



# Short-term Rental License Renewal

<b>For City Staff Use Only</b>	
Date Received:	_____
Received by:	_____
Filing Fee Paid:	_____

Use this form to renew an existing license for 2019. HRMC 5.10 allows for up to four annual license renewals prior to full reapplication. License renewal is an expedited process but still requires the following steps prior to submission:

### 1. Fire & Life Safety Self-Review

Review the attached Fire & Emergency Safety checklist and confirm that your short-term rental continues to meet the standards of licensure. Third-party inspection is **not required** for renewals.

### 2. Annual Neighbor Noticing

*For vacation homes only:* The municipal code requires annual notice to neighbors within 250-ft of the short-term rental informing them of the local contact for the property. Notification can either be by mailing a flyer or posting a placard with the same information. Please sign and include the provided affidavit of annual notice included in the license renewal packet. If you need an updated mailing list for your neighbors, please email [planning@cityofhoodriver.com](mailto:planning@cityofhoodriver.com)

**2019 Annual License Renewal Fee: \$156**

**2019 License Renewal Deadline: January 15<sup>th</sup>, 2019**

Include payment with your renewal application. Credit card payments can be taken over the phone by calling the Planning Dept. at (541) 387-5210. Credit card payments incur a 3% fee. Do not pay your license fee through your Transient Room Tax account because the payment will not be properly applied. *\*New for 2019\** The City of Hood River now has an optional online portal to report and pay transient room tax. If you are interested in using this service, please call the Finance Dept. at (541) 387-5260 for access instructions and to obtain your unique reporting PIN number.

STR Street Address: _____	License # _____
Primary Owner's Name: _____	
Mailing Address: _____	
City: _____	State/Zip: _____
Preferred Telephone: _____	Email: _____
Where should the reprinted and updated short-term rental license be mailed, check one:	
<input type="checkbox"/> Owner's mailing address	
<input type="checkbox"/> Property's physical address (if different from owner's mailing address)	
<input type="checkbox"/> Property Manager's address	
<input type="checkbox"/> Other, please specify: _____	

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Type of Rental (check one): \_\_\_\_\_ Hosted Homeshare \_\_\_\_\_ Vacation Home Rental \_\_\_\_\_ Both

Listing Number or Website Addresses, list all that apply (e.g. VRBO/Airbnb/rental website number, acct. #, URL):

URL#1 \_\_\_\_\_

URL#2 \_\_\_\_\_

URL#3 \_\_\_\_\_

*If different than owner,*

**Authorized Agent** (Property management company or other designee authorized to act on owner's behalf):

\_\_\_\_\_

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

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Preferred Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Local Representative** (Emergency contact who can respond to complaints within 30 minutes travel time):

Name \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Additional Owner's Name (if applicable):** \_\_\_\_\_

Mailing Address (City/State/Zip): \_\_\_\_\_

Preferred Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Additional Owner's Name (if applicable):** \_\_\_\_\_

Mailing Address (City/State/Zip): \_\_\_\_\_

Preferred Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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**By completing and signing this application I (we) affirm that:**

*Initial next to each statement and sign at the bottom*

**Initial**

- \_\_\_\_\_ The operation of the short-term rental unit is in compliance with any applicable private covenants.
- \_\_\_\_\_ I (we) have reviewed the Fire and Emergency checklist provided with this license renewal application and affirm that the short-term rental still meets all requirements therein.
- \_\_\_\_\_ The tenants will be provided a parking diagram verifying the location of all parking spaces available for the short-term rental and the diagram will be posted in a prominent location within the short-term rental. The designated parking spaces will be available for use by short-term rental tenants. *Note: This requirement is not applicable to a small sub-group of "grandfathered" properties that will discontinue operations after October 12<sup>th</sup>, 2021 if sufficient parking is not provided.*
- \_\_\_\_\_ Operation of the short-term rental will comply with Good Neighbor Guidelines and all applicable state and federal laws. The Good Neighbor Guidelines will be provided to tenants in the rental agreement or by posting it in a prominent location within the short-term rental.
- \_\_\_\_\_ The approved license for the short-term rental will be posted in the interior of the dwelling adjacent to the front door.
- \_\_\_\_\_ I (we) have read and understand Hood River Municipal Code (HRMC) regulating Short-term Rentals (HRMC Title 17 and HRMC Title 5 Chapter 10)
- \_\_\_\_\_ I (we) will maintain updated contact information, including mailing address, phone number, and email address, during the period of licensure for the purposes of official communication about the short-term rental, including service of any notice, warning letter, citation or complaint related to the short-term rental. Updated property contact forms are available at: [http://ci.hood-river.or.us/Short-Term\\_Rentals](http://ci.hood-river.or.us/Short-Term_Rentals)
- \_\_\_\_\_ I (we) consent to service of any warning letters, citations, and complaints by mail at the designated mailing address of the primary short-term rental owner provided on this Short-term Rental Applicant Information Form
- \_\_\_\_\_ I (we) will ensure the Short-term Rental license number is included in all advertisements (online, print, or other type of media)
- \_\_\_\_\_ The information contained herein is true and correct to the best of my knowledge. I (we) understand that providing false information in this application shall be a violation of the City of Hood River Municipal Code, and shall be grounds to deny the application, void the approval, enjoin the use, and revoke a Short-term Rental license issued for the property.

Either (check one):

- An annual mailing or flier will be provided to neighbors within a 250-foot radius of the short-term rental property containing the property address and owner or representative contact information; or
- A small placard or sign will be posted on the property in proximity to the adjacent street where it can be seen from the public right-of-way advising neighbors and tenants of the same information. Signs will conform to HRMC Title 18 Sign Ordinance
- My STR will only be operated as a Hosted Homeshare with an owner present when guests are present

**SIGNATURES:** All Owners must sign (Corporate or LLC owned parcels require authorized signatures)

Owner Signature	Printed Name	Date
Owner Signature	Printed Name	Date
Authorized Agent Signature	Printed Name	Date

# City of Hood River Short-Term Rental Fire & Life Safety Checklist

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## 1. Smoke Alarms

- a) Home has smoke alarms on every level
- b) Home has a smoke alarm in every bedroom
- c) Smoke alarms are located outside each separate sleeping area
- d) Smoke alarms are located at least 10 feet from a stationary or fixed cooking appliance
- e) For larger homes (where the interior floor area on a given level is greater than 1,000 square feet), there is an average of at least 1 smoke alarm for every 500 feet
- f) All smoke alarms are working

## 2. Carbon Monoxide Alarms

- a) Home has a carbon monoxide alarm outside each separate sleeping area
- b) Home has a carbon monoxide alarm on every level
- c) Carbon monoxide alarms are working

## 3. General Safety

- a) House number is visible from the street
- b) Doors & Windows used for escape open easily - not blocked by furniture, security bars, or nailed/painted shut
- c) Security bars, if present, have a quick release-device
- d) Hot Water Heater is set no higher than 120 degrees Fahrenheit

## 4. Flammable Appliances

- a) Things that can burn are at least 3 feet from the furnace
- b) Furnace is inspected and cleaned annually
- c) Chimney is inspected annually and cleaned as needed
- d) Clothes dryer lint filter and vent pipe are clean

## 5. Throughout the Home

- a) If smoking is allowed on property, there are approved containers to receive burning cigarette butts
- b) Minimum light and ventilation

## 6. Kitchen

- a) Things that can burn are removed from the immediate area of the stovetop
- b) Tip over device on stove

## 7. Living/Family Room

- a) If there is a fireplace, it has proper screen and hearth
- b) Things that can burn are at least 3 feet from space heaters and fireplaces

## 8. Bedrooms

- a) All bedrooms have two ways out - windows and a door or separate doors; and
- b) Have a ceiling height of not less than seven feet\*

## 9. Garage

- a) There is a solid door between garage and residence
- b) Flammables are stored properly

## 10. Outside the Home

- a) Outside electrical receptacles are GFCI and they are in good working condition
- b) There is no rubbish, trash, brush or tree trimmings accumulation on the property, on the roof, or in the gutters
- c) Barbecue grill is only used outdoors
- d) Swimming pool filter, heater or hot tub is properly grounded
- e) Exit path is clear and unobstructed to public way

# City of Hood River Short-Term Rental Fire & Life Safety Checklist

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## 11. Electrical

- a) Kitchen and bathrooms have GFCI outlets on countertop surfaces within 6 feet of running water outlets and they are working properly
- b) All receptacle and switch faceplates are installed and in good condition
- c) Receptacles have been tested and are in good working condition - no evidence of arcing or overheating
- d) Switches are in good condition - no evidence of arcing or overheating
- e) Lighting fixture canopies are fastened in place and fixture is in good condition
- f) Bulbs in light fixtures are the correct wattage for the lighting fixture
- g) Flexible cords and cables (extension cords) are not used as fixed wiring, run through holes in walls, ceiling or floor, run through doorways or windows, or under carpets, or attached to building surfaces
- h) Panel board and distribution equipment is accessible for inspection and in good condition - no evidence of overheating, corrosion, or other damage

## 12. Stair Safety

- a) Stairs are provided with handrail(s)
- b) Stairs can be illuminated for night time use
- c) Stair tread depth and riser height are uniform
- d) Guardrails are in place

## 13. Post Good Neighbor Guidelines

## Recommended Items

1. Smoke alarms are interconnected so when one sounds, they all sound
2. Home has a home fire sprinkler system
3. No lit candles are permitted in home
4. Small appliances are unplugged when not in use
5. The use of portable space heaters is not allowed
6. All second floor bedrooms have an emergency escape ladder stored in a conspicuous place
7. Gas powered equipment is stored in an outside shed or garage, separate from the home
8. Gasoline is stored in an approved safety container in an outside shed or garage, separate from the home
9. Swimming pool or hot tub is enclosed by a four-sided fence and locked gate



**Short Term Rental Operating License  
Affidavit of Annual Notice**

*Important: Required for Vacation Home Rentals Only, not Hosted Homeshares*

I, \_\_\_\_\_, certify that I have provided **annual** notice to property owners and residents within 250 feet of the short-term rental location **or** that I will post a placard, as permitted by the City of Hood River Municipal Code Title 18 (Sign Regulations) or substantially similar to the model placard provided in the Short-term Rental Application Packet, where it can be seen from the public right-of-way. This notice or placard provides:

1. Local contact person
2. Emergency 24/7 phone number
3. STR license number

STR Address: \_\_\_\_\_

Please attach:

- a copy of your notice or a mockup of your placard, *or*
- list of adjacent property owners notified

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date