

City of Cannon Beach  
Five-Year Unlimited Short-term Rental Permit  
Renewal Application

Rental of Residential Dwellings for Periods of Less than 14 Days  
Municipal Code, Chapter 17.77

**Applicant Information:**

*Please print*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

**Property Information:**

*Please print*

Short-term Rental Address: \_\_\_\_\_

Garbage Service Collection Day (leave blank if **no** change): \_\_\_\_\_  
\_\_\_\_\_

**Legal Property Owner Information (Name/LLC/Trust/etc):**

*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 short-term 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 Unlimited Short-term Rental Permit*. **Please note that Resolution 06-07 states that “a fee of \$100 for each and every change in Local Representative” will be applied.**

**Continued on Reverse Side**



Short-term rental permits are non-transferable. **A non-refundable \$500.00 permit processing 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 transient 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 short-term 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:**

- Five-Year Unlimited Short-term Rental Permit Renewal Application
- \$500.00 Permit Renewal Fee
- \$100.00 Change in Local Representative Fee (**only if applicable, see Resolution 06-07**)

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

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

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*For Staff Use Only:*

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

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

Fees:

- (5) Permit Renewal Fee \$500
- (803) Local Representative Fee \$100 (if applicable)