



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.

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. 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 ≤ 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.