

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

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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 annual business license fee based on the proposed occupancy of the Condominium: 1-5 occupants \$475, Max 6 occupants \$500.00. 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: \_\_\_\_\_

# CONDOMINIUM VACATION RENTAL GOOD NEIGHBOR RULES

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Short term transient rental of this condominium unit is accessory and subordinate to the residential occupancy of this building. The transient occupancy is allowed by virtue of a license which may be revoked if renters violate parking, occupancy, and general noise limitations. Because this rental is permitted within a residential building, renters should minimize their potential impacts on the neighboring units and the surrounding properties by following rules of common decency and respect others. 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 units and surrounding 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 surround your rental unit. Treat your neighbors the way you would want to be treated if you lived next door. Keep in mind that an agreement to rent a condominium unit in Seaside is a privilege and it is not a license to annoy, disturb, or disrupt the local residents.
- Pet owners should prevent their animals from causing a disturbance due to excessive barking, trespassing onto neighboring property, or running at large. They must also abide by the leash requirements in Code of Seaside Section 92.03.

Please help your neighbors enjoy your stay as much as we hope you will. If you need assistance, please contact the property manager,  
\_\_\_\_\_ at \_\_\_\_\_  
or \_\_\_\_\_ after normal business hours.

**BASIC CHECKLIST (2019)**  
**VACATION RENTAL DWELLING OR TRANSIENT RENTAL CONDOMINIUM**  
**(Additional Requirements May Apply)**

Address \_\_\_\_\_

Owner \_\_\_\_\_ Phone# \_\_\_\_\_

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

**OCCUPANT LOAD PROPOSED FOR THIS BUILDING:** \_\_\_\_\_ **# OF BEDROOMS:** \_\_\_\_\_

Note: The Zoning Ordinance sets a maximum occupancy based on three persons (over the age of three) per bedroom but it may be further limited based on the number of available off-street parking spaces. Irrespective of the number of bedrooms, occupancy of no more than 10 people (regardless of age) can be authorized unless the building is protected by an approved sprinkler system.

**1. GENERAL REQUIREMENTS**

- A. The **address** must be visible from the street.
- B. A Public Alert **NOAA Weather Radio** – along with an informational sheet that summarizes the warning capabilities of the radio must be posted. These can be purchased from the city.
- C. 50% of all required **yards must be landscaped** so that they are not dominated by parking.
- D. The off-street required **parking spaces must be paved** or provided with an approved surface as permitted by the Planning Director.
- E. **Exterior lighting** fixtures must be shielded in a manner to prevent glare from being visible from the surrounding properties when having bulbs exceeding 450 lumens (equivalent to a 40 watt incandescent light bulb).

**2. WEATHER PROTECTION**

- A. No broken windows or damaged doors and in condition to provide a weather resistive barrier.
- B. Doors must be weather-stripped, have working locks, and openable from the inside without a key or special knowledge.
- C. **Roof and exterior wall coverings** must be in good shape. There must be no excessive chipped or peeling paint.
- D. All dwelling units shall be **mold** free.

**3. MECHANICAL/ELECTRICAL**

- A. **Chimneys** serving wood fireplaces and stoves shall be lined and have the proper clearances to combustibles (interior chimneys 2-inches & exterior chimneys 1-inch). Chimneys must be cleaned each year. If a fireplace does not have a chimney in compliance with code, it must be **secured or signed “not for use”** in addition to installing decorative feature, such as a plant, to deter the use. The fireplace can also be converted for use of a gas appliance when it is installed under a permit and according to its listing.
- B. An openable window or an approved mechanical **venting system is required in bathrooms** and kitchens.
- C. **Electrical Panels** shall be accessible to the tenants and be provided with 36 inches clearance in front of the panel.

**4. SANITATION & HEATING**

- A. Provide two **garbage cans** with lids, and suitable storage. Weekly garbage service is required.

B. An approved heating source for all habitable spaces shall be provided.

## 5. SAFETY

- A. **Smoke alarms** are required in all sleeping areas, the hallway serving them, and every floor.
- B. **Carbon Monoxide Alarms** – shall be located in each bedroom or within 15 ft of each bedroom door. Bedrooms on separate floor levels in a structure shall have separate carbon monoxide alarms serving each story.
- C. Basements and all sleeping rooms shall be provided with an approved **egress opening** (windows must be made accessible if sills are more than 44" above the floor & protected less than 24"), directly to the outdoors, large enough for escape from a fire as determined by the Building Official (current code min. 5.7 sq. ft., except grade or below 5 sq. ft.). Exception: Basements used only to house mechanical equipment not exceeding 200 sq. ft.
- D. All stairs, decks, and balconies over 30" above grade, shall have a **guardrail**, 36" in height, with intermediate rails spaced so a 4 inch sphere cannot pass through.
- E. All stairs with four or more risers shall have a **handrail**, not less than 34", or more than 38" high. The gripping surface shall comply with R311.7.7 of the State Dwelling Code. Handrail ends shall be returned against a wall or post. Stairs are required to have a clearance at a plane above the nose to any vertical overhead finish of approximately 6 feet 8 inches.
- F. A **fire extinguisher** having a minimum rating of **2:A 10:BC** must be mounted 3-4 ft. above the floor in the kitchen area approximately 5 – 10 ft. from the cooking stove.
- G. **Steps** are a min. of 4" & max of 8" (R311.7.5.5). The greatest **stair riser height & tread** in any flight shall not exceed the smallest by more than **3/8"** (R311.7.5.1).
- H. **Means of Egress** are governed by code section R311 & covers **doors, floors, & landings**.
- I. Tempered Glass or security film (min. 4mm) protection is required for windows within 2' of egress doors & <60" from floor, along interior stairs, and fall zones from bathtubs & showers (within 60" & <60" from floor)

## 6. PARKING REQUIREMENTS

- A. A minimum of two off-street **parking spaces** (each space, 9'X18') shall be available, plus one additional for each bedroom over two or occupancy will be further limited. Tenants are required to park in the spaces provided on-site & **prohibited from using on-street parking**.
- B. Required off street parking must be **paved** (asphalt, concrete, or alternative surface approved by the Planning Director).

## 7. POSTINGS REQUIRED

- A. **Good neighbor rules** and maximum number or occupants must be posted inside the front door.
- B. A **parking map** must be posted in the rental unit that identifies the on-site parking spaces & include a statement noting **"ON-STREET PARKING CANNOT BE USED BY RENTERS. PLEASE USE THE SPACES PROVIDED ON SITE."**
- C. The owner shall post or otherwise provide a **tsunami evacuation map** in a conspicuous location within the rental unit that also indicates **"You Are Here"**.
- D. The **business license** noting the maximum occupants (over age of 3).

**Please note that this is just a basic checklist, additional requirements may apply. An inspection must be scheduled at the Community Development Department. A reinspection is required if any corrections are noted. There can be additional notification and administrative action needed to complete the approval process.**