

Short Term Vacation Rental Application Process:

1. To complete Permit Application Packet:
 - a. Visit www.co.tillamook.or.us/gov/comdev/ and download documents. **OR**
 - b. Visit the Tillamook County Department of Community Development office at 1510-B Third St., Tillamook, Oregon 97141. Office hours are 8am to 4pm, Monday – Friday.

➤ **REQUIRED DOCUMENTATION FOR PERMIT APPLICATION: (Incomplete packets will NOT be processed but returned to applicant)**

- 1.) Application
- 2.) Site Plan Drawing
- 3.) Photo of Contact Signage in place
- 4.) Proof of Liability Insurance
- 5.) Garbage Service Contract
- 6.) Transient Lodging Tax Registration form.
- 7.) Applicable fees (See below)

Return completed documentation packet along with fees to Tillamook County Department of Community Development during regular business hours or via mail at address listed above.

2. Submit Fees:
 - \$350.00 (Yearly fee: \$250.00 + Initial Inspection fee: \$100.00. - **Make ONE check payable to: Tillamook County**)
 - If property fails initial inspection, a special inspection fee will be assessed for each additional inspection required.
3. Once all documentation is submitted and deemed complete, you will be notified with application number and may then call for inspection. To request inspection:
 - a. Call **503-842-1815** and select the Short Term Vacation Rental option 24 hours prior to the day you wish to have your home inspected. This initial inspection must be completed within 30 days of application. Someone 18 years of age or older **must be present** at the time of inspection.
4. After the inspection, a copy of the Inspection Checklist will be provided. Should the property fail the inspection, corrections needing to be made will be noted on the checklist.
****Once denied, a re-inspection is required within 30 days (60 days for major repairs) and a special re-inspection fee must be paid before re-inspection may be scheduled.**
5. Certificate of Inspection will be issued pending approval of Permit Application. Certificate will include the TLT # and must be posted conspicuously in the rental. The property **may not be rented** until the Inspection Certificate is issued and posted.

If you have questions, please contact the Department of Community Development at (503)842-3408.