



City of Dayton

416 Ferry Street, Dayton Oregon (503) 864-2221 www.ci.dayton.or.us

Short Term Rental– *Submittal Information*

General Information

The rental of an attached or detached legal dwelling unit for short-stay or short-term (*less than 30 days per calendar month*) is allowed within the City of Dayton as long as it is a permitted use in the applicable zone. Short-term rentals in residential zones (R1, R2, & R3) are required to be owner occupied and are a special permitted use in Commercial Residential (CR) and Commercial (C) zones. Recreational vehicles, travel trailers, tents, or other temporary shelters may not be used as short-term rentals.

Application Submittal Requirements

- A completed copy of the required request to operate form. *Original signatures for all property owners must be provided.* This information must be reproduced so please print clearly using black or blue ink. Do not use pencil.
- A floor plan of the short-term rental unit/structure showing all of the following:
 - Site Address
 - Name, address, email and phone numbers of Applicant or Property Owners
 - Type of Dwelling Unit (i.e. single family home, duplex, accessory dwelling unit, etc.)
 - Number of Bedrooms
 - Layout of the structure with room labels and square footage
 - Maximum occupancy
 - Map and Tax Lot number or tax account number for subject property
 - On minimum Size Paper: 8 ½ x 11

Accessory Dwelling Units

Short-term rentals are allowed in accessory dwelling units as long as the primary structure is owner occupied and it is allowed within the applicable zone. Accessory dwelling units must be a legal dwelling unit, proof and property inspection maybe required.

Transient Lodging Tax

A person who furnishes temporary overnight lodging is considered a transient lodging provider. All transient lodging operators are required to register with the City Manager. Registration forms can be obtained from the City of Dayton or on our website at www.ci.dayton.or.us. A Certificate of Authority to Collect Tax will be issued by the City upon receipt of your completed registration form. A certificate of authority to collect tax will be required before a short-term rental can begin collecting lodging fees.

Business Registration

All individuals or agents of an entity, intending to conduct business within the city limits of Dayton, must first submit a completed business registration form and pay the required fee. Business Registrations expire annually on December 31st and the annual fee is \$25.

Process

After a submitted request to operate a short-term rental has been deemed complete, the request will be reviewed by City of Dayton staff and the applicant will be notified of the City's decision.