



## ***City of Manzanita, Oregon***

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### **Licenses and Permits**

543 Laneda Avenue • P.O. Box 129, Manzanita, OR 97130-0129

Phone: 503-368-5343 Fax: 503-368-4145

[www.ci.manzanita.or.us](http://www.ci.manzanita.or.us)

### Short Term Rental Application Process Information

1. Read the enclosed Ordinances 87-5, 95-4, Section 6.030, and 10-03.
2. Complete the application, ensuring that all legal owners sign the form.
3. Submit the completed application with a check for \$75.00 made out to the City of Manzanita. This is payment for the initial home inspection as required by the City's Ordinances and a second 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 the corrections, if any, are made, contact the City to schedule a second inspection.
6. City staff will send you a letter to let you know the status of your application. (See item 7 and 8.) At this point, the completed Designated Contact form should be sent into the City.
7. For homes in zones R-2, R-3, and SRR, if there is a waiting list, City staff will notify you by telephone and in writing 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 by telephone and in writing of your status and request you to submit the \$500 annual permit fee. The permit fee covers the time from August 1 through July 31 the following year.
9. Upon receipt of the \$500 permit fee and the completed Designated Contact 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 (Ordinance 10-3, Section 5.c).

Renting your home without a permit is in violation of the City of Manzanita's ordinances.