

**CITY OF SEASIDE BUSINESS LICENSE
SUPPLEMENTAL INFORMATION FOR
CONDOMINIUM TRANSIENT VACATION RENTAL**

In order to complete the review of a business license for short term (less than 30 day) transient rental of a condominium, the following supplemental information must be submitted in addition to the business license application:

SUBMITTAL INFORMATION

1. Owner's Name: _____
2. Mailing Address: _____
3. Phone #: Home _____, Work _____, Fax _____
4. Condominium Name: _____ Unit #: _____
Street Address: _____
5. Tax Map Ref.: Township ____, Range ____, Section __ __ __, Tax lot # _____
6. Home Owners Association Name: _____
Mailing Address: _____
Representatives Name: _____
Contact Phone #: _____, E-mail (if available): _____
7. Local Property Management Company's Name: _____
Business Address: _____, Office Phone# _____
Property Manager's Name: _____
Business Hours Phone#: _____, After Hours Phone#: _____

Owners and Managers are reminded the Property Manager is the primary contact and representative of the property owner. They are expected to address complaints or tenant occupancy issues associated with the transient rental of the unit. The manager or their designee is expected to be available 24 hours a day any time the unit is being rented under a short term contract. In the case of a police matter, the manager should be available to answer questions or enforce the provisions of the unit's rental contract. Failure to meet these expectations could result in the transient rental being recognized as an un-enumerated nuisance subject to the abatement and penalty procedures in city ordinance.

8. Provide a site plan, drawn to scale, which identifies the location of the two off-street parking spaces that are available for the unit. If specific spaces are not assigned to each unit in the complex, the applicant must document their ability to provide the two spaces within the entire complex. In addition to the site plan, a

floor plan must be included that clearly indicates the use of all interior areas (e.g. bedrooms, kitchen, living room, storage etc.).

9. In addition to being governed by the regulations established by the condominium association or other applicable city ordinances, the short term (less than 30 day) transient rental will be expected to meet the following requirements:

(a) Prior to any rental, the unit must pass a vacation rental inspection preformed by the Seaside Community Development Department (503) 738-7100. This inspection is subject to a \$40.00 fee provided not more than one re-inspection is necessary to document compliance.

(b) The transient rental of the unit must remain incidental and accessory to the primary residential use by the owner(s).

(c) The short term rental will be professionally managed by a single person or company that will be responsible for responding to any issues that may arise from the transient use of any unit. The name, address, and twenty-four hour contact information for the manager must be posted in the unit, provided to the City, and mailed to the condominium homeowner's association. This information must be kept current and any additional unit rentals in the condominium will be required to provide common management.

(d) The unit will have a maximum transient occupancy of not more than 6 individuals over the age of three. The business license with the occupancy listing must be posted in a conspicuous location inside the front door along with Good Neighbor Rules of conduct. It is the owner's responsibility to ensure the renters are aware of these limitations. The City has a standard example of Good Neighbor Rules; however, the owner or home owner's association may wish to develop their own standard posting.

(e) The owner shall post or otherwise provide a tsunami evacuation map in a conspicuous location within the unit. The City requires that a NOAA weather radio, with automatic alert capabilities, be permanently affixed in a central part of the VRD along with an informational sheet that summarizes the warning capabilities of the radio in the event of a distant tsunami.

(f) Transient renters must be instructed where to park on the common property and advised they are required to park in these spaces. On-street parking must be avoided in order to reduce potential traffic congestion and impacts in the surrounding area.

(g) Transient rentals must comply with City ordinances regarding noise, smoke, dust, litter, odor, and solid waste collection. Weekly solid waste pick-up is required during all months.

(h) It is the home owner's responsibility to assure that the transient rental unit remains in substantial compliance with any applicable Oregon State requirements for: Health, Safety, Building, Fire Codes, and Traveler's Accommodation Statutes, and the Uniform Housing Code.

(i) The transient rental is subject to the City's transient room tax ordinance and the applicant's business license must be renewed each year in January. If the business license is not renewed annually or the transient room tax payments are thirty (30) days past due, the business license may be revoked unless a written extension is granted by the Finance Director.

(j) The unit owner is aware that establishing a pattern of problems, or mismanagement will be brought to the attention of the home owners association for appropriate action. If the issues persist without reconciliation, the incompatibility of the transient rental could ultimately be recognized by the City as an un-enumerated nuisance subject to abatement and/or citation procedures under city ordinance. It is in all parties' best interest to ensure the transient rental remains compatible with all the surrounding units and the neighboring properties.

These requirements are intended to reduce potential adverse impacts caused by any future transient rental of the condominiums, avoid any confusion over regulating transient use of the unit, and reduce the potential risk of impacting on-street parking in the general area.

As the owner or the duly authorized applicant, I have read and understand the above requirements and I agree to abide by them. I have also answered all of the above questions honestly to the best of my ability.

Owner or Authorized Agent

Date

-----**For Office Use Only**-----

At the time of submittal, the applicant must pay the \$100.00 annual business license fee based on a 6 person maximum occupancy. This fee must be accompanied by the filing fee of \$20.00 and the \$40.00 vacation rental inspection fee.

If the unit cannot pass inspection, only the business license fee will be refunded.

Submittal Date: _____ Amount Paid: _____

~~~~~**For Community Development Use**~~~~~

Date a copy of this information was received at Community Development: \_\_\_\_\_

Initial Inspection Date: \_\_\_\_\_ Final Inspection Date: \_\_\_\_\_

**VACATION RENTAL DWELLING "BASIC" CHECKLIST**  
**(Additional Requirements May Apply)**

Address \_\_\_\_\_ Owner \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Local Contact \_\_\_\_\_ Phone \_\_\_\_\_

**OCCUPANT LOAD FOR THIS BUILDING:** \_\_\_\_\_ **PERSONS** \_\_\_\_\_ **BEDROOMS** \_\_\_\_\_

**(Based on two persons per bedroom, or one person per each 300 s.f. of total floor area, whichever is more.)**

**PARKING REQUIREMENTS**

- ( ) A minimum of two off street parking spaces shall be available, plus one additional for each bedroom over two.  
(# documented \_\_\_\_\_ by \_\_\_\_\_.) **NOTE: On-street parking is not allowed.**

**SANITATION:**

- ( ) A bathroom with approved plumbing fixtures.
- ( ) A kitchen containing cooking facilities, refrigerator and an approved kitchen sink.
- ( ) No signs of mold or mildew on wall surfaces or dry rot of any wood member.
- ( ) No signs of infestation from rodents or insects.
- ( ) Provide two garbage cans with lids, and suitable storage. Weekly garbage service is required.

**MECHANICAL/ELECTRICAL**

- ( ) Every habitable room must contain at least two electrical outlets or one outlet and one light fixture.
- ( ) All electrical equipment, wiring and appliances must be installed and maintained in a safe manner.
- ( ) Heating facilities, capable of maintaining a temperature of 70 degrees Fahrenheit, three feet above the floor.
- ( ) All fuel appliances and fireplaces shall be approved by the local building department. Chimneys must be cleaned each year.
- ( ) An openable window or an approved mechanical venting system is required in bathrooms and kitchens.

**WEATHER PROTECTION**

- ( ) No broken windows or damaged doors. No visible penetrations that would allow weather to enter.
- ( ) Doors must have weather stripping applied, have working locks, and be openable from the inside without the use of a key or special knowledge.
- ( ) Exterior wall coverings and roof membranes shall be in good condition. There shall be no paint exposed that is peeling or deteriorating.
- ( ) No sags, splits or buckling of ceilings, walls, roofs, ceiling or roof supports, stairs, decks or other horizontal members due to defective material or deterioration is permitted.

**SAFETY**

- ( ) Basements and all sleeping rooms shall be provided with an approved egress opening directly to the outdoors. Exception: Basements used only to house mechanical equipment and not exceeding 200 sq. ft.
- ( ) All stairs, decks, and balconies over 30" above grade, shall have a guardrail, 36" in height, with intermediate rails per code
- ( ) All stairs with two or more risers shall have a handrail, not less than 34", nor more than 38" high. The gripping surface shall not exceed 2 5/8", and the ends shall be returned.
- ( ) A 2A10BC Fire extinguisher must be mounted in the kitchen 5 – 10 ft. from the cooking stove.

**GENERAL REQUIREMENTS**

- ( ) Smoke alarms are required in all sleeping areas, the hallway serving them, and every floor.
- ( ) Carbon Monoxide Alarms – shall be located in each bedroom or 15 ft outside of each bedroom door. Bedrooms on separate floor levels in a structure consisting of two or more stories shall have separate carbon monoxide alarms serving each story.
- ( ) The address must be visible from the street.
- ( ) A NOAA Radio – along with an informational sheet that summarizes the warning capabilities of the radio in the event of a distant tsunami must be posted.

**POSTINGS REQUIRED**

- ( ) Maximum number of occupants and good neighbor rules must be posted inside the front door.
- ( ) Tenants are required to park in the spaces provided on-site. These sites must be identified on a parking map posted in the VRD and on-street parking by the occupants is not allowed at this location.
- ( ) The owner shall post or otherwise provide a tsunami evacuation map in a conspicuous location within the VRD.

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**INSPECTOR**

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**DATE**

# **VACATION RENTAL DWELLING**

## **GOOD NEIGHBOR RULES**

This home is available for short term rental by virtue of a permit which may be revoked if renters violate parking, occupancy, and general noise limitations. Because these rentals are permitted within residential neighborhoods, all renters should minimize their potential impacts on the neighboring properties by following rules of common decency and respect for your neighbors. These would include but they are not limited to:

- No excessive noise at any time. Although the City's noise ordinance regulates loud, disturbing, and unnecessary noise; renters should always consider how their actions are impacting the neighboring property owners.
- Only utilize the off-street parking that is provided for the rental. In many areas, on-street parking is very limited and utilizing this parking can have a negative impact on the surrounding residents.
- In general, be considerate of the residents that live around the rental dwelling you are staying in. Treat your neighbors the way you would like to be treated if you lived next door. Keep in mind that an agreement to rent a dwelling in Seaside is a privilege and it is not an authorization to annoy, disturb, or disrupt the local residents.