

TILLAMOOK COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

Short-Term Vacation Rental New License Application **Information Sheet**

Please visit www.co.tillamook.or.us/commdev/page/short-term-rental-license-requirements and download documents. **OR**

Visit the Tillamook County Department of Community Development office at:
1510-B Third St., Tillamook, Oregon 97141.
Office hours are 8:00am to 4:00pm, Monday – Friday.

LIST OF REQUIRED INFORMATION FOR THE SUBMITTAL OF A NEW SHORT-TERM RENTAL (STR) LICENSE: *Please refer to Ordinance 84 for specific language pertaining to the summary of requirements listed below. Applications deemed incomplete become null and void if the required information is not received by the Department within 21 days of notification of incomplete status. Notification of incomplete status is mailed to the property owner and contact person at the address provided on the New STR License Application.*

- ✓ **Completed New Short-Term Rental License Application Form**
- ✓ **Floor Plan Identifying Locations & Dimensions of Bedrooms (See Floor Plan Example)**
- ✓ **To-Scale Site Plan Identifying Number and Location of Parking Spaces, and Parking Space Dimensions (See Site Plan Example)**
- ✓ **Fire Life and Safety Affidavit**
- ✓ **Proof of Liability Insurance from Insurance Provider**
- ✓ **Confirmation from Local Garbage Franchise of Weekly Garbage Service**
- ✓ **Transient Lodging Tax Registration Form**
- ✓ **Hold Harmless Agreement**
- ✓ **New STR License Application Fee (See “REQUIRED FEES” Below)**
- ✓ **Sanitation Authorization Letter (if applicable)**
- ✓ **On-Street Parking Authorization Letter (On-street parking requires authorization from the local road authority or HOA where applicable.)**
- ✓ **Proof of Access**
- ✓ **Any Additional Information Deemed Reasonably Necessary by the STR Administrator**

FORMS AND PLAN EXAMPLES CAN BE FOUND HERE:
www.co.tillamook.or.us/commdev/page/short-term-rental-license-requirements

REQUIRED FEES: *A 5% Tech Fee is applied to all transactions and must be included with payment.* *The Operator License Fee shall also be paid prior to issuance of a Short-Term Rental (STR) License.*

New STR License Application Fee: \$400.00 (Annual fee: \$300.00 + Initial Inspection fee: \$100.00) If paying by check, please send ONE check payable to: Tillamook County. Fees are required to be paid at the time of application submittal. *Applications submitted without payment are considered incomplete.*

STR Operator License Fee: Annual fee calculated at a flat rate based upon the total maximum occupancy permitted, multiplied by \$75. The STR Operator License Fee is due prior to issuance of a new STR License and at the time of the annual STR License renewal.

Once payment for a new STR License has been processed by the Department, receipt of payment and a STR License number will be provided to the Owner/Operator. The STR License number shall be displayed on the required exterior signage. Exterior signage shall be installed at the time of inspection by the County Inspector in compliance with the provisions outlined in Ordinance 84. Issuance of a STR License number at the time of payment processing does not guarantee license approval.

Advertisement of any kind or rental of the STR prior to issuance of a STR License is a violation of Ordinance 84.

Please see Ordinance 84 for information regarding inspection requirements. The STR License Inspection Preparation Checklist can be found here: www.co.tillamook.or.us/commdev/page/short-term-rental-license-requirements

To schedule the STR inspection, please call **503-842-1815** and select the Short-Term Vacation Rental option. Inspection requests shall be received at least 24 hours prior to the date of requested inspection. Ordinance 84 requires a new STR License inspection request to be made within 30 days of applying for a new STR License. A representative at least 18 years of age ***must be on site*** at the time of inspection. *Structural inspections are prioritized by the Building Division. Building Division staff will notify the contact person to reschedule the inspection in the event the inspection cannot be conducted on the date requested.*

At the time of the inspection, a copy of the completed STR Inspection form will be provided to the representative on site by the County Inspector. Should the STR fail the inspection, a re-inspection is required within 30 days (60 days for major repairs) and the re-inspection fee shall be paid prior to reinspection. Repairs not completed within the required timeframe will result in application denial or revocation of license.

Following inspection approval and demonstration that all applicable requirements contained in Ordinance 84 have been met, the Certificate of Inspection and STR License approval letter will be issued by the STR Administrator.

The Certificate of Inspection shall be posted conspicuously in the rental. Advertisement and rental activities shall not commence until the STR License has been approved and the Inspection Certificate has been issued and posted onsite. Advertisement of any kind or rental of the STR prior to issuance of a STR License is a violation of Ordinance 84.

ADDITIONAL REQUIRED INFORMATION & FEES: *The following information shall be submitted to the STR Administrator prior to issuance of a Certificate of Inspection and License approval. STR License approval shall not be rendered until the required information is received.*

- ✓ **Written Confirmation of Neighbor Notification (See Below)**
- ✓ **Payment of STR Operator License Fee**
- ✓ **Evidence of Compliance with any Conditions of Approval outlined on the Short-Term Rental Inspection Form**

Following issuance of a new STR License, the STR Administrator will notify surrounding property owners by mail that a new STR License has been issued. The STR Online Registry will also be updated to include the newly licensed property.

Written Confirmation of Neighbor Notification Explanation. As per Ordinance 84, the applicant shall provide notice of use of a property as a short-term rental to owners of neighboring properties contiguous to the rental property. Notification can be completed by mail or distributed by hand and shall contain the address of the rental property, the number of allowed bedrooms and maximum occupancy, and the name and contact information of the owner or representative who can respond to complaints about operation of the short-term rental. A written statement confirming notice to neighbors has been completed shall be submitted to the Department prior to issuance of a Short-Term Rental License.

If you have questions, please contact the Department of Community Development at (503)842-3408.