



## **Multi-Dwelling Structure (3 units or more) Type A Accessory Short-Term Rental (ASTR) Permit Application Checklist**

*Only use this application checklist for a Type A Accessory Short-Term Rental  
in a Multi-Dwelling Structure (3 units or more)*

### **Items that MUST be submitted with the application**

- ☐ Complete Multi-Dwelling Structure Type A Accessory Short-Term Rental Permit Application
- ☐ Copy of the Neighborhood Notice which was mailed or delivered
- ☐ Copy of resident's Oregon Driver's License or Oregon Identification Card to confirm residency at the site. Please visit Oregon DMV ([www.oregon.gov/ODOT/DMV/pages/driverid/index.aspx#id](http://www.oregon.gov/ODOT/DMV/pages/driverid/index.aspx#id)) for more information. NOTE: required identification is not allowed to include a separate mailing address unless it is a PO or PMB address.
- ☐ Copy of property owner or authorized agent signature authorization (if listed property owner is other than an individual)
- ☐ Copy of Fire Marshal's Office approval for buildings subject to Chapter 13 regulations (if applicable)
- ☐ Payment for Type A ASTR Permit Fees - \$129  
Renewal Applications (every two years) - \$80

### **Submitting the application**

Type A ASTR Permits are not available via online permitting at this time.

**By Mail:** Customers are strongly encouraged to mail complete applications with check (payable to City of Portland) to:

**Bureau of Development Services  
Property Compliance Division  
1900 SW 4th Avenue, Suite 5000  
Portland, OR 97201**

**Via email:** Applications and renewals with payments by credit card may be submitted via email to [BDSAccessoryShortTermRental@portlandoregon.gov](mailto:BDSAccessoryShortTermRental@portlandoregon.gov). Please indicate in your email that you would like to pay via credit card. Do not include credit card information in your email submittal. We will contact you for payment information.

### **Application Review and Inspection**

After your application has been received, either via mail or email, BDS staff will review your application. Your application will either be approved and a permit will be mailed to you or you will be contacted if your application is incomplete or if there are other questions with your permit submittal. If you have questions after you submit the application, please contact the Property Compliance Division at 503-823-2633.



## Multi-Dwelling Structure (3 units or more) Type A Accessory Short-Term Rental Permit Application

An accessory short-term rental (ASTR) is one where an individual or family resides in a dwelling unit and rents bedrooms to overnight guests for less than 30 days. The regulations allow accessory short-term rentals in all residential structure types when accessory to a Household Living use. These regulations are found in section 33.207 in the City of Portland's Title 33 Planning & Zoning Code.

There are two types of accessory short-term rentals based on the number of bedrooms rented:

- **Type A Accessory Short-Term Rental** is one where the operator rents no more than 2 bedrooms to overnight guests. **A Type A Accessory Short-Term Rental Permit is required.**
- **Type B Accessory Short-Term Rental** is one where the operator rents between 3 and 5 bedrooms to overnight guests. **A Conditional Land Use Review is required.**

### STOP:

Only use this application form for a Type A Accessory Short-Term Rental in a Multi-Dwelling Structure (3 units or more). If your dwelling unit is located in a structure with 3 units or more then you must use this. This qualification does not apply to how many total dwellings units may be on the site, such as units in other structures, it only applies to the individual structure where your dwelling unit is located.

**APPLICANT: Complete all sections below that apply to the proposal. Please print legibly.**

Address of Accessory Short-Term Rental \_\_\_\_\_

Building and/or unit number (if applicable) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Application Type: ☐ New ☐ Renewal

Pursuant to City Code 33.207.040.C.2.a, a Type A Accessory Short-Term Rental permit application must include notarized signatures by the property owner (or authorized agent), resident, and operator.

### If the listed property owner is other than an individual:

In order to verify property owner or property owner's authorized agent signature authority, please attach all necessary documentation to verify signing authority for property owner information as listed in the county assessment and taxation records for the property. Necessary documentation may include business registry information, articles of incorporation, letters of authorization, or other documents or instruments providing signature authority for the individual signing the Type A Accessory Short-Term Rental Permit on behalf of the listed property owner (individual, organization, other business entity type).

Please note that Home Owner Association approval or signatures are not required for declared condominiums. Only the listed condominium owner is required to provide property owner signature authorization. Please consult all applicable Home Owner Association bylaws or other codes, covenants, and restrictions that might apply to a declared condominium.

Property Owner Name: \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (Contact Number) \_\_\_\_\_ Email \_\_\_\_\_

**Notary Acknowledgement Certificate**

State of \_\_\_\_\_ County of \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_

\_\_\_\_\_

Notary Public - State of \_\_\_\_\_

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Resident Name \_\_\_\_\_

Resident Signature \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (Contact Number) \_\_\_\_\_ Email \_\_\_\_\_

**Notary Acknowledgement Certificate**

State of \_\_\_\_\_ County of \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_

\_\_\_\_\_

Notary Public - State of \_\_\_\_\_

Designated Operator (if not resident): \_\_\_\_\_

Operator Signature \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (Contact Number) \_\_\_\_\_ Email \_\_\_\_\_

### Notary Acknowledgement Certificate

State of \_\_\_\_\_ County of \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_

Notary Public - State of \_\_\_\_\_

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### Description of Accessory Short-Term Rental

Describe the operation and the number of (1 & 2) bedrooms (1 or 2) that will be rented to overnight guests. Please include information such as:

*Which rooms will be used as a short term rental; how long do you anticipate rentals to be for (2 days, a week, week days or mostly weekends); will you be using cleaning services or a management company to handle reservations; what time will be your guests generally check in/out; where will guests park their vehicle(s); and, will there be time restrictions on use of yard(s) or outdoor space?*

### Multi-Dwelling Structure Cap

The number of dwelling units in a multi-dwelling structure (3 or more units) that can have an accessory shortterm rental is limited to 1 unit, or 25 percent of the total number of units in the structure, whichever is greater

**Number of dwelling units in your structure:** \_\_\_\_\_

(Please note that the cap is applied to the number of units in each structure and is not applied to the total number of units at the property (such as properties with several multi-dwelling structures).)

### Chapter 13 Multi-Dwelling Structures

Accessory short-term rentals are prohibited in a building subject to Chapter 13 of the Uniform Building Code (1970 edition) in effect on September 7, 1972, except when the Fire Marshal's Office has determined that the building has a fire sprinkler system that protects the exitways.

You can view a list of buildings subject to Chapter 13 regulations by visiting [www.portland.gov/bds/documents/list-building-addresses-subject-chapter-13-regulations](http://www.portland.gov/bds/documents/list-building-addresses-subject-chapter-13-regulations).

If you are proposing a Type A Accessory Short-Term Rental in a building subject to Chapter 13 regulations you must contact the City of Portland Fire Marshal's Office to have them verify that the building has a fire sprinkler system that protects the exitways. Upon review of Fire Marshal records or inspection, if the Fire Marshal's Office determines that the fire sprinkler system protects the exitways, you will be issued verification in writing from the Fire Marshal's Office. Type A Accessory Short-Term Rental Permit applications cannot be approved until the Fire Marshal's Office has verified in writing that the fire sprinkler system protects the exitways and their written approval must be submitted with this application.

To have the Fire Marshal's Office verify that a Chapter 13 building has a sprinkler system that protects the exitways, you may email Sr. Fire Inspector Michael Silva at [Michael.Silva@portlandoregon.gov](mailto:Michael.Silva@portlandoregon.gov). In your email please reference "ASTR Chapter 13 fire sprinkler verification" in the email subject line, include the property address, and your name, email address, and phone number. There is no additional fee charged for this verification at this time. Please allow up to 10 business days from the email submission date to receive written verification from the Fire Marshal's Office.

The address of the Accessory Short-Term Rental is a building subject to Chapter 13 regulations: ☐ New ☐ No

If yes, a copy of the Fire Marshal's Office approval letter is submitted with this permit application: ☐ New ☐ No

## Smoke and Carbon Monoxide Detectors - Self Certification

The Bureau of Development Services must verify that each bedroom to be rented to overnight guests:

1. Has a smoke detector that is interconnected with a smoke detector in an adjacent hallway, common area, or immediate vicinity of sleeping rooms; and;
2. Is located on the floor of a dwelling unit equipped with a functioning carbon monoxide alarm. Carbon monoxide alarms shall be located in each bedroom or within 15 feet outside of each bedroom door. If the dwelling unit does not have a carbon monoxide source, then a carbon monoxide alarm is not required.

The application will not be accepted unless the property owner or their authorized agent agrees to these terms by initialing each of them.

\_\_\_\_\_ Each bedroom being rented has a smoke detector that is interconnected with a smoke detector in an adjacent hallway, common area, or immediate vicinity of sleeping rooms.

\_\_\_\_\_ Each bedroom is located on a floor equipped with a functioning carbon monoxide alarm if the dwelling unit has a carbon monoxide source. Carbon monoxide alarms shall be located in each bedroom or within 15 feet outside of each bedroom door.

3. Property Owner or Authorized Agent Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Neighborhood Notice

- Mail or deliver copies of the Neighborhood Notice Neighborhood Notice and General Regulations to all residents and property owners as shown on a figure on the Neighborhood Notice.
- Mail or deliver a copy of the Neighborhood Notice and General Regulations to the Neighborhood Association and District Coalition of Neighborhoods where your short-term rental is located. For the name and address of your neighborhood association refer to:
  - the Office of Community and Civic Life at 503-823-4519; [www.portlandoregon.gov/civic/28386](http://www.portlandoregon.gov/civic/28386) or
  - Portland Maps; [www.portlandmaps.com](http://www.portlandmaps.com).
- Attach a copy of the Neighborhood Notification Letter with this application.

**Addresses of adjacent properties notified:**

_____	_____
_____	_____
_____	_____
_____	_____

Name of Neighborhood Association notified: \_\_\_\_\_

Name of District Coalition of Neighborhood notified: \_\_\_\_\_

**Responsibility Statement**

1. I will occupy the residence where I will be offering short-term rentals for at least 270 days (9 months) during each calendar year.
2. I will rent a maximum of 2 bedrooms to overnight guests and not allow more than 5 overnight guests.
3. I will maintain a guest log book that includes the names and home addresses of guests, guest's license plate numbers if traveling by car, dates of stay, and the room assigned to each guest.
4. I have reviewed the accessory short-term rental general regulations on the back of the Neighborhood Notice and agree to operate my accessory short-term rental in compliance with the regulations.
5. I have reviewed, in its entirety, the accessory short-term rental program information on the BDS website, [www.portland.gov/bds/astl-permits](http://www.portland.gov/bds/astl-permits)
6. If I assign a designee to operate my short-term rental, I will provide them with the City's regulations and ensure the observance of these regulations by my designated operator.
7. I will include my accessory short-term permit number in all advertising and post it in the bedroom(s) with the short-term rental.
8. I will register my short-term rental business with the City of Portland Tax Revenue Bureau and will submit the appropriate transient lodging taxes.

NOTE: Your signature confirms you understand the above responsibility statements 1-8 and you agree to comply with them. Your signature also confirms that you understand that failure to comply with the regulations in Chapter 33.207 may result in a revocation of this permit and the resident will not be able to reapply for an accessory short-term rental permit for two (2) years. In addition, citations with civil penalties of \$1,278 - \$6,383 may be issued for violations of Chapter 33.207.

_____	_____	and/or	_____	_____
Resident Signature	Date		Operator Signature	Date