



City of Dayton

416 Ferry Street, Dayton Oregon 503-864-2221 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 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.



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

For Office Use:
Approved: Denied: Date: _____

Approved/Denied By: _____ City Manager City Staff

Owner Occupied Required: Yes No Date Completed: _____

Comments/Conditions: _____

Chapter 3 – Business Registrations

Dayton Municipal Code 3.3 states that no individual or entity may conduct business within the City without registering annually with the City Recorder.

Business registrations expire on December 31st of each year and must be renewed annually.

The annual business registration fee is \$25.00.

3.3.1 – Procedure for Registration: An individual, or an agent of an entity, intending to conduct business shall first submit a completed Business Registration Form and annual fee to the City Recorder, either in person during regular business hours at City Hall or by mail.

3.3.2 – Interpretation: Registration pursuant to Dayton Code section 3.3 does not mean that the City authorizes any business activity or that any legal requirements have been met, other than registration pursuant to this section.

3.3.3 – Violation: A violation of any provision of section 3.3 of the Dayton Code shall be a Class B violation.

3.2 – Definitions:

Business – means any enterprise in which more than one consumer pays currency or exchanges personal property for information, goods or services, excluding garage sales and enterprises conducted by individuals under 18 years of age.

Conducted within the City – Whenever an owner or agent of the entity or individual conducting the business is physically within the city limits for the purpose of advertising or conducting business.

Home Occupations: (Businesses in Residential Zones)

- A) The Owner/Operator of a home occupation must first register their business with the City and pay the associated registration fee.
- B) The Owner/Operator shall reside in the home in which the home occupation is conducted. No more than one outside employee shall be permitted per residence.
- C) The home occupation shall be conducted in such a manner as not to create any off premise nuisance.
- D) Signs shall be limited to those placed within a window. Window displays and outdoor signage shall be prohibited.
- E) Structural alterations are permitted provided the residential character of the building is not altered.
- F) No additional parking spaces are required.
- G) Visits by suppliers or customers are limited to the hours of 8 am to 8 pm.
- H) Outdoor signage or displays are prohibited.
- I) The repair (including bodywork), alteration, painting, cleaning, detailing or rebuilding of vehicles including automobiles, motorcycles, tractors and similar mechanized equipment, shall be prohibited.
- J) These provisions do not apply to day-care or family day care providers.

City of Dayton



“Rich in History

Envisioning our Future”

Business Registration

Commercial and Residential Zones

City of Dayton

416 Ferry Street – PO Box 339

Dayton OR 97114-0339

503-864-2221 - Fax 503-864-2956

daytonoregon.gov

cityofdayton@daytonoregon.gov

Incomplete applications, or applications stating "same as last year" will not be accepted.

Year Applying for:	Date Submitted:
Trade Name of Business (DBA):	
Legal Name of Business:	
Business Physical Location:	
Mailing Address:	
City:	State: Zip:
Phone Number:	Cell Number:
Email Address: Web Site:	
Business Owner(s) Name(s):	
Zoning:	<input type="checkbox"/> (R1/R2) Residential Zone <input type="checkbox"/> (C) Commercial Zone <input type="checkbox"/> (CR) Commercial Residential Zone <input type="checkbox"/> (I) Industrial Zone
Type of Business to be conducted - please be specific:	
Days and Hours of Operation:	
For Businesses Located in Residential Zones: Will there be deliveries to or pickups from your location? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the business owner reside at the physical location address on this application? <input type="checkbox"/> Yes <input type="checkbox"/> No Dayton's Municipal Code can be accessed here: dayton.municipalcodeonline.com	
I certify that the statements contained on this application are true and correct to the best of my knowledge and that I have read and understand section 3.3 of the Dayton Municipal Code. I/we understand that in addition to complying with Dayton Municipal Code, I/we must also comply with state and federal laws.	
Business Owner Signature	
Date	
Business Owner Signature	
Date	
FOR CITY OF DAYTON USE	
Date Received:	Amount Paid:
Receipt Number:	Registration Number:



City of Dayton

Transient Lodging Tax

416 Ferry St
PO Box 339
Dayton OR 97114
503-864-2221

www.daytonoregon.gov
cityofdayton@daytonoregon.gov

On December 7, 2015 the Dayton City Council voted to adopt Ordinance 631 – Transient Lodging Tax. The Tax will go into effect on April 1, 2016 and will affect all businesses and individuals who offer overnight lodging within the city limits of Dayton. Transient lodging tax is imposed on overnight stays in temporary dwelling units used for human occupancy.

Who must pay?

A person who furnishes temporary overnight lodging is considered a transient lodging provider. Whoever collects the payment for occupancy is considered the transient lodging tax collector and is responsible for collecting and remitting the tax with the appropriate tax forms. You must remit a tax return even if there was no tax collected for the reporting period.

Transient lodging establishments include:

- Hotels and motels
- Bed and breakfast facilities
- RV sites in RV parks or campgrounds
- Resorts and inns
- Cabins, lodges and guest ranches
- Condominiums
- Short-term rental apartments and duplexes
- Vacation rental houses
- Tent sites and yurts in private and public campgrounds
- Any other dwelling unit, or portion of a dwelling unit, used for temporary overnight stays.

Who must register?

All Transient Lodging Operators are required to register with the City Manager. Registration forms can be obtained from City Hall or on our website. A Certificate of Authority to Collect Tax will be issued by the City upon receipt of your completed registration form.

Business Registration requirement

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.

How much is this Tax?

Transient lodging providers must collect and remit 8% of the total gross lodging receipts to the City of Dayton quarterly. If you collect payment for transient lodging directly from customers, then you must collect this tax. You will hold this tax in trust and send it quarterly to the City of Dayton. If you don't pay this tax in a timely manner, the City will charge you penalty and interest.

Who is exempt from the tax?

- Any occupant for more than 30 successive calendar days with respect to any rent imposed for the period commencing after the first 30 days per calendar year.
- Any person who rents a private home, vacation cabin, or like facility from any owner who rents out such facility for less than 30 days per calendar year.
- Any occupant whose rent is paid for a hospital room or to a medical clinic, convalescent home or similar facility.

How and when do I pay the Tax?

Transient Tax Collectors must file a quarterly return and submit the tax for each business, on or before the last day of April, July, October and January. A zero tax return must be submitted even if you didn't collect any tax for the reporting period.

Tax Reporting Schedule:

- | | |
|--------------------------------|---|
| • January, February & March | Due Date to File = April 30 th |
| • April, May & June | Due Date to File = July 31 st |
| • July, August & September | Due Date to File = October 31 st |
| • October, November & December | Due Date to File = January 31 st |

CITY OF DAYTON - TRANSIENT LODGING QUARTERLY TAX RETURN INSTRUCTIONS

Physical Address

This is the actual physical address where the business is located/operated and must be within the City limits of Dayton.

Business Registration Number

Upon registration of your business, you will be assigned a unique business registration number, which will be your business identification number on your quarterly tax returns.

Line 1 – Total gross receipts for lodging, include all non-operational fees related to lodging. Include both short-term and long-term or monthly receipt totals.

Line 2 – Reduction to Gross Receipts – Line 2a Long term or monthly lodging: Enter the gross lodging receipts received for long term or monthly lodging.

Long term or monthly lodging – A unit that is occupied by the same person or company for a consecutive period of 30 days or more. This requirement is satisfied even if the physical unit changes, but is within the same facility and charges are paid by the same person/company.

Sign and date your return

Please do not use red ink or pencil to fill out your return. Do not staple your check or money order to this return.

Mail your return

Your return cannot be submitted electronically. You must mail or deliver your return with payment to
City of Dayton
PO Box 339/416 Ferry
Street Dayton OR 97114

Late filing and payment

Penalty and interest are imposed if you mail your return and pay the tax after the due date. The penalty is 10% of the unpaid tax amount due in addition to the tax amount. Delinquent tax payments which are more than 30 days delinquent, following the date the remittance first became delinquent, must pay a second delinquency penalty of 15% of the tax amount due in addition to the tax amount due and the 10% penalty first imposed.

Interest

Interest of 1% per/month will be imposed on any unpaid tax from the due date until the date payment in full is received.

Due Date

Your tax return and payment are due quarterly on April 30, July 31, October 31, and January 31.



Transient Lodging Registration

416 Ferry St - PO Box 339
Dayton OR 97114
Ph # (503) 864-2221
Fax # (503) 864-2956
www.daytonoregon.gov
cityofdayton@daytonoregon.gov

For City of Dayton use:

Date Received:	Received By:	Registration Number:
Start Date:	Certificate Issued:	Approved:

Contact Information:

Business Name: _____

Applicants Name: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Physical Address of Rental Property: _____ Dayton, OR 97114

Business Phone: _____ Website Address: _____

Operator Name: _____ (Name of the person who will be collecting the tax)

Daytime Phone Number: _____ Email: _____

Type of Organization:

- Corporation Sole proprietor (individual) LLC (Organized as partnership)
- Partnership LLC (Organized as sole proprietor) LLC (Organized as corporation)
- Government Other _____

Type of Accommodation(s) Please check all that apply

	Number of Units		Number of Units
<input type="radio"/> Bed & Breakfast	_____	<input type="radio"/> Vacation Home	_____
<input type="radio"/> Campground/RV Site	_____	<input type="radio"/> Transient Lodging	N/A
<input type="radio"/> Hotel	_____	<input type="radio"/> Other-Describe:	_____
<input type="radio"/> Motel	_____		_____

Owners, Officers & Partners: (Please print clearly and use additional sheets if necessary to list all owners, officers, and partners)

Name	Address	City	State	Zip	Initials
Name	Address	City	State	Zip	Initials
Name	Address	City	State	Zip	Initials
Name	Address	City	State	Zip	Initials

Applicant Signature: _____ Date: _____

Print name signed above: _____ Title: _____

The information and statements on this application are true and complete to the best of my knowledge.
All owners must initial the application or submit letters of consent. Incomplete or missing information may delay the approval process.

Mail your completed registration form to: City of Dayton, PO Box 339, Dayton OR 97114



City of Dayton

Transient Lodging Tax

416 Ferry St
PO Box 339
Dayton OR 97114
503-864-2221

www.daytonoregon.gov
cityofdayton@daytonoregon.gov

QUARTERLY TAX RETURN INSTRUCTIONS

Physical Address

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City of Dayton
PO Box 339/416 Ferry St
Dayton, OR 97114

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Interest

Interest of 1% per/month will be imposed on any unpaid tax from the due date until the date payment in full is received.

Due Date

Your tax return and payment are due quarterly on April 30, July 31, October 31, and January 31.



Oregon Lodging Tax Quarterly Return

City of Dayton

PO Box 339

Dayton OR 97114

503-864-2221

cityofdayton@daytonoregon.gov

www.daytonoregon.gov

For City of Dayton Use

Year	Quarter	1	2	3	4
Due Date:					
Amount Paid:			Date Received:		
Business Registration Number:					

Due Dates:

Quarter 1 (Jan, Feb, Mar)	Due Date: April 30th
Quarter 2 (Apr, May, Jun)	Due Date: July 31st
Quarter 3 (Jul, Aug, Sept)	Due Date: Oct 31st
Quarter 4 (Oct, Nov, Dec)	Due Date: Jan 31st

Business Information

Tax Quarter	Physical Address				DAYTON, OR 97114	
Business Name			Owner/Operator			
Mailing Address			City		ST	Zip

Closure or change in ownership? Yes No

New Owner/Operator Information (include DBA)

Name				Phone		
Mailing Address			City		ST	Zip
Business was: <input type="radio"/> Bought <input type="radio"/> Sold <input type="radio"/> Closed				Date:		

1 Total gross receipts for lodging.....	1	\$	
2 Reduction to gross receipts (see instructions)			
2a Long-term or monthly lodging.....	2a	\$	
2b Total reduction to gross receipts (line 2a)	2b	\$	
3 Total taxable gross receipts for lodging (subtract line 2b from line 1)	3	\$	
4 Tax Rate	4	\$	x .08
5 Tax Due (multiply line 3 by line 4)	5	\$	
6 Administrative fee rate	6	\$	x .05
7 Administrative fee (multiply line 5 by line 6) This will reduce your tax	7	\$ ()
8 TOTAL TAX DUE (subtract line 7 from line 5)	8	\$	

I declare that the information in this return and any attachments is true, correct, and complete.

Signature		Date
PRINT name signed above	Title	Phone

Mail this return to:
 City of Dayton
 Transient Lodging Tax
 PO Box 339
 Dayton, OR 97114

Revised Nov 2023

Keep a copy for your records.