



# City of Dayton

416 Ferry Street, Dayton Oregon 503-864-2221 [www.daytonoregon.gov](http://www.daytonoregon.gov)

## 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.

### 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 in person or on our website. 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 31<sup>st</sup> 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.



# Short Term Rental Registration Request to Operate

City of Dayton

Building Department

Location or Site Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Tax Lot Number: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Zoning: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Maximum Occupancy: \_\_\_\_\_ Owner Occupied:  Yes  No

Applicant Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Business Registration Number: \_\_\_\_\_

Transient Lodging Tax ID Number: \_\_\_\_\_

Property Owner Name (if different): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Describe Request (be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We acknowledge that I/We have read and agree to the regulations relating to the operation of a short-term rental under Dayton Municipal Code Sections 7.2.417 and 7.1.200.0.3 and I/We further agree to comply with the transient lodging tax provisions of Section 3.8 of the Dayton Municipal Code.

**Please note - a floor plan must be submitted with your application.**

**Dayton's Municipal Code may be found at: [dayton.municipalcodeonline.com](http://dayton.municipalcodeonline.com)**

For Office Use:  
Approved:  Denied:  Date: \_\_\_\_\_

Approved/Denied By: \_\_\_\_\_  City Manager  City Staff

Owner Occupied Required:  Yes  No Date Completed: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_