



Tillamook County
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING, PLANNING & ON-SITE SANITATION SECTIONS

1510-B Third St.
Tillamook, Oregon 97141

Land of Cheese, Trees, and Ocean Breeze

Office (503) 842-3408
Fax (503) 842-1819
Toll Free 1 (800) 488-8280

**SUMMARY OF 2024 COMPLIANCE REQUIREMENTS FOR EXISTING
SHORT-TERM RENTAL LICENSED PROPERTIES**

Dear Short-Term Rental License Holder,

Below is a summary of the requirements that must be met at the time of STR License renewal. Information must be provided to the Short-Term Rental Administrator, including photographic evidence that exterior and interior signage is in compliance with the updated posting requirements.

Please visit the Community Development Short-Term Rental webpage for more information and access to required forms, example diagrams for a site plan and floor plan and access to Tillamook County Ordinance 84, Amendment 2: <https://www.tillamookcounty.gov/commdev/page/short-term-rental-license-requirements>.

Failure to comply could be grounds for non-renewal or revocation of a Short-Term Rental License. In lieu of submitting photographs, a fire and life safety inspection can be performed by the County Building Inspector upon request. Please be advised there is a fee for this inspection.

The following requirements must be met at the time of 2024 renewal. Please submit payments and required documentation to Lynn Tone at lynn.tone@tillamookcounty.gov.

- STR License Renewal Payment
- Operator's License Fee Payment
- New Site Plan/Parking Plan (See Explanation)
- New Floor Plan (Bedroom Locations & Dimensions)
- Proof of Weekly Garbage Service
- Photographs of Required Interior Postings (See Explanation)
- Photograph of Required Exterior Postings (See Explanation)
- Signed Fire Life and Safety Checklist
- Photographs for Compliance with Required Emergency Escape & Rescue Openings for Bedroom Windows
- Hold Harmless Agreement
- On-Street Parking Authorization (If on-street parking is needed for rental.)
- Fire & Life Safety Inspection (Required Every 3rd Year)
- Sanitation Authorization

Updated Site Plan & Floor Plan

The site plan shall be a scale drawing, which can be hand-drawn, showing property boundaries, building footprint, location and dimensions of parking spaces. The floor plan shall show the locations and dimensions of all bedrooms in the dwelling unit or single-family dwelling.

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Compliance with Parking Standards

One (1) all-weather travel surface parking space is required for every bedroom in the dwelling unit. If a garage is used to meet the parking requirement, a photo of the interior of the garage shall be submitted at the time of renewal to show the garage is available and large enough for vehicle parking. Each parking space shall be a minimum of 8-feet by 16-feet, and configured in a manner that ensures parking spaces are accommodated within the property boundaries. No STR property shall have more than six (6) parking spaces total for overnight guests. Access to approved parking spaces shall be designed to limit access onto the property through the defined road approach. Alterations to the road approach for purposes of off-street parking is subject to review and approval by the local road authority. A parking diagram (site plan) of the approved parking spaces shall be provided to renters and shall be posted in a prominent location within the short-term rental dwelling unit. The contact person shall direct renters to the parking diagram for the rental property to ensure use of off-street parking is prioritized when using the short-term rental.

On-street parking proposals must be reviewed by the local road authority. On-street parking authorization verifying on-street parking is available is subject to review by the Tillamook County Public Works Department. On-street parking requirements must be satisfied at the time of short-term rental renewal, including submittal of documentation from the local road authority verifying the number of on-street parking spaces for the licensed property. Please contact Tillamook County Public Works at 503-842-3419 if the licensed property uses on-street parking for compliance with parking requirements. Please be advised there is an application review fee collected by Tillamook County Public Works and the review process takes approximately 2-3 weeks to complete.

Bedrooms & Maximum Occupancy

Section .030 defines a "bedroom" as a room intended and permitted to be used for sleeping purposes (ORSC R202) that has all of the following attributes: light, ventilation, and heating (ORSC R303.1); a minimum of 70 square feet of floor space and not less than 7 feet in any horizontal dimension (ORSC R304.1); an emergency escape and rescue opening (ORSC R310); a built-in closet, clothing closet organizer, armoire or similar clothing rack or clothing storage unit; a smoke alarm (ORSC R314.3) where required; and a carbon monoxide detector (ORSC R315.3) where required. All sleeping areas used as a bedroom in a short-term rental must be permitted for that use, and no areas may be converted to a bedroom without demonstration of compliance with this Ordinance. Areas not approved for use as a bedroom shall not be included in the maximum occupancy calculation for the short-term rental.

The maximum nighttime occupancy for a short-term rental shall be limited to two (2) persons per bedroom plus two (2) additional persons, plus up to three (3) children. For example, a two-bedroom short-term rental is permitted a maximum nighttime occupancy of six (6) people plus up to an additional three (3) children, age 12 or under, to occupy the short-term rental in addition to the maximum number of occupants otherwise provided in Subsection 080(A).

"Estate Homes" are defined as a dwelling with five (5) or more bedrooms and are allowed a maximum nighttime occupancy of up to fourteen (14) persons plus up to an additional three (3) children, age 12 or under, to occupy the short-term rental.

Fire & Life Safety Checklist

A completed checklist for fire safety (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.) shall be submitted with each annual renewal. The contact person shall be responsible for completing the fire safety checklist as part of the renewal process to ensure continued compliance. A copy of the signed fire safety checklist shall be submitted to the Department at the time of renewal of an existing Short-Term Rental License and the County may require further demonstration or proof for a renewal at the County STR Administrator's discretion.

Emergency Escape & Rescue Openings for Bedrooms

For all dwelling units constructed after the adoption of this Ordinance (July 19, 2023), every bedroom shall have at least one operable emergency escape and rescue opening. Sill height shall not be more than 44 inches above the floor. Openings shall open directly into a public way or to a yard or court that opens to a

public way. Minimum net clear opening shall be 5.7 square feet. Minimum net clear height is 24 inches and net clear width is 20 inches. The Building Official may allow 5 square feet net clear opening at grade floor openings or below grade. For all dwelling units constructed prior to the adoption of this 2023 Ordinance, every bedroom shall have at least one operable emergency escape and rescue opening that has been inspected and approved by the Tillamook County Building Official pursuant to the Oregon Residential Specialty Code.

Interior Mandatory Postings

Mandatory postings issued by the County (or a copy thereof) for the short-term rental shall be displayed in a prominent location within the interior of the dwelling unit adjacent to the front door. Mandatory postings include the following:

- The Short-Term Rental License registration number to confirm a license has been issued by Tillamook County, with the date of expiration;
 - The number of approved bedrooms and maximum occupancy permitted for the short-term rental;
 - The number of approved parking spaces;
 - Any required information and conditions specific to the Short-Term Rental License; and
 - The non-emergency telephone number for the County's STR Hotline in the event of any problems at, or complaints about, the short-term rental.
- Hello Neighbor Letter
- Tsunami Evacuation Poster (if applicable, please contact Department if new poster is needed)
- Site Plan/Parking Plan

A new license will be issued for posting at the rental upon completion of the renewal process. Updated STR License shall be posted promptly in the dwelling unit once received by the owner/operator/manager. Please confirm in an email to Lynn Tone (lynn.tone@tillamookcounty.gov) where you would like the updated license to be mailed.

Exterior Mandatory Postings

Exterior signage shall be installed outside of the dwelling unit and shall be of adequate size so that the following required information on the exterior sign can be easily read from the road right-of-way as defined in Ordinance 84, Amendment 2. Exterior signage shall include the following information:

- The Short-Term Rental License registration number to confirm a license has been issued by Tillamook County;
- The non-emergency telephone number for the County's STR Hotline Number 503-850-0402 in the event of any problems at, or complaints about, the short-term rental;
- The property address.
- The name of the contact person (or entity) and a telephone number may also be included on the exterior signage and is optional.

Onsite Sanitation Compliance Requirement

For those properties served by an onsite wastewater treatment system (sanitation system) compliance with Section .090(C) is required at the time of the third-year reinspection for license renewal to demonstrate the sanitation system is capable of handling the wastewater flows expected to be generated based on the allowed number of bedrooms in the dwelling unit and the maximum number of occupants.

The Department of Community Development Onsite Wastewater Division is the delegated authority to inspect and determine the periodic maintenance requirements specific to the types of systems in use, including the intervals at which the maintenance will be required. These requirements shall be made available to the public, registrants/property owners and DEQ authorized contractors. The required report on maintenance shall be provided to the Onsite Wastewater Division for review in a format as developed by the Division. The report shall be required before the owner can renew certification of the dwelling unit. If this requirement applies to your property, please contact the Onsite Wastewater Division of Community Development at 503-842-3408 for additional information on how to comply with these provisions. Compliance must be demonstrated at the time of renewal every three years.

Resources

The following resources can be found on the Tillamook County Community Development Lodging/Short-Term Rental page at the Short-Term Rental License Requirement tab: <https://www.tillamookcounty.gov/commdev/page/lodgingshort-term-rental-resources>

2024 Renewal Compliance Checklist for Existing STR Licenses

Site Plan Example

Floor Plan Example

STR Fire & Life Safety Checklist

STR Hold Harmless Agreement

Inspection Preparation Checklist

Alteration of a STR License Form

STR License Transfer Information

Transfer of STR License Form

TLT (Transient Lodging Tax) Registration Form

Ordinance 84, Amendment 2

Short-Term Rental (STR) Online Registry

Tillamook County Ordinance 84, Amendment 2

Please contact Department of Community Development staff for additional information and assistance locating documents on the Department webpage if necessary.

Phone:

Customer Care Specialist Deborah Dixon: 503-842-3408

Email Contacts for Inquiries:

General STR Information & Inquiries: Lynn Tone lynn.tone@tillamookcounty.gov

STR License Alterations & Transfers: Angela Rimoldi angela.rimoldi@tillamookcounty.gov

Payments: Joni Sauer-Folger joni.sauer-folger@tillamookcounty.gov

Payments & TLT Inquiries: Tommy Steiber tommy.steiber@tillamookcounty.gov

Onsite Wastewater Treatment Inquiries: Angela Rimoldi angela.rimoldi@tillamookcounty.gov

Sincerely,

Sarah Absher, CFM, Director

Phone 503-842-3408

sarah.absher@tillamookcounty.gov