

SHORT – TERM RENTAL OPERATING PERMIT INFORMATION SHEET



REQUIREMENTS

Short-Term Rental Operating Permit Application (*Application attached*)

- Proof of Identity:
 - o Ex: State Issued Driver's License/I.D., Passport, Military I.D., Government Issued I.D.
- Proof of Residency: Two documents proving primary residence
 - o Ex : Motor Vehicle Registration, Federal Tax Documents (w2, 1099), or Utility Bill (excluding internet or cable)
 - o If you are not the property owner you must be the primary resident.
 - o If the applicant is not the property owner a copy of the lease/rental contract that explicitly allows usage as a Short-Term Rental must be provided as well as the required Proof of Residency within the City of Oregon.
- Letter of Good Standing: Is required from the City of Oregon Income Tax Division.
- Floor Plan (*sample attached*) and Site Plan required with application.

Other Applicant Requirements:

- Be prepared to list the names of all hosting platforms that the applicant has successfully registered to list a short-term rental and documentation confirming hosting platform registration(s).
 - o Examples: Airbnb, VRBO, HomeAway, Tripping, FlipKey, Expedia, etc.
- Provide a list of names and addresses of any other short-term rental located in the City of Oregon that the applicant has any interest in, including but not limited to ownership, operating permit, or management.
- A 24/7 local contact individual/information must be provided, including their residential address.
- When required a signed Short Term Rental Agreement.
- Prior to the guests occupying the unit, the host must affix the FIRST page of the Short-Term Rental Permit on the inside of the main entry door of each short-term rental unit to which it applies. Also post a copy of the floor plan with evacuation route and fire extinguisher locations and site plan for parking locations.

Operating Permit Application Fee - \$250.00 per year

City of OREGON – Building and Zoning Department
5330 Seaman Road Oregon, OH 43616
Monday - Friday
7:30 a.m. to 4:30 p.m.

Sample Floor Plan

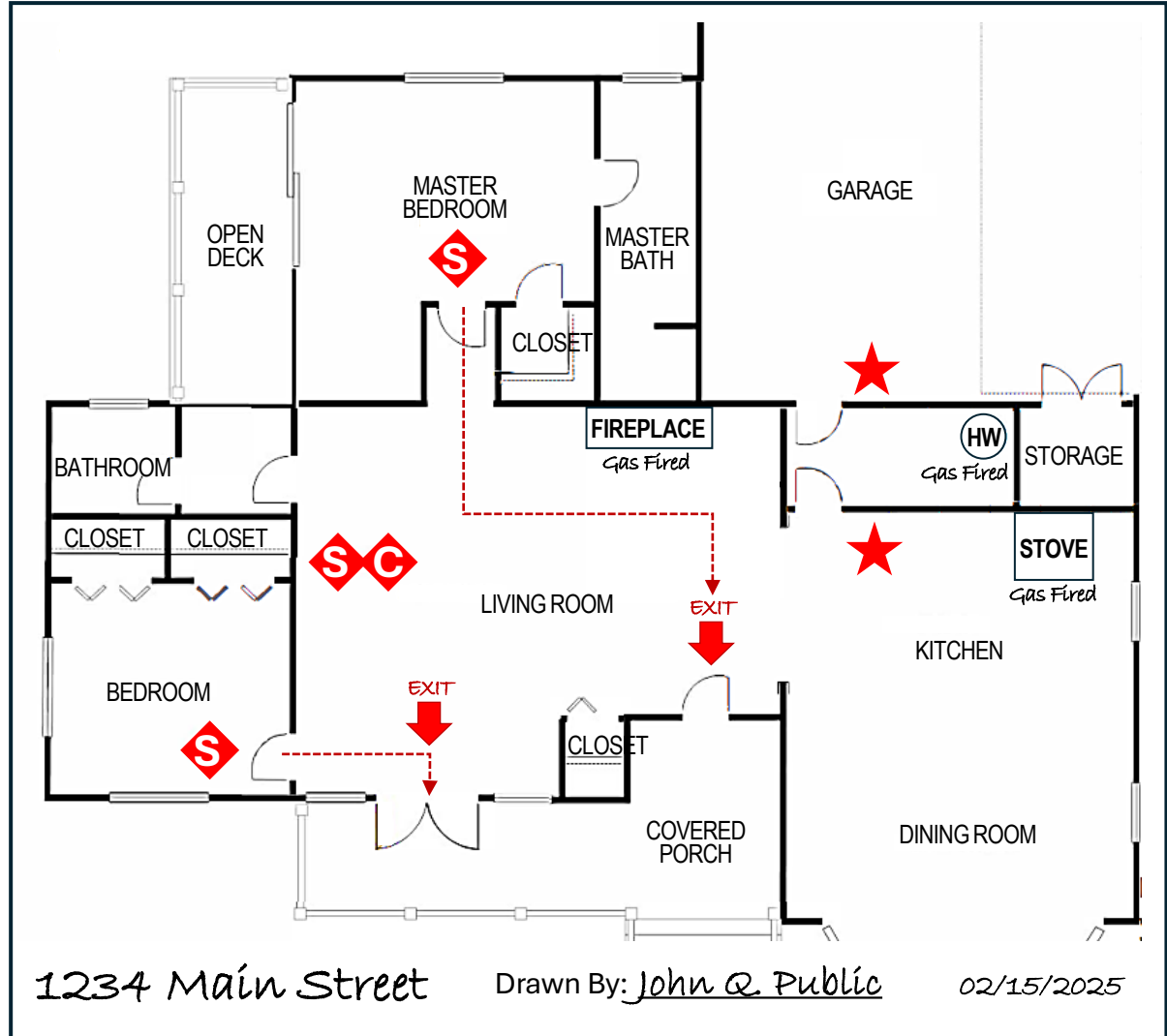
(include your floor plan with application)

The floor plan will be reviewed by the Building and Zoning staff to determine code compliance.

INSTRUCTIONS FOR SUBMITTAL

- Step 1:** On a sheet of paper, draw your rental floor plan to show what currently exists. Accurately show any and all features as necessary to convey your actual floor plan.
- Step 2:** Label all rooms
- Step 3:** Show all exterior exits with evacuation route
- Step 4:** Show all locations of Smoke alarms, Carbon Monoxide alarms, and gas fired appliances
- Step 5:** Show all locations of Fire Extinguishers with expiration dates.

-  Smoke Alarm
-  Carbon Monoxide Alarm
-  Fire Extinguisher



- (a) No person shall operate or advertise a short-term rental in any district lots unless the following conditions are met:
- (2) Permit required. No person shall operate or advertise any short-term rental unit within the City of Oregon without first having procured an operating permit pursuant to this chapter.
- (3) Application for short-term rental unit operating permit.
- A. Short-term rental unit operators shall submit an application to the Building and Zoning Department and register with the Department of Taxation to operate any short-term rental unit. The application form shall be provided by the Building and Zoning Department. Applicants must show proof of residency within the City of Oregon.
- B. Applications for short-term rental unit permits shall contain the following:
1. Operator information. The full legal name, mailing address, email address and telephone number of the operator.
 2. Proof of Residency. The owner of the short-term rental property must live in the City of Oregon and provide proof of residency.
 3. Compliance Certificate. Certificate of tax and public utility compliance or evidence of compliance with a payment plan;
 4. Registry Compliance. Evidence of compliance with any applicable rental registry requirements;
 5. Affidavit. Affidavit of Life Safety Compliance verifying the number, locations and operation of the life safety equipment required in Section 1155.10(d)(4) herein.
 6. Insurance. Proof of general liability insurance in the amount of at least one million dollars (\$1,000,000).
 7. Local contact person. An individual who shall be available twenty-four (24) hours a day, seven (7) days a week to respond as necessary, within forty-five (45) minutes of notification of a complaint regarding the condition, operation or conduct of occupants of the short-term rental unit and taking remedial action as necessary to resolve such complaints.
 8. Floor Plan and Site Plan. A basic floor plan identifying the number of sleeping rooms for maximum occupancy and a site plan identifying the number and location of designated off-street parking spaces for the maximum number of vehicles allowed for overnight occupants. Parking is not permitted on unapproved parking surfaces or lawns.
 9. Spacing Requirements. No short-term rental unit shall be established on a lot or lots within three-hundred (300) linear feet of street frontage of any other short-term rental unit. No two (2) short-term rental units shall be located in the same building or on the same lot.
- C. Operators of one or more short-term rental units located within the City of Oregon shall comply with all requirements of this Oregon Municipal Code Section 1155.09 administered through the Department of Building and Zoning by January 1, 2025. Any short-term rental that can demonstrate that they were operating prior to the passage of this ordinance shall be exempt from the spacing requirement in subsection (3)B.9. of this Chapter.
- (4) Permit Required. The operator of a short-term rental unit must obtain a permit for each unit. A permit must be on display in each short-term rental unit.
- A. Permits issued under this section shall be valid for one year from the date of issue and may be renewed annually.
- B. All applications shall be accompanied by an application fee of two hundred fifty dollars (\$250.00).
- (5) Required notification. Within forty-eight (48) hours of submitting the application for a short-term rental unit operating permit to the Building and Zoning Department, the operator shall send a neighborhood notice by first-class mail or hand delivery to all property owners whose property is adjacent to the property at which the short-term rental unit is proposed. The operators shall provide the Building and Zoning Department with the names and addresses to which notices were sent. For the purposes of this section, adjacent properties are those that abut the proposed short-term rental unit, those directly across the street or alley from the proposed short-term rental unit, and those that are diagonal across the street or alley from the proposed short-term rental unit.
- (6) Denial of Permit Or Renewal of Permit. The Commissioner of Building and Zoning shall deny any application for a new registration, or deny renewal of registration, or revocation of an Operating Permit if any of the following are shown to have occurred at the short-term rental property:
- A. The applicant makes a material misrepresentation of fact on the application.
 - B. The short-term rental Operator is not in good standing with the City of Oregon Income Tax Division;
 - C. The short-term rental has a documented history of repeated conduct that endangers neighborhood safety or of conditions interfering with the use and enjoyment of property within its vicinity; or of conduct in violation of Section 1155.09(a)(8).
 - D. Evidence of conduct under subsections (a) and (b) of this section need only be that of de facto violation of law; evidence of conviction is not a prerequisite for denial unless specifically indicated.
- (7) Appeal. In the event the applicant has been denied a short-term rental unit permit and/or renewal of a permit by the Commissioner of Building and Zoning, they shall have the right to appeal to the City Administrator from such denial, revocation within ten (10) business days. Notice of appeal shall be filed with the City Administrator's office on a form created by the City Administrator for such purpose, and the City Administrator shall set the date and time of the appeal hearing. The burden of proof in such an appeal shall be upon the appellant to show that the denial or revocation was arbitrary or unreasonable. Any such decision by the City Administrator shall be final.
- (8) Transfer. No permit under this chapter shall be transferable to another short-term rental operation.
- (9) Operating requirements.
- A. Advertisement. It shall be unlawful to advertise any short-term rental unit without the operating permit number clearly displayed on the advertisement. This includes any means, electronic or non-electronic, intended to promote the availability of the short-term rental unit.
 - B. Maximum occupancy. The number of overnight occupants permitted in a short-term rental unit shall not exceed two occupants per sleeping room. This maximum occupancy shall be identified in the operating permit.
 - C. Parking. The number of overnight vehicles permitted on the property shall be identified in the operating permit.
 - D. Life safety equipment. Each short-term rental unit shall have the following fully functional life safety equipment on the premises and installed to manufacturer specifications:
 1. Smoke Alarms. Smoke alarms shall meet the requirements of the Residential Code of Ohio Section 314.
 2. Carbon Monoxide Detector. Carbon Monoxide Detector, shall be in the immediate vicinity of all sleeping rooms meeting the requirements of the Residential Code of Ohio Section 315.
 3. Fire Extinguisher. A fire extinguisher shall be located inside the premises as directed by the Oregon Fire Department.
 - E. Records. The operator shall require a verification of the identity of the person responsible for booking the short-term rental unit and keep a record on file for three (3) years.
- (10) Inspection. Upon display of the proper credentials, sworn officers excluded, any employee of the division of police, division of fire, department of building and zoning, or Lucas County Public Health may be permitted to inspect the hotel/motel premises, short-term rental, or applicant's dwelling to ensure compliance with this Chapter.
- (11) Operation without a permit. Any short-term rental unit operating or advertising for operation without a valid operating permit shall be deemed to be a public safety hazard.

(Ord. 084-2024. Passed 5-13-24.)

This is an excerpt of the code. Please see OMC Section 1155.09 for the entire code language.

OFFICE USE ONLY

Permit # _____

Reviewed/approved by: _____

Issue Date: _____

Expiration Date: _____

SHORT – TERM RENTAL OPERATING PERMIT APPLICATION



OREGON
OPPORTUNITY ON THE BAY

Building and Zoning Department
5330 Seaman Road
Oregon, OH 43616

☐ NEW

☐ RENEWAL

☐ UPDATE INFO

APPLICANT PROPERTY OWNER OR PERMANENT OCCUPANT INFORMATION

(An owner or permanent occupant can only have one primary residence)

PROPERTY OWNER

TYPE OF SHORT-TERM RENTAL

☐ PRIMARY ☐ NON-PRIMARY

☐ RENTAL UNIT ☐ RENTAL ACCESSORY

Applicant's Full Name:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

Business Name (If applicable, as filed with Ohio SOS):

Business Mailing Address (Where incorporated):

Entity / Corporation #:

Applicant's Relationship to Business:

SHORT-TERM PROPERTY LOCATION INFORMATION

Street Address:

Ste / Apt:

Parcel No:

Number of Guestrooms Available (5 or less):

Maximum Total Occupancy Number (10 or less including owner):

Description of Parking Area (garage, driveway, carport):

Total Number of Parking Spaces (see attached site plan):

SHORT-TERM RENTAL PROPERTY MANAGEMENT (*If Applicable)

Short-Term Property Management Co:

Short-Term Property Management Rep/Agent:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

24-HOUR POINT OF LOCAL CONTACT (*Information is Required)

Full Name:

Residential Address:

City:

State:

Zip:

Phone:

Email:

APPLICANT BACKGROUND INFORMATION	
Have you ever been convicted of a felony? ☐ YES ☐ NO	
If yes, list all felony convictions that occurred in the United States within the past seven (7) years:	
Are you on felony probation or parole? ☐ YES ☐ NO	If yes, date began:
Have you even been convicted of a sexual offense crime? ☐ YES ☐ NO	If yes, date convicted:
Have you had a City of Oregon license and / or permit revoked, refused, or suspended within the past three (3) years? ☐ YES ☐ NO	
GENERAL LIABILITY INSURANCE INFORMATION	
(At least one million dollars \$1,000,000)	
Provider:	Policy Number*:
<i>* Provide copy of the Certificate of Liability Insurance for our records.</i>	

Declaration and Signature

I hereby agree to indemnify, save, protect, hold harmless the City of Oregon, individually and collectively, the City of Oregon representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suit, judgment, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of or arising out of the actions or inaction in the operation, occupancy, use, and /or maintenance of a Short-Term Rental.

By signing below, I agree to abide by the rules and regulations set forth in Section 1155.09 the City of Oregon Municipal Code (OMC), including all Fire, Health, Safety, and Zoning requirements as well as all Ohio Building Code and all relevant Federal laws with the understanding that if I fail to comply, I may be subject to fines, suspension, and /or revocation of permit. I agree to consent to inspect as required in Section 1155.09(a)(10) of the OMC.

Print Name: _____

Date: _____

Signature: _____

Title: _____

ACKNOWLEDGEMENT

State of _____, County of _____;

_____, being duly sworn, deposes and says he or she is the individual making the foregoing application; that he or she is knowledgeable with respect to that which is to be granted an operating permit; and that the answers to the foregoing questions and other statements contained herein are true of his or her own knowledge and belief.

Applicant Signature

Sworn to before me and subscribed in my presence
this _____ day of _____, 20_____.

Notary or Agent of Commissioner of Building and Zoning