

City of Cannon Beach  
Vacation Home Rental Permit  
FY 2011-12 Renewal Application

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

**Applicant Information:**

*Please print*

Name: \_\_\_\_\_ Email: (optional) \_\_\_\_\_

Telephone #: (day) \_\_\_\_\_ (night) \_\_\_\_\_

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

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**Property Information:**

*Please print*

Vacation Home Rental Address: \_\_\_\_\_

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**Property Owner Information:**

*Please print*

Name: \_\_\_\_\_ Email: (optional) \_\_\_\_\_

Telephone #: (day) \_\_\_\_\_ (night) \_\_\_\_\_

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

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**Local Representative Information:**

*Please print*

Name: \_\_\_\_\_ Email: (optional) \_\_\_\_\_

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.

*Continued on Reverse Side*



Vacation home rental permits are non-transferable. A non-refundable \$75.00 permit processing fee and \$75.00 business license fee must be submitted with this application. Once the permit renewal application has been processed, the City will issue a permit 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. You may need to obtain additional forms to complete this application. Please include the following:

- Vacation Home Rental Permit Renewal Application
- \$75.00 Change in Local Representative Fee (if applicable, see **Resolution 06-07**)
- \$75.00 Business License Renewal Fee
- \$75.00 Permit Renewal Fee

Please visit our website to obtain additional forms [www.ci.cannon-beach.or.us](http://www.ci.cannon-beach.or.us)

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*For Staff Use Only:*

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Received on: \_\_\_\_\_ By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_