all requirements on the Preparation List.
- Gather all photos and documents listed on the 3-Year Inspection Form.
- Email your documents in PDF format to: strprogram@ci.manzanita.or.us.
- Do not mail paper copies. Incomplete submissions will not be accepted.

##### 2. Pay the Inspection Fee

- Cost: \$350.00 (covers the initial inspection only).
- Pay online: City Payment Portal (link provided). [Xpress FormBuilder](#)
- Choose **“Periodic Reinspection”** from the dropdown list.

##### 3. Schedule Your Inspection

- After your packet is approved and your fee is paid, City staff will contact the person you listed on your form to schedule the inspection.
- Inspections are scheduled Monday – Thursday, first-come, first-served.

#### PLEASE NOTE

- The property cannot be rented during inspection.
- The owner or a representative must be present.
- The house must be clean and inspection-ready.
- If you miss your scheduled inspection (no-show, rented, or unready property), additional fees may apply.
- All deficiencies must be corrected by June 1, 2026.

## Key Dates

- Dec 2, 2025 – Packets Due
- Jan 2, 2026 – Initial Inspections Begin
- Mar 1, 2026 – Initial Inspections Completed
- May 16, 2026 – Follow-Up Inspections Completed
- June 1, 2026 – Re-Inspection Process Ends
- September 1, 2026 – Annual License Renewal Due

## Additional Information

- Inspectors cannot tell you how to fix issues.
- Re-inspection fees may apply
- For help, review:
  - 2023 Oregon Residential Specialty Code [2023 Oregon Residential Specialty Code](#)
  - City of Manzanita Ordinances (<https://ci.manzanita.or.us>)
  - Or consult a licensed contractor.

For questions, email [strprogram@ci.manzanita.or.us](mailto:strprogram@ci.manzanita.or.us).

Thank you for your cooperation.

Sincerely,  
Chris Bird  
STR/TLT Program Manager



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# Short-Term Rental (STR) 3-Year Inspection Application- 2025/26

## Step 1: Application Submission

- Email all materials to: STRprogram@ci.manzanita.or.us
- Do not mail paper copies – email only
- Incomplete applications will not be accepted

## Step 2: Property Information

MCA #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Local Contact/Agent: \_\_\_\_\_

## Step 3: Required Attachments

- ☐ Completed 3-Year Inspection Application
- ☐ Photo (PDF) of the front of the property showing both corners
- ☐ Invoice/receipt: fireplaces/inserts cleaned within past 12 months
- ☐ Site plan with parking spaces clearly marked

## Step 4: Fee Payment

- Inspection fee: \$350.00
- Pay online at the City's website under [Xpress FormBuilder](#) choose **"Periodic Reinspection"**
- If using e-check → no processing fee

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### STR SELF INSPECTION CHECKLIST

Do not submit your short-term rental application packet until all items on this list are completed.  
All required documents, photographs, and site plan must be attached.

**Email all documents to [STRprogram@ci.manzanita.or.us](mailto:STRprogram@ci.manzanita.or.us). Do not mail paper copies.  
Incomplete submittals will not be accepted!**

#### GENERAL

- ☐ House number readable from the street.
- ☐ Identification sign with Owner/Agent phone, MCA number, size 72–90 sq. inches rigid and readable from the street
- ☐ Minimum of two 9' x 18' off-street parking spaces (fully on property, not in right-of-way).
- ☐ No encroachments into city rights-of-way (landscaping, garbage, structures).
- ☐ Corner lots: vision triangle not obstructed.
- ☐ Garbage containers in side yard, secured with latches or enclosure (no bungy cords).

#### EMERGENCY INFORMATION

- ☐ Laminated tsunami evacuation map posted (route marked).
- ☐ Copy of Tsunami Evacuation Map in unit.
- ☐ Copy of 'Emergency Information for Visitors' (Resolution 15-01 Appendix A) in unit.

#### STRUCTURAL

- ☐ Bedrooms fully enclosed, heated, with egress window/door (per code).
- ☐ Railings  $\leq 4$ " spacing, able to withstand 200 lbs of force.
- ☐ Handrails on stairs with 4+ risers.
- ☐ Decks, stairs, supports in sound condition.
- ☐ Smoke alarms in bedrooms, outside sleeping areas, each level.
- ☐ Carbon Monoxide alarms within 15 ft of bedrooms, and in fuel-appliance rooms

## ELECTRICAL

- ☐ Outlets & switches have covers.
- ☐ No exposed wiring.
- ☐ Breaker box labeled, empty slots covered. 3' area cleared in front of breaker box for access
- ☐ GFCI outlets in exterior, kitchens, bathrooms.
- ☐ Hot tubs meet setback requirements.

## PLUMBING

- ☐ Exterior hose bibs with backflow prevention.
- ☐ Hose bib pressure  $\leq 80$  psi (inspector checked).
- ☐ Water heater strapped, secured, TPR line installed.

## MISCELLANEOUS

- ☐ One 2A:10BC fire extinguisher per floor, mounted 3–5 ft high.
- ☐ Fireplaces/inserts inspected & cleaned in past year (attach invoice).
- ☐ Infiltration systems required for all houses. Manzanita Zoning Ordinance – Section 4.156
- ☐ Pools & hot tubs secured/locked.
- ☐ Outdoor lighting fixtures Dark Sky compliant.

## PARKING REQUIREMENTS

- ☐ Each space 18' x 9', surfaced (gravel/asphalt/concrete/pavers).
- ☐ Spaces fully on property, not in right-of-way.

## REQUIRED PHOTOGRAPH AND DOCUMENTS

- ☐ Photo (PDF) of front of property showing both corners.
- ☐ Invoice/receipt: fireplaces/inserts cleaned within past year.
- ☐ Proof of \$350 inspection fee [Xpress FormBuilder](#) (paid online, select '**Periodic Reinspection**').
- ☐ Filled out and signed STR 3 Year Periodic Reinspection Application form.