



Short-term Rental Application Process & Instructions

1. Complete the application, including the self-inspection checklist and contact/local agent registration form, ensuring that all legal owners sign and initial the forms. Don't forget to mark your property corners and your parking spaces or include the required photographs and documents with the self-inspection form.

Submit the application packet when you are sure that you will pass all items on the inspection checklist. If a license application does not include all required materials and documentation, the application will be considered incomplete. The City will notify you in writing explaining the deficiencies. Any missing information must be submitted within 21 calendar days. If you do not provide all the required information, the application will be considered withdrawn and the City may refund all or a portion of the application fee.

2. Submit the completed forms along with payment of the application/license fee. The application packet may be mailed to the City of Port Orford at PO Box 310, Port Orford OR 97465, or dropped off at 555 25th St, Port Orford.
3. All short-term vacation rentals are subject to inspection by the City to confirm compliance with all applicable regulations. If an item on the City's inspection list fails inspection, you will be directed to pay the associated re-inspection fee before the follow-up inspection can be scheduled.
4. For homes in residential zones 1-R and 2-R, if there is no room within the applicable residential cap, the application will be denied and you will be placed on a waiting list. If there is a waiting list, City staff will notify you as to your position on the list. There is no similar limitation of licenses outside the residential 1-R and 2-R zones. Additionally, in 1-R and 2-R zones the City will not issue a new license if, at the time of application, there is a licensed short-term rental property within 300 feet (closest property boundary to closest property boundary) of the applicant's property.
5. If there is no waiting list, or your application is at the top of the waiting list, City staff will notify you by email of the availability of a license.
6. The short-term rental density cap in 1-R and 2-R does not apply if you are renting space in your primary residence as a short-term rental (a Hosted Home Share).
7. Before an available short-term rental license can be issued, you will be required to submit the following:
 - a. Evidence that the dwelling unit receives weekly solid waste collection service with assisted pick up provided by the solid waste hauler

- b. Proof of liability insurance coverage on the Short-Term Rental Property
 - c. Your completed Short-Term Rental Owner/Local Agent Registration Contract
 - d. Photo of the required signage showing its content and its location as visible from the street, or proof of neighbor (within a 300-foot radius) notification
 - e. Proof of Mandatory Postings defined in Municipal Code 5.05.080 H
 - f. Photo of the required parking plan map clearly showing its content and that it is conspicuously posted in the rental
 - g. Payment of your short-term rental licensing fee which covers the period from your license issuance date through June 30th (subject to proration). All short-term rental licenses are subject to the renewal process and associated fee every July 1st regardless of the date of issuance.
 - h. Owner/Applicant Information
 - i. Proof of Residential Use (for Hosted Home Shares within 1-R and 2-R Residential zones only). Residential use of a dwelling shall be established through its continued use as the primary residence of the property owner. The applicant shall provide at least two of the following as evidence:
 - i A copy of voter registration
 - ii A copy of driver's license or state identification card
 - iii A copy of the Federal Income Tax form for the previous year, page one only with financial data redacted
 - j. Proof of Transient Lodging Tax Registration
 - k. Completed Self Inspection Check List, including Site Plan
 - l. Proof of posted Good Neighbor Policy
8. Once all the forms and documents have been received and approved and the license fee has been paid, City staff will email your license activation date, tax payment schedules, and the maximum overnight occupancy allowed for your rental.
9. Following activation, the short-term rental license certificate will be issued to the owner. This certificate or a copy must be posted before the unit being occupied as a short-term rental.

Please be aware that renting or advertising your home for rent on a short-term basis without a license is in violation of the City of Port Orford ordinances and is subject to penalties. It is the property owner(s)' responsibility to know and comply with all ordinances, resolutions, and regulations that apply to short-term rentals within the City of Port Orford. Licenses are revocable and non-transferable.