Obtaining a Five Year Transient Rental Permit

City of Cannon Beach

Updated: September 2016

- ***Who should read this handout?***

If you have been selected for a five-year transient rental business permit, you should read this handout.

- ***What is a transient occupancy of a dwelling unit?***

A transient occupancy of a dwelling unit is the rental of a dwelling for periods of less than 14 days in the RVL, R-1, R-2, R-3, MP and RAM zones.

- ***What is a five-year transient rental permit?***

A five-year transient rental permit is an authorization to rent a house for periods of less than 14 days, subject to certain conditions. The permit is renewable annually for a period of five years from the date the permit is originally issued. At the end of the five-year period, the transient rental of that dwelling expires.

- ***What is the purpose of this handout?***

This handout is intended for use by those who have been selected to apply for a five-year transient rental permit. It is organized into three sections. Section I highlights the ordinance requirements so that you can determine if you qualify for a transient rental permit. Section II provides information to help you fill out the appropriate application forms to obtain the necessary permit. Section III contains the five-year transient rental permit application and other required forms.

- ***When is the deadline to apply for a five-year transient rental permit?***

You have 180 days to obtain a five-year transient rental permit. The City will issue a transient rental permit after a completed application has been processed. Failure to obtain a permit within 180 days will result in the selection of another property owner to apply for a five-year transient rental permit.

- ***What happens after I submit my application to the City?***

The City will review your application to make sure it is complete and that the operation of the dwelling as a transient rental will comply with the City's requirements. When the City has verified that your application meets all the requirements for the transient rental of a dwelling, the City will issue a transient rental permit. The initial permit is valid for one fiscal year beginning July 1 through June 30.

- ***How long does it take to get a transient rental permit?***

Transient rental permits may take from 30-90 days to process depending on the completeness of the application and whether a vacation home rental permit had previously been issued for the dwelling.

- ***Do I also need a business license?***

Yes, a business license must be obtained to operate a transient rental. The cost of a business license is $75. If you already have a business license in conjunction with the operation of a vacation home rental, you will need to obtain a new business license to operate a transient rental. No fee will be charged for the new business license.

- ***What happens after I am issued a five-year transient rental permit?***

A five-year transient rental permit must be renewed annually. The City will notify you of this requirement. Permits are valid from July 1 to June 30 of the following year (fiscal year). A permit renewal must be received by the City by July 1. If the permit renewal has not been received by August 1, the City will begin action to have the permit revoked. Permit holders must also renew their City business license. Business licenses are issued on July 1 of a given fiscal year.

- ***What options do I have for renting my home for periods of less than 30 days at the end of the five-year permit period?***

You can apply for a vacation home rental permit. A vacation home rental permit is an authorization to rent a dwelling to one tenancy group in a 14-day period. You can also place your name on the roster for a new five-year transient rental permit. However, you would not be considered for a new permit in the next lottery following the end of your previous five-year permit period.

Section I – Ordinance Requirements

Ordinance 04-09A has several requirements that must be met to qualify for a five-year transient rental permit. All requirements must be met without exception. A description of the requirements follows:

Local Representative: The property owner shall designate a local representative who permanently resides within the Cannon Beach urban growth boundary or a licensed property management company with a physically staffed office within 10 vehicular miles of the Cannon Beach urban growth boundary.
The owner may be the designated representative where the owner resides within the Cannon Beach urban growth boundary.

The property owner or the designated local representative shall maintain a guest and vehicle register for each tenancy of the transient rental. The register shall include the names, home addresses and phone numbers of the tenants, the vehicle license plate numbers of all vehicles used by the tenants, and the date of the rental period. The above information must be available for City inspection upon request.

The local representative must be authorized by the owner of the dwelling to respond to tenant and neighborhood questions, concerns and complaints. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for transient rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol, or the use of illegal drugs.

The City will notify property owners and/or residents within 200 feet of the transient rental dwelling of the name, address, and telephone number of the local representative.

The designated local representative may be changed by the permit holder by filing a revised permit application that includes the name, address, and telephone number of the new local representative. Failure to notify the City of a change in the local representative constitutes a violation.

Occupancy: The maximum occupancy for a transient rental dwelling shall be two persons per bedroom and two additional persons (e.g., a two-bedroom dwelling is permitted a maximum occupancy of six persons). For the purpose of establishing occupancy, a person is defined as an individual at least two years of age. The maximum occupancy may be further limited by off-street parking requirements. Occupancy of a dwelling shall not exceed twelve persons.

Parking: One off-street parking space shall be provided for each three persons of dwelling occupancy. No more vehicles shall be parked on the property than there are designated off-street parking spaces. Inability to provide the required off-street parking will reduce the permitted occupancy. A site plan shall be submitted with an application for a transient rental permit which identifies the location of the required off-street parking. Please see attachment "A" for a sample of an acceptable off-street parking site plan.

Solid Waste Collection: Weekly solid waste collection shall be provided during all months that the dwelling is available for transient occupancy.

Permit Posting: The transient rental permit shall be posted within the dwelling adjacent to the front door and contain the following information: (1) the name and telephone number of the local representative; (2) the name and telephone number of the owner; (3) contact information for City Hall and the Police Department in Cannon Beach; (4) the maximum number of occupants permitted to stay in the dwelling; (5) the maximum number of vehicles allowed to be parked on the property; (6) the number and location of on-site parking spaces; and (7) the solid waste collection day. Please see attachment "E" for an example of a permit for posting that will be mailed to you once the application processing is complete.

Transient Room Tax: The property owner must agree to comply with the requirements of the transient room tax ordinance. A 8% City room tax is collected from those who rent a transient rental dwelling by adding it to the basic rental amount. It is the responsibility of transient rental permit holder to keep an accurate record of the rent and taxes collected. A quarterly room tax report will be mailed to transient rental permit holders and must be filed with the City whether or not the house has been rented during that quarter. Please see attachment "B" for a sample quarterly transient room tax form.

Building Inspection: The dwelling unit must be inspected to determine whether it meets the Uniform Housing Code and establish its maximum occupancy. Uniform Housing Code requirements cover such items as smoke alarms, adequate escape routes in case of fire, properly operating heating equipment and adequate hot water. Prior to the issuance of a transient rental permit, the owner of the dwelling unit shall make all necessary alterations to the dwelling required by the Building Official pursuant to the Uniform Housing Code. Please see the attached transient rental permit dwelling checklist (attachment "C") for the basic requirements that a dwelling must meet.

If the dwelling has already been inspected by the City as a vacation home rental, a re-inspection may not be required.

Ownership: A transient rental permit is issued to a specific owner of a dwelling unit. No person shall hold more than one transient rental permit. The transient rental permit shall be revoked when the permit holder sells or transfers the real property which was rented except a change in ownership where title is held in survivorship, or transfers on the owner's death to a trust which benefits only a spouse for the spouse's lifetime.

The above is a summary of the ordinance requirements with regard to transient rental permits. For the complete text of Ordinance 04-09A, please contact City Hall at (503) 436-1581 or visit the City's website at www.ci.cannon-beach.or.us.

Section II – Application Procedure

Selection Process: It is the City's intention to maintain 92 transient rental permits. A transient rental permit is issued to a specific owner of a dwelling unit. No person shall hold more than one transient rental permit. When a transient rental permit is revoked, the City will accept a new application for a five-year transient rental permit as follows:

> The City will maintain a roster of property owners who are interested in obtaining a five-year transient rental permit for their dwelling unit. A property owner may place his or her name on the roster at a time. When an opportunity for a new transient rental permit arises, the City will select a name from the roster by means of a random selection. The person so selected will have 180 days to obtain a transient rental permit. If the person so selected does not obtain a transient rental permit within 180 days, a new name will be selected from the roster by random selection.

The maximum period of time that a person may hold a transient rental permit obtained by means of random selection is five years. At the end of the five-year period, a new a transient rental permit holder will be selected by means of random selection as described above. A person who held a five-year transient rental permit may not be considered for a new transient rental permit in the next lottery following the end of that permit's five-year period.

Permit Application: Any person who is selected by means described above to engage in the rental of a dwelling for a transient occupancy shall make application to the City for a five-year revocable transient rental permit. The permit must be renewed annually. At the end of the five-year period, a new transient rental permit holder will be selected by means of random selection. A complete permit application and applicable fee must be obtained within 180 days from the date a person is selected. If a complete application and applicable fee have not been obtained within 180 days, a new name will be selected.

The City shall issue the permit where it finds the application requirements and the requirements of Section I of this handout are met.

Violations and Penalties: Failure to comply with the transient rental occupancy or transient room tax requirements shall constitute a violation of the provisions of this section. Disturbances or nuisances caused by the tenants of a transient rental dwelling which violate the City Municipal Code or State law shall also constitute a violation. Penalties for each violation shall be imposed. Penalties for violations become progressively more severe and may result in permit suspension or revocation.

Section III – Five- Year Transient Rental Permit Application Forms & Other Information

The following forms are attached to this handout and must be submitted to the City along with the application in order to obtain a five-year transient rental permit:

- ***Five-Year Transient Rental Permit Application***
- ***Transient Rental Local Representative Certification***
- ***Transient Room Tax Registration***
- ***Business License Application***

In addition to the above, please find the following list of attachments. Attachment "A" must be submitted with application.

A*ttachment "A"* is an example of an acceptable ***Off-Street Parking Site Plan***. Please submit a site plan that identifies the transient rental dwelling and the location of the required off-street parking.

Attachment "B" is a sample of the ***Transient Room Tax Quarterly Collection*** form that will be mailed to transient rental permit holders for reporting room tax on a quarterly basis.

Attachment "C" is a ***Transient Rental Dwelling Inspection Checklist*** which lists the basic requirements that a dwelling must meet in order to obtain a permit. The checklist is included in this packet in order to help you to begin making the necessary modifications to your dwelling, if needed. Additional requirements to those on the checklist may apply.

Attachment "D" is a sample of a ***Weekly Solid Waste Collection Certification*** form that must be submitted to the City at the time that the application is made. Please contact Western Oregon Waste's Residential customer accounts department at (503) 472-3176, option 1, for information on obtaining this form.

Attachment "E" is a sample of a ***Weekly Solid Waste Collection Service Bill*** that must be submitted to the City at the time that the application is made. If you do not currently have weekly service, please contact Recology Western Oregon's residential customer accounts department at (503) 861-0578 to establish weekly service. At your request, Recology Western Oregon will forward a certification form to the City of Cannon Beach to confirm your weekly service.

To download this information or the forms noted above (except that form obtained from Recology Western Oregon regarding solid waste collection) please visit the City's website at www.ci.cannon-beach.or.us and click on *Short Term Rental Information & Permits*.

For questions, please contact the Planning Department at (503) 436-8042 or email planning@ci.cannon-beach.or.us. You may also fax forms to (503) 436-2050.

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Five-Year Transient Rental Permit Application
City of Cannon Beach

Rental of Residential Dwellings for Periods of Less than 30 Days
Municipal Code, Chapter 17.77

Applicant Information:
Please print
Name:_____ Email:_____

Telephone #: (day)_____ (night)_____

Mailing Address:_____

_____

Property Information:
Please print
Vacation Home Rental Address:_____

Number of On-Site Parking Spaces Provided (see page 3 of handout, *Obtaining a Five-Year Transient Rental Permit*):_____

Garbage Service Collection Day (Weekly garbage service is required.): _____

_____

Property Owner Information:
Please print
Name:_____ Email:_____

Telephone #: (day)_____ (night)_____

Mailing Address:_____

_____

Local Representative Information:
Please print
Name:_____ Email:_____

Telephone #: (day)_____ (night)_____

Mailing Address:_____

The local representative must permanently reside within the Cannon Beach urban growth boundary, or be a licensed property management company with a physically staffed office within 10 vehicular miles of the Cannon Beach urban growth boundary. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for transient rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol, or the use of illegal drugs. The local representative must submit a signed statement as part of this application packet. Please see page 3 of the handout, *Obtaining a Five-Year Transient Rental Permit*. ***Please note that Resolution 06-07 states that "a fee of $75 for each and every change in Local Representative" will be applied.***

Continued on Reverse Side

The review process takes a minimum of 30 days. FIVE-YEAR TRANSIENT RENTAL PERMITS ARE NON-TRANSFERABLE. A one-time, non-refundable $275 fee must be submitted with this application. This fee includes the $100 dwelling inspection fee. A $75.00 business license fee may also be applicable. After an application has been processed and the vacation home rental dwelling is found to meet the City's requirements, the City will issue a permit and business license that must be posted in a prominent location adjacent to the front entrance of the vacation home rental dwelling.

By signing below, the property owner acknowledges that he/she has read, fully understands and agrees to comply with the standards of the City of Cannon Beach ordinances regarding the transient home rental of dwelling units.

Applicant's Signature:_____ Date:_____

Property Owner's Signature:_____ Date:_____

Please be sure your application is complete before submitting. Your application must include the following:

- ☐ Five-Year Transient Rental Permit Application
- ☐ Five-Year Transient Rental Local Representative Certification
- ☐ Transient Room Tax Registration
- ☐ Copy of Weekly Solid Waste Service Bill
- ☐ Off-Street Parking Site Plan
- ☐ $175 Processing Fee
- ☐ $100 Inspection Fee

FEE: $275 (Please note that you must also obtain a business license.)

This information can be made in alternative format as needed for persons with disabilities.

For Staff Use Only:

Received on:_____ By:_____

Fee Paid:_____ Receipt No.:_____

Five-Year Transient Rental Permit
Local Representative Certification
City of Cannon Beach

☐ New ☐ Change

The property owner of a five-year transient rental shall designate a local representative who permanently resides within the Cannon Beach urban growth boundary (UGB), or a licensed property management company with a physically staffed office within 10 vehicular miles of the Cannon Beach UGB. The owner may be the designated representative where the owner resides within the Cannon Beach UGB. The City will notify property owners and or residents within 200 feet of the dwelling of the name, address and telephone number of the designated local representative.

Five-Year Transient Rental Address:_____

Property Owner:_____

Local Representative Information:
Please print
Name:_____ Telephone #: (day)_____ (night)_____

Physical Address:_____ Email:_____

Mailing Address:_____

Local Representative Responsibilities:

- The property owner or the designated local representative shall maintain a guest and vehicle register for each tenancy of the vacation home rental. The register shall include the names, home addresses and phone numbers of the tenants, the vehicle license plate numbers of all vehicles used by the tenants, and the dates of the rental periods.
- The local representative must be authorized by the owner of the dwelling to respond to tenant and neighborhood questions, concerns, and complaints. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for transient rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol, or the use of illegal drugs.
- The Police Department must be able to contact the local representative in a timely manner.
- The guest and vehicle registry information must be available for City inspection upon request.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above.

Local Representative's Signature:_____ Date:_____

Property Management Company:_____

(Continued on Reverse Side)

By signing below, the property owner designates the above noted individual or property management company as the local representative for the transient rental property noted above. ***Please note that Resolution 06-07 states that "a fee of $75 for each and every change in Local Representative" will be applied.***

Property Owner's Signature:_____Date: _____

FEE: $75.00 (if filing for change)

This information can be made in alternative format as needed for persons with disabilities.

For Staff Use Only:

Received on:_____ By:_____

Fee Paid:_____ Receipt No.:_____

Transient Room Tax Registration
City of Cannon Beach

Property Owner Information:
Please print

Name:_____ Email:_____

Telephone #: (day)_____ (night)_____

Mailing Address:_____

Name(s), Telephone #(s) & Address(es)of Partners:

(1)_____

(2)_____

(3)_____

Property Information:
Please print

Transient Rental Address:_____

Manager/Local Representative Information:
Please print

Name:_____ Email:_____

Telephone #: (day)_____ (night)_____

Mailing Address:_____

Property Owner's Signature(s): _____ Date:_____

_____ Date:_____

_____ Date:_____

_____ Date:_____

This information can be made in alternative format as needed for persons with disabilities.

City of Cannon Beach, Planning Department, P. O. Box 368, Cannon Beach, OR 97110 • (503) 436-8042 • Fax (503) 436-8055
• TTY: 503-436-8097•Website: www.ci.cannon-beach.or.us or Email: planning@ci.cannon-beach.or.us

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City of Cannon Beach Business License Application

Fiscal Year July 1, 20___ through June 30, 20___

This application will be returned to you without processing if the below applicable information is not provided.

Circle one: New Application Amendment Motel/Hotel Short-term Rental Contractor Home Occupation

Business Name: _____Tax ID (EIN) #: _____

Address of Business: _____City_____State_____Zip_____

Mailing Address of Business: _____City_____State_____Zip_____

Business Telephone: _____Business Fax:_____

E-mail address: _____

Owner Name: _____

Owner Mailing Address: _____City_____State_____Zip_____

Owner Phone: _____

Driver's License State ____Number_____ Owner Date of Birth _____

Type of Business:_____Square Footage:_____

(Retail,Roofer,Restaurant,Realtor,Motel,Internet,Sales,Property Manager,Gallery, etc.)

If Corporation or Partnership, list Officers/Partners:

Name	*Mailing Address*	*Drivers License Number & State*	*Telephone or Cell Phone*

Manager's Name (if different than Owner): _____ Phone: _____

Number of Employees (include all working within City limits, full-time or part-time) _____

Monitored Alarm System at business physically located in Cannon Beach? Yes No

Note any certifications required to conduct your business: _____

If additional licensing for your business is required by the state or federal government, please attach a copy of the license(s) to this application. (Municipal Code 5.04.050)

CONTRACTORS ONLY: General Contractor ___ Specialty Contractor ___ Exempt ___ Non-Exempt ___
Construction Contractor's Board Registration #_____Expiration Date_____
I _____, doing business as_____,
am registered with the State of Oregon Construction Contractors Board under the provisions of ORS 701.035 through ORS 701.130 and said registration is in full force and effect.

SHORT-TERM RENTAL APPLICANTS ONLY:

Local responsible or manager name and phone number: _____

Applicant Signature _____ **Date** _____

This information can be made in alternative format as needed for persons with disabilities.

BUSINESS LICENSE FEE SCHEDULE

1-2 Employees $75.00 3-5 Employees $125.00 6 or more Employees $250.00

City of Cannon Beach, PO Box 368, OR 97110 • Telephone: 503-436-8052 • Fax: 503-436-2050• TTY: 503-436-8097
Website: http://www.ci.cannon-beach.or.us • Email: cityhall@ci.cannon-beach.or.us

For Staff Use Only:

Payment received on: _____ By: _____

Fee Paid: _____ Receipt No.: _____

Department	**Date Reviewed**	**Approval Status**	**Reviewed by**
Building		Approved Not Approved	
Planning		Approved Not Approved	
Public Works		Approved Not Approved	
Public Safety		Approved Not Approved	
City Manager		Approved Not Approved	

Staff Comments

_____

_____

_____

_____

_____

_____

_____

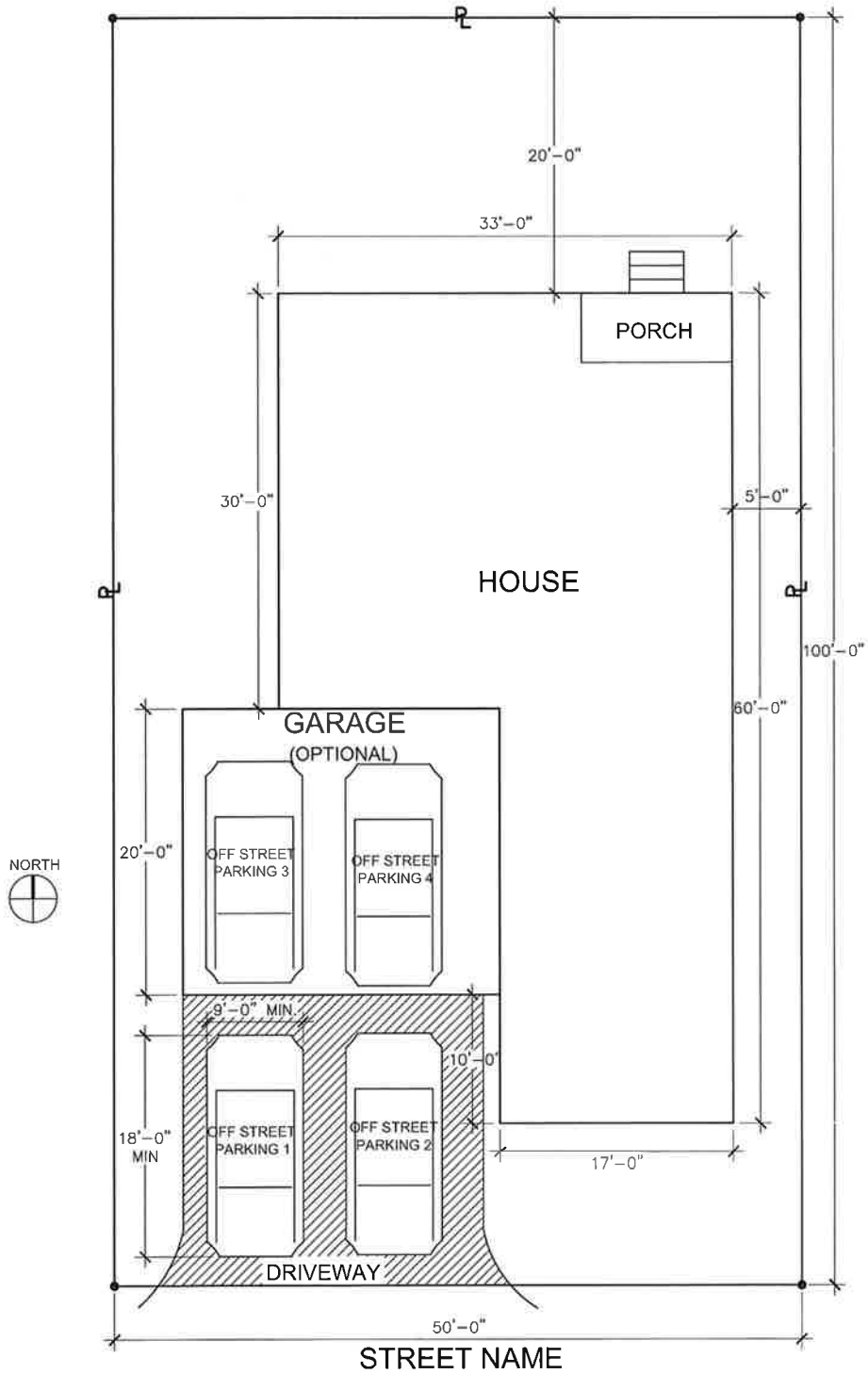
CITY OF CANNON BEACH - SHORT TERM RENTAL

PARKING SPECIFICS TO INCLUDE:

1. ALL OFF STREET PARKING. LOCATION AND DIMENSIONS OF EACH PARKING SPACE.
2. NOTE:PARKING SPACE MUST BE A MINIMUM 9'-0" X 18'-0".
3. LABEL ALL ABUTTING STREETS TO PROPERTY.

NOTE:

DRAWINGS ARE FOR INFORMATIONAL USE ONLY. ADDITIONAL REQUIREMENTS MAY APPLY. DRAWINGS DO NOT SPECIFY OR VERIFY DIRECT CODE COMPLIANCE



SAMPLE PARKING PLAN

SCALE USED

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Attachment "B"

CITY OF CANNON BEACH
PO Box 368, Cannon Beach OR 97110
503-436-8056
TRANSIENT ROOM TAX COLLECTION RETURN

Hotel/Motel Name: _____

Business Address: _____

_____

Location: _____

Quarter ending: _____

Account Number: _____

Date Due: _____

Address if more than one location:

_____

_____

Manager's Name: _____

# of Rental Units: _____

Owner's Name: _____

Owner Address: _____

_____

SAMPLE

Calculation of Tax Due:

1. Gross Room Rent: _____
2. Exemptions: _____
3. Taxable Rent: _____ (line 1 minus line 2)
4. Transient Room Tax: _____ (8% of line 3)
5. Collection Fee: _____ (5% of line 4)
6. Tax Due: _____ (line 4 minus line 5)

Delinquencies:

Tax payments are considered delinquent if paid after the last day of the month in which they are due. Penalities assessed to delinquent accounts are specified in Section 3.12090 of the Cannon Beach Municipal Code.

Please List any exemptions for this quarter.

If there is no activity, a quarterly tax form is still required to be filed showing $0 income.

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Attachment "C"

Short Term Rental Inspection Checklist
City of Cannon Beach

A short-term rental dwelling must be inspected to determine whether it meets the standards of the Uniform Housing Code (UHC) as adopted by the City and to establish its maximum occupancy. The cost of the inspection is $100. A re-inspection fee of $37.50 may be charged. If the dwelling has already been inspected in conjunction with a vacation home rental permit, a re-inspection is not required. Prior to the issuance of a transient rental permit or vacation home rental permit, the owner of the dwelling shall make all necessary alterations to the dwelling required by the Building Official pursuant to the UHC. Failure to complete the necessary alterations within 30 days of the Building Inspector's notification of required alterations may result in the revocation of the permit.

Property Address:_____ Property Owner:_____ Telephone #:_____

Local Representative:_____ Telephone #:_____

Total Number of Occupants Approved for this Dwelling (limited by # of bedrooms and # of off-street parking spaces):_____

2 occupants/bedroom plus 2 additional occupants: # of bedrooms _____ x 2 = _____ occupants + 2 = _____ occupants
1 off-street parking space for each 3 occupants: # of off-street parking spaces _____ x 3 occupants = _____ occupants

---

General Requirements: (not requirements of the UHC, but required by City Code or Oregon Statute)

- ☐ House numbers installed (minimum 2 ½ H, 2 ¼ W) and clearly visible from the street.
- ☐ Smoke alarms installed in all sleeping rooms, outside all sleeping areas, and on each floor of dwelling.

Sanitation:

- ☐ Dwelling equipped with bathroom facilities consisting of a toilet, sink, and either a bathtub or shower.
- ☐ Dwelling equipped with kitchen facilities consisting of a stove, refrigerator, and sink.
- ☐ All plumbing fixtures connected to the sanitary sewer system and equipped with proper "P" traps.
- ☐ All plumbing fixtures connected to an approved water supply and provided with hot and cold water necessary for their normal operation.
- ☐ All sanitary facilities installed and maintained in safe and sanitary condition.
- ☐ No signs of mold or mildew on wall surfaces.
- ☐ No signs of infestation from rodents or insects.
- ☐ Dwelling is equipped with adequate garbage and rubbish storage.

Safety:

- ☐ Basement and all sleeping rooms are provided with windows designed to meet egress standards or exterior doors.
- ☐ All stairs, decks, and balconies over 30 inches in height are provided with approved guardrails.
- ☐ All stairs with three or more risers are provided with approved handrails.

Mechanical:

- ☐ Every habitable room contains at least two electrical outlets or one outlet and one light fixture.
- ☐ All electrical equipment, wiring, and appliances have been installed and are maintained in a safe manner.
- ☐ Dwelling is equipped with heating facilities in operating condition.
- ☐ All solid fuel burning appliances are installed per applicable codes and maintained in safe working condition.
- ☐ Dwelling has proper ventilation in all rooms and areas where fuel burning appliances are installed.

Structural:

- ☐ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- ☐ No split, lean, list, or buckle of dwelling walls, partitions or other vertical supports due to defective material or deterioration.
- ☐ Fireplaces and chimneys are not listing, bulging, or cracking due to defective material or deterioration.
- ☐ No evidence of decay or damage to exterior stairs or decks.

Weather Protection:

- ☐ Dwelling has no broken windows or doors.
- ☐ No broken, rotted, split, buckled of exterior wall or roof coverings that affect the protection of the structural elements behind them.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient rental permit or vacation home rental permit.

Presented to:_____ ☐ Approved Date:_____

Inspected by:_____ ☐ Requires Modifications Date:_____

To request an inspection or for information about this inspection please contact: City of Cannon Beach Building Department (503) 436-8045. Inspection Request Mailbox or building@ci.cannon-beach.or.us. Copies of this form are available on line at www.ci.cannon-beach.or.us.

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Attachment "E"

Example of Weekly Solid Waste Collection Service

Please provide a copy of your Recology Western Oregon solid waste collection service bill demonstrating weekly service.

Cannon Beach Municipal Code, Section 17.77.040.A.2.f, Solid Waste Collection. Weekly solid waste collection service shall be provided during all months that the dwelling is available for transient or vacation home occupancy.

DAYS OF SERVICE: ---F--
MONTHLY RATE

BILLING QUESTIONS CALL: 503-861-0578
Billing No. Account No.

	PREVIOUS BALANCE
08/19/2015	PAYMENT
09/30/2015	1-32G CART-SIDE-1dy/wk SEP
10/31/2015	1-32G CART-SIDE-1dy/wk OCT
	BALANCE DUE

QUESTIONS? EMAIL US AT:
RWOINFO@RECOLOGY.COM
SIGN UP FOR ESTATEMENTS AT:
WWW.RECOLOGYWESTERNOREGON.COM

Recology Western Oregon
1850 NE Lafayette Ave
McMinnville OR 97128
VISIT US AT www.recologywesternoregon.com
BALANCE DUE BY THE 15TH OF OCTOBER.

FROM DATE: 09/01/2015 TO DATE: 10/31/2015
BILLING QUESTIONS CALL: 503-861-0578

03477

0000000031519660000000000007622 000000 01106201500000003321712

Sample

If you do not currently have weekly service, please contact Recology Western Oregon, at (503) 472-3176, to establish weekly service. At your request, Recology Western Oregon will forward a certification form to the City of Cannon Beach to confirm your weekly service.

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Attachment "E"

Example of a 5-YearTransient Rental Permit to be Posted

City of Cannon Beach
5 -Year Transient Rental Permit
Valid July 1, 2012 – June 30, 2013

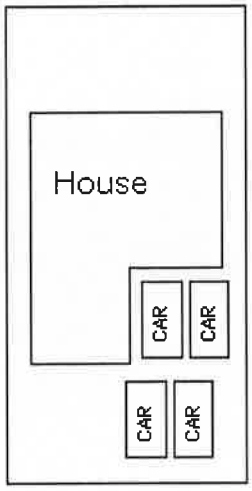
Transient Rental Address:
Maximum Occupancy:
Maximum # of Vehicles Permitted On-Site:
Weekly Solid Waste Collection Day:

Local Representative
Name: xxxxx
Telephone #: Day (xxx) xxx-xxxx
Night (xxx) xxx-xxxx

Property Owner
Name: xxxxx
Telephone #: Day (xxx) xxx-xxxx
Night (xxx) xxx-xxxx

City of Cannon Beach Contact #s
Police Dept: Day **(503) 436-2811**
Night **(503) 738-6311**
City Hall: Day **(503) 436-1581**

Approved Parking Locations



Please note: Municipal Code, Section 17.77.020.G, states that the maximum period of time that a person may hold a permit by means of random selection is five years. This Transient Rental Permit is valid for a five year period ending **xxxxx xx, 20xx** and must be renewed annually.

Sample