

Obtaining a Vacation Home Rental Permit

City of Cannon Beach

Updated: January 5, 2016



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

If you own a home in Cannon Beach and wish to rent it for periods of less than 30 days, you should read this handout.

- ***What is a vacation home rental permit?***

A vacation home rental permit is an authorization to rent a house or portion of a house for periods of less than 30 days, subject to certain conditions. Any property owner may apply for a vacation home rental permit, however, no person shall hold more than one vacation home rental permit. A person who holds a transient rental permit is not permitted to hold a vacation home rental permit. The permit must be renewed annually. Upon issuance, the vacation home rental permit allows a property owner to rent the dwelling to one tenancy group in a two week period.

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

This handout is intended for those interested in obtaining a vacation home rental permit. It is organized into three sections. Section I highlights the ordinance requirements so that you can determine if you qualify for a vacation home rental permit. Section II provides information to help you fill out the appropriate application forms to obtain the necessary permit. Section III contains the vacation home rental permit application and other required forms.

- ***When is the deadline to apply for a vacation home rental permit?***

You may apply for a vacation home rental permit at any time. The City will issue vacation home rental permits for the period beginning July 1 through June 30. The permit is valid for one year, or the remainder of the fiscal year in which the permit is issued. Renewal of the permit requires a complete permit application no later than on July 1st for the fiscal year commencing with that date.

- ***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 vacation home rental will comply with the City's requirements. When the City has verified that your application meets all the requirements for the vacation home rental of a dwelling, the City will issue a vacation home rental permit. The permit is valid for one fiscal year beginning July 1 through June 30, or the remainder of the fiscal year in which the permit is issued. The permit must be posted in a prominent location adjacent to the front door of the dwelling.

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

Vacation home rental permits take a minimum of 30 days to process. Given this, please plan accordingly by submitting a complete application well in advance of the date that you wish to begin the vacation home rental of your dwelling. You may not rent your dwelling for periods of less than 30 days without a valid vacation home rental permit.

- ***What happens after I am issued a vacation home rental permit?***

A vacation home rental permit is valid for one fiscal year. You will need to apply for a renewal of the permit annually. The City will notify you of this requirement. A permit renewal must be received by the City no later than July 1 of the applicable fiscal year.

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

Yes, permit holders must also obtain a City business license. The business license must be renewed annually.

Section I – Ordinance Requirements

Ordinance 04-09A has several requirements that must be met to qualify for a vacation home 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 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 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 vacation home 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 property owner must submit a new local representative form and remit a \$75.00 fee if there is a change in the local representative.

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

Occupancy: The maximum occupancy for a vacation home 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 vacation home 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 vacation home rental occupancy.

Permit Posting: The vacation home 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 “F” 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. An 8% City room tax is collected from those who rent a vacation home rental dwelling by adding it to the basic rental amount. It is the responsibility of vacation home rental permit holder to keep an accurate record of the rent and taxes collected. A quarterly room tax report will be mailed to vacation home 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/Reinspection: The vacation home rental dwelling must be inspected to determine whether it meets the Uniform Housing Code and to 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 vacation home 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 vacation home rental permit dwelling checklist (attachment “C”) for the basic requirements that a dwelling must meet. An inspection fee of \$100 will be charged. (This is included in the application fee). A reinspection fee of \$37.50 may also be charged.

Beginning July 1, 2008, a reinspection of 20% of the dwellings that have vacation home rental permits will be conducted so that, over a five-year period, all dwellings that have a vacation home rental permit will have been reinspected. 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.

The above is a summary of the ordinance requirements with regard to vacation home 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

General Information: A vacation home rental permit is issued to a specific owner of a dwelling unit. No person shall hold more than one vacation home rental permit. A person who holds a transient rental permit may not hold a vacation home rental permit. The vacation home rental permit shall be revoked when the permit holder sells or transfers the real property which was rented and the new owner shall apply for and receive a new vacation home rental permit before using the dwelling as a vacation home rental.

Permit Application: A property owner can apply for a vacation home rental permit at any time. It is illegal to rent a dwelling for periods of less than thirty days without the vacation home rental permit. The permit is valid for one year, or the remainder of the fiscal year in which the permit is issued, and must be renewed annually.

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 vacation home 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 vacation home 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 – Vacation Home 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 fee in order to obtain a vacation home rental permit:

- ***Vacation Home Rental Permit Application***
- ***Vacation Home Rental Local Representative Certification***
- ***Vacation Home Room Tax Registration***
- ***Application for a City Business License***

In addition to the above, a site plan which identifies the vacation home dwelling and the location of the required off-street parking spaces must also be submitted at the time that the application is made. Please see *Attachment "A"* for an example of an acceptable ***Off-Street Parking Site Plan***.

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 an ***Example Illustrating Vacation Home Rental Occupancy*** and is included in this packet to illustrate how to comply with the permit requirement that the dwelling can be rented to only one tenancy group in a two week period.

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.

Attachment "F" is an ***Example of a Permit*** for posting in the dwelling. The permit will be mailed to you once the application processing is complete.

To download this information or the forms noted above (except for the form obtained from Recology Western Oregon regarding solid waste collection) visit the City's website at www.ci.cannon-beach.or.us and click on *Short Term Rentals* under the Quick Links section.

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.

Vacation Home 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 2 of handout, *Obtaining a Vacation Home 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 vacation home 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 2 of the handout, *Obtaining a Vacation Home 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.**

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The review process takes a minimum of 30 days. VACATION HOME 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. 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 vacation 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:

- | | |
|--|--|
| <input type="checkbox"/> Vacation Home Rental Permit Application | <input type="checkbox"/> Copy of Weekly Solid Waste Service Bill |
| <input type="checkbox"/> Vacation Home Rental Local Representative Certification | <input type="checkbox"/> Off-Street Parking Site Plan |
| <input type="checkbox"/> Transient Room Tax Registration | <input type="checkbox"/> Business License Application |

VACATION HOME RENTAL APPLICATION FEE: \$350

Please visit our website to obtain additional forms <http://ci.cannon-beach.or.us/~Syvcs/Planning/STR.html>

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.: _____

Fees:

- 803 - Planning \$100
- 705 - Building/Inspection \$100
- 5 - Business License/Permit \$150

**Vacation Home Rental Permit
Local Representative Certification
City of Cannon Beach**

New **Change**

The property owner of a vacation home 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.

Vacation Home Rental Address: _____

Property Owner: _____

Local Representative Information:

Please print

Name: _____ Telephone #: (day) _____ (night) _____

Physical Address: _____ Email: (optional) _____

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 vacation home 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 (if applicable) _____

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By signing below, the property owner designates the above noted individual or property management company as the local representative for the vacation home 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 (only if filing for change)

For Staff Use Only:

Received on: _____ By: _____

Fee Paid: _____ Receipt No.: _____

Fee:

(803) Planning \$75

Vacation Home Rental 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

Vacation Home Rental Address: _____

Manager/Local Representative Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

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

_____ Date: _____

_____ Date: _____

_____ Date: _____

Please note: it is required that all property owners sign this form.

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



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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:

<i>Name</i>	<i>Mailing Address</i>	<i>Drivers License Number & State</i>	<i>Telephone or Cell Phone</i>

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



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



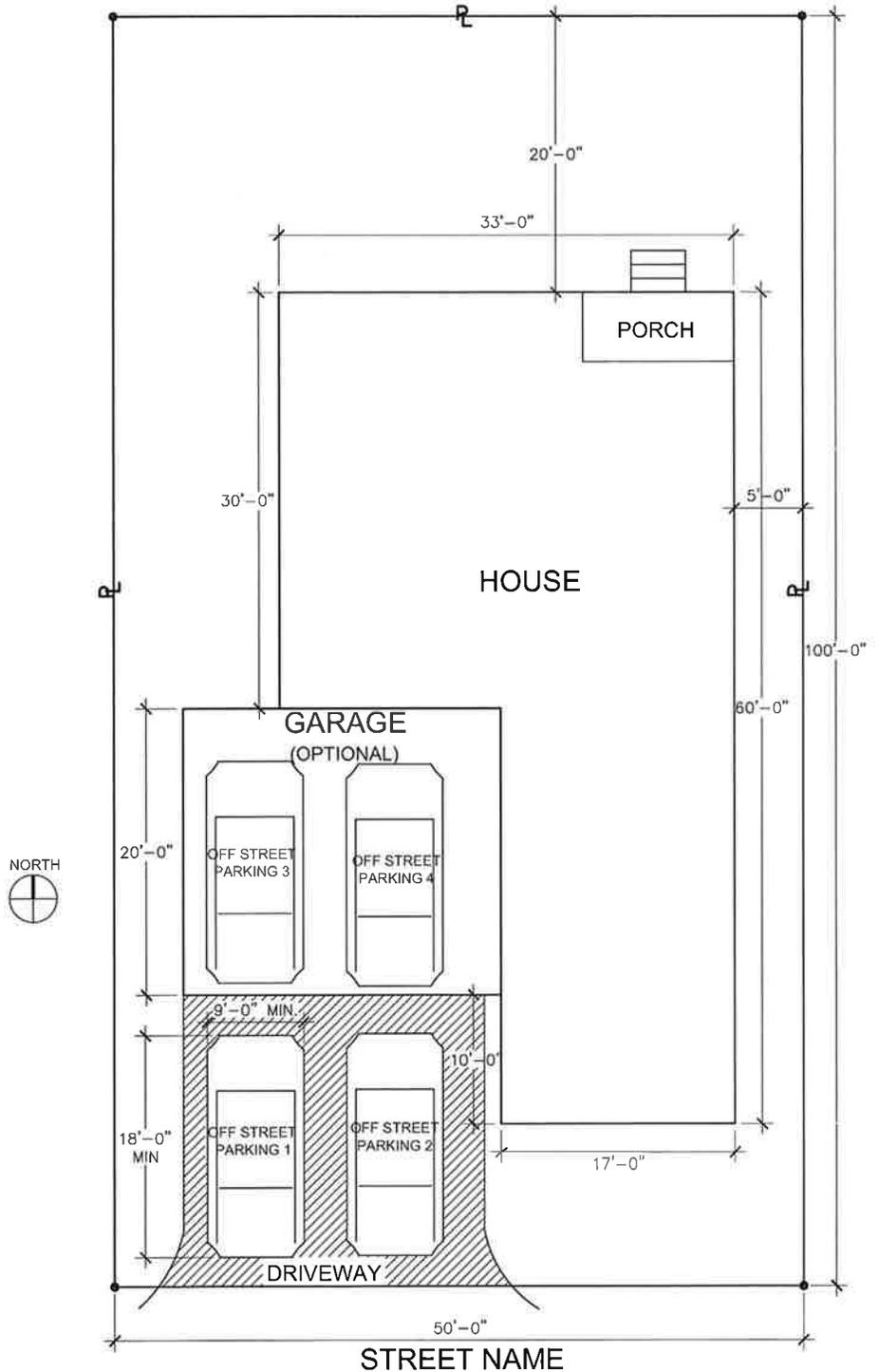
CITY OF CANNON BEACH - SHORT TERM RENTAL

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

Hotel/Motel Name: _____

Business Address: _____

Quarter ending: _____

Account Number: _____

Date Due: _____

Location: _____

Address if more than one location:

Manager's Name: _____

of Rental Units: _____

Owner's Name: _____

Owner Address: _____



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. Penalties 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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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 1/2 H, 2 1/4 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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Example Illustrating Vacation Home Rental Occupancy

Municipal Code, Section 17.77.030.C provides that "The use of a dwelling for vacation rental occupancy shall not exceed one individual tenancy within 14 consecutive calendar days." The calendar below illustrates an example of how to comply with the occupancy requirement of a vacation home rental permit.

The first tenant group rents the dwelling for the 2nd and 3rd, as indicated by the first shaded area. The minimum 14-day tenancy period begins on the 2nd and ends on the 15th. The dwelling cannot be rented to another tenant group from the 4th through the 15th. However, the owner may use the dwelling during this period. The second tenancy period could begin on the 16th; however, tenants do not arrive until the 18th, therefore the tenancy period begins on the 18th. This tenant group rents the dwelling from the 18th through the 27th, as indicated by the second shaded area. The second tenant group's minimum 14-day tenancy period ends on the 31st. The dwelling cannot be rented to another tenant group from the 28th through the 31st. However, the owner may use the dwelling during this period. A third tenancy group can begin occupancy on the next day, the 1st.

Please note: Tenancy periods begin on the 1st day your tenancy group arrives.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <i>Vacant</i>	2 <i>Tenants Check-in</i> First 14-day tenancy period begins	3	4 <i>Tenants Check-out</i> Dwelling cannot be rented to a new tenancy group →	5
6	7	8	9	10	11	12
→						
13	14	15 End first tenancy period →	16 Second tenancy period could begin here <i>Vacant</i>	17 <i>Vacant</i>	18 <i>Tenants Check-in</i> Second 14- day tenancy period begins	19
20	21	22	23	24	25	26
27	28 <i>Tenants Check-out</i> Dwelling cannot be rented to a new tenancy group →	30		31 End second tenancy period	1 Third tenancy period could begin here	2

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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--		BILLING QUESTIONS CALL: 503-861-0578	
MONTHLY RATE		Billing No.	Account No.
08/19/2015	PREVIOUS BALANCE		
09/30/2015	PAYMENT		
10/31/2015	1-32G CART-SIDE-1dy/wk SEP		
	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
00000000315196600000000007622 000000 0110620150000003321712			

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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City of Cannon Beach
Vacation Home Rental Permit
Valid July 1, 2015 – June 30, 2016

Transient Rental Address:

Maximum Occupancy:

Maximum # of Vehicles Permitted On-Site:

Weekly Solid Waste Collection Day:

Local Representative

Name:

Telephone #: Day

Night

Property Owner

Name:

Telephone #: Day

Night

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

