

# CITY OF YACHATS

## TRANSIENT RENTAL LICENSE APPLICATION

PO Box 345 Yachats, OR 97498

Ph: (541) 547-3565 Fax: (541) 547-3063

*Please read and complete both sides*

**Application Fee: \$40**

**Inspection Fee: \$25**

**Rental Address:** \_\_\_\_\_

Single Family Dwelling     Duplex     Multiplex

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

**Owner's Address:** \_\_\_\_\_

City

State

Zip

**Mailing Address:** \_\_\_\_\_

City

State

Zip

**Email address:** \_\_\_\_\_

**Owner's Phone: Home**

**Work**

**Cell**

Access to the property is:  direct from a City, County or State street/road  crosses private property via an easement, right-of-way, or other conveyance. Evidence of the right to use the access in this manner is required.

**There must be a contact person or agent within the local calling area in the 547 or 563 prefix and available by phone from 8 a.m. to 11 p.m. able to respond immediately to any problem.** The name and phone number of the contact person or agent must be posted somewhere inconspicuously on the transient rental building but where a neighbor can easily read it.

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

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

Email address: \_\_\_\_\_

### THE FOLLOWING CONDITIONS MUST BE MET FOR THE OPERATION OF A TRANSIENT RENTAL

- Rental facility must comply with all applicable laws, including O.R.S., O.A.R. and the State Fire Marshal.
- **There shall be one off-street parking space for each bedroom in the dwelling, but no fewer than two spaces.** Number of bedrooms: \_\_\_\_\_ Number of off-street parking spaces: \_\_\_\_\_
- **All parking must be on the rental property. A parking map indicating places where renters may and may not park must be submitted with this application and posted in the home.**
- No excessive traffic may be generated by the use of the dwelling as a transient rental.
- No offensive noise, litter, or odor can be noticeable at or beyond the property line.
- The use may not adversely affect the residential character of the neighborhood.
- A sufficient number of suitable trash receptacles and weekly collection service must be provided. Trash receptacles may not be readily visible from the street except on collection day. Renters must be advised not to place trash outside alone in plastic bags.
- Each transient rental must provide and maintain a container for the disposal of cooking grease. Collected grease must be

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disposed of in trash to prevent any grease from entering the sewer system.

- The maximum allowable number of overnight occupants is two persons per sleeping area plus two additional persons. The rental agent must match the number of persons and vehicles to the particular property being rented. Tents and similar structures are not allowed on transient rental properties.

**For a copy of the Yachats Municipal Code pertaining to this license contact the City of Yachats, log on to [www.ci.yachats.or.us](http://www.ci.yachats.or.us) or visit the Yachats Public Library.**

**Notice:** Complaints regarding the operation of a dwelling as a transient rental may result in review by the City Council and/or issuance of a citation and/or revocation of an issued license.

Owners of transient rentals must comply with the requirements of the *Yachats Municipal Code 3.08 Transient Room Tax* by collecting a 7% tax, filing, and remitting quarterly tax returns to the City of Yachats. Forms be will mailed by the City on the 15<sup>th</sup> day of September, December, March, and June.

**TRANSIENT RENTAL LICENSES ARE NON-TRANSFERABLE**

**I have read and fully understand the conditions listed above. I have and will continue to meet all conditions. The license may be renewed annually if all standards and conditions are met.**

**I understand that the property is subject to an inspection before a license is issued and every five years thereafter. Complaints received by the City may prompt a re-inspection.**

**All the information provided in this application is accurate and true to the best of my knowledge.**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

Application fee must be paid separately from water/sewer bill or tax payments. The City is unable to accept debit or credit cards or ePay as a form of payment.

Please make check or money order payable to the CITY OF YACHATS. Cash is accepted inside City Hall Monday-Friday 8:30 a.m.-4:30 p.m., except holidays.

**APPLICATIONS CANNOT BE PROCESSED UNTIL FEES ARE PAID IN FULL**

**If you change managers you must notify the City within ten days.**

**All license renewals and tax return forms will be emailed to the email addresses shown on this application. If you change your email address you must notify the City so the most current information is reflected in your record.**

### CITY USE ONLY

**Approved by City** \_\_\_\_\_ **Date Received** \_\_\_\_\_ **Fee Paid** \_\_\_\_\_

**Parking Map attached** [ ] yes [ ] no **Inspection Completed:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Evidence of right to use private access required** [ ] yes [ ] no **Submitted** [ ] yes [ ] no

# **CITY OF YACHTS**

## **TRANSIENT RENTAL LICENSE APPLICATION**

The City Code Enforcement Officer will be looking for these items. Please make sure that all pertinent items are in place for the inspection. You or your management company can not begin renting until the Code Enforcement Officer had signed off on the inspection

### **State Safety issues**

1. Smoke detectors (10 year warranty)  
Current ORS regs., motel standards  
Hard-wired if newer home, battery operated in older homes
2. Carbon Monoxide detectors  
Required if have a woodstove or fireplace or door opens into a garage
3. Fire extinguisher (not required, but recommended, visible or signage)  
If multiple use, needs to be inspected.
4. Emergency contact person phone number and 911 on inside of house
5. Evacuation information (inside house)
6. Beach front homes, signage regarding ocean mammals, Leptos disease
7. Egress windows in bedroom, code for transient rentals
8. Railings, lofts and decks, to code to protect children
9. Electric panels, visible or signage
10. Propane tanks, secured, not allowed under an opening window, distance

### **City Standards**

1. Number of bedrooms
2. Number of off street parking spaces
3. Parking areas clearly marked and hard surface
4. Check garage, parking or other use
5. Local contact person phone numbers on outside of house