



1 & 2 Dwelling Structure Type A Accessory Short-Term Rental (ASTR) Permit RENEWAL Application Checklist

Only use this application checklist for a Type A Accessory Short-Term Rental in a structure with 1 & 2 dwelling units (such as a house or a duplex)

Items that MUST be submitted with the application

- Complete 1&2 Dwelling Structure Type A Accessory Short-Term Rental Permit Renewal 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) for more information.
NOTE: required identification is not allowed to include a separate mailing address unless it is a PO or PMB address.
- Payment for Type A ASTR Permit Fees
Renewal Applications - \$170

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 with payments by credit card may be submitted via email to 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

After your application has been received, either via mail or DSC intake, BDS staff will review your application. Please allow a minimum of three weeks for an initial application completeness check. We will contact you via e-mail if more information is required for your application. Otherwise a permit will be mailed to you. If you have questions after you submit the application, please contact the Property Compliance Division at (503) 823-2633.



1 & 2 Dwelling Structure

RENEWAL 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 structure with 1 & 2 dwelling units. Typical structure types include houses, attached houses, duplexes, attached duplexes, manufactured dwellings (manufactured home, mobile home, and residential trailer on its own lot or in a manufactured home park), accessory dwelling units (ADU), detached accessory structures, or floating homes (individual or in a moorage). Use this form if your dwelling unit is in a structure with 1 & 2 dwelling units, even if you are part of a multi-dwelling development (assortment of buildings on one site that may also include a condominium declaration). If your dwelling unit is located in a structure with 3 units or more then you must use the multi-dwelling structure application.

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

Address of Accessory Short-Term Rental _____

City _____ State _____ Zip Code _____

Application Type: 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. For the renewal application, if the resident is the property owner and the ownership matches the original ownership previously notarized, then notarization will be waived for the owner’s signature. If the owner does not live at the site, then notarization is required for the owner and resident, along with any designated 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.

If the property is occupied by the owner, then notarization is not needed for the owner's signature. Please fill out all information below so we have current information and include your signature where indicated.

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 _____

Complete ONLY if Resident is NOT the Property Owner

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 _____

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?

Bedroom Requirements / Inspections

In order for the Type A permit to be approved, BDS must verify that each bedroom to be rented to overnight guests meets the requirements of PCC 33.207.040.B.4 (please visit [What is the inspection Process, www.portland.gov/bds/astr-permits/type-permits](http://www.portland.gov/bds/astr-permits/type-permits)) BDS will verify that the bedroom requirements are met through self-certification.

Self Certification – Prior to issuance of a Type A Accessory Short-Term Rental Permit, **the applicant must certify and initial the following requirements.**

_____ I certify that each bedroom being rented for overnight guests met the building code requirements for a sleeping room at the time it was created or converted.

_____ I certify that each bedroom being rented for overnight guests has a smoke detector that is interconnected with a smoke detector in an adjacent hallway, common area, or immediate vicinity of sleeping rooms.

_____ I certify that each bedroom being rented for overnight guests 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.

With my signature below, I attest that each of the above initialed items is true, and I agree to each of these terms. Violations of any of the above initialed terms will be enforced by the Bureau of Development Services pursuant to Chapter 3.30 and Title 22 Hearings Officer of the Portland City Code.

Resident Signature _____ Date _____

***A \$170 reinspection fee will be assessed if the required smoke detectors and carbon monoxide alarms are not installed. It will also be charged if it is determined that the sleeping room(s) were not legally created or converted.**

List the location of the bedrooms you will rent to overnight guests
(Note: You may not have overnight guests in more than 2 bedrooms at any time.)

Bedroom 1 _____

Bedroom 2 _____

Bedroom 3 _____

Bedroom 4 _____

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.portland.gov/civic/myneighborhood; or Portland Maps: 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/astr-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 \$1,217 - \$6,079 may be issued for violations of Chapter 33.207.

_____ and/or _____
Resident Signature Date Operator Signature Date