



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

COMMUNITY DEVELOPMENT

Vacation Rental License Application and Information Packet

Thank you for your interest in operating a vacation rental in the City of Astoria.

Astoria requires all vacation rentals to be licensed in accordance with City Code Sections 8.740–8.749 (Ordinance 25-07). A vacation rental is defined as a short-term lodging unit (**30 days or less**) where the property owner does not reside on-site during the rental period. The licensing process ensures rentals meet safety, zoning, and neighborhood compatibility standards while balancing livability and housing availability. Vacation rental licensing is not applicable in residential zones.

Vacation Rental Licenses are valid for up to two calendar years and must be renewed prior to expiration to maintain compliance and priority. **The application fee for a Vacation Rental license is \$500 for one unit, with additional units being \$75 each.** This fee covers the processing of the application and the initial inspection of each unit. Re-inspections and appeals are subject to additional fees per the City Fee Schedule.

There is a citywide cap of 50 licensed vacation rentals; once reached, applications will be placed on a waitlist. All units being applied for must undergo a fire and life safety inspection and comply with quiet hours, emergency postings, parking requirements, possess a valid and current City Occupational Tax (business license), and comply with state, county, and local Transient Room Taxes.

Vacation Rental at a Glance:

- License required for all Vacation Rentals (30 days or less, non-owner-occupied during guest stays)
- Valid for up to 2 calendar years – renew before expiration to maintain legal operating status
- Citywide cap of 50 licenses – waitlist opens when full
- Safety inspection and guest rule posting required
- Operational standards include emergency info, quiet hours, Occupational Tax (business license) registration, and Transient Room Tax payments

! Important Note !

Per Astoria City Code section 8.749 it is unlawful to operate a vacation rental in violation of city code. Violators of any part of the Vacation Rental License code may be subject to enforcement measures by the city including but not limited to fines or abatement.

Additional Information

This packet includes the materials you need to apply for a license. Full ordinance details, program background, and supporting documents are also available at www.astoria.gov/vacationrentals.

If you have questions, contact the Community Development Department at (503) 338-5183 or planning@astoria.gov. We are here to help.

Lawful and Pre-Approved Vacation Rentals Application and Operations Checklist

This checklist outlines the essential steps to apply for a Vacation Rental License, and continued operation. The City requires all vacation rentals (**30 days or less, non-owner-occupied during guest stays**) to be licensed and operate per City Code sections 8.740–8.749.

Application Checklist – Complete and submit the following as part of your application packet.

- City Vacation Rental Application**
The applicant and all property owners (if different from the applicant) must sign the application form.
- City Approval**
Verification from the Community Development Department that the vacation rentals are allowed in the applicable zone or otherwise permitted.
- Site Plan & Parking Plan**
A scaled site plan showing structure dimensions and location, and parking plan per the City Code.

The site plan must show property lines and buildings, including garages, parking spaces, driveways and other off-street parking spaces. This sketch does not need to be the quality of a formal “engineering drawing” but does need to be to scale (Example: 1” = 25’).
<https://delta.co.clatsop.or.us/apps/ClatsopCounty/>
- Floor Plan**
A scaled floor plan showing sleeping rooms and the size and location of egress windows.

Can be submitted as part of the Site Plan and Parking Plan (See: Site Plan, Parking Plan, and Floor Plan Instructions document in this packet).
- Landscaping, Lighting, Signage & Waste Disposal**
Proof of compliance with landscaping, lighting, signage and waste disposal standards per Article 3 of the Astoria Development Code.
- Taxes**
 1. Proof of an existing Occupational Tax (business license) for the relevant vacation rental(s) OR an application for an Occupation Tax (business license). Attach copy of Occupational Tax to application.
 2. Proof of registration to collect Transient Room/Lodging Tax with the State of Oregon, Clatsop County, and the City of Astoria
 - a. OR Proof of an agreement with a Transient Lodging Intermediary (AirBnB, VRBO, etc.) to collect and remit taxes on behalf of the applicant.
- \$150 License Fee / Renewal \$150**
Payment may be made in cash, card or check payable to City of Astoria. Payment must accompany the application.

Upon issue, license valid from the date of issue until December 31 of the following calendar year.

Upon Application Approval – *The following items must be completed within 60 days of application upon approval of the application by the Community Development Department.*

Inspection Report

The rental unit must pass the Fire and Life Safety Inspection by the City Building Official within 60 days of the application submission, confirming compliance with City Code section 8.746

The City will coordinate with the applicant to schedule an inspection once the application has been approved.

Operational Standards Checklist – *The following items do not need to be included with your application packet but are required for operation of a vacation rental per Astoria City Code section 8.747. Failure to meet these standards may result in enforcement or license revocation in accordance with City Code sections 8.748 – 8.749.*

General Compliance

1. Upkeep of landscaping, lighting, signage and waste disposal standards under the Development Code.
2. Maintenance of a valid Occupation Tax (business license) and compliance with Transient Room Tax (City Code Section 8.045)

Parking

1. Guests must be informed in writing of available off-street parking.
2. Parking must not block emergency access routes.

Advertising & Licensing

1. The Vacation Rental License number must appear in all advertisements and listings.
2. Only the licensed owner may rent or advertise the unit.

Noise & Nuisance Response

1. Unnecessary noise is prohibited.
2. Quiet Hours (11 :00 p.m. - 7:00 a.m.) must be observed and communicated to guests.
3. The owner or operator must respond to complaints within one hour and follow up within 12 hours if needed.

Posting Requirements: The following must be clearly posted inside and near the front entrance:

1. Contact information for the owner, operator, or local representative.
2. Emergency contacts for power, fire, landslide, and police.
3. Parking and property boundary maps.
4. Quiet Hours notice and tsunami evacuation route.
 - a. Tsunami evacuation route maps available at: www.OregonTsunami.org
5. Location of emergency exits.



CITY OF ASTORIA

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COMMUNITY DEVELOPMENT

VR _____

Fee Paid Date _____ Method _____

VACATION RENTAL LICENSE APPLICATION

Property Address: _____

Units: _____

Lot _____ Block _____ Subdivision _____
Map _____ Tax Lot _____ Zone _____

Applicant's Name: _____

Business Name: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

Signature of Applicant: _____ Date: _____

Designated Contact Person (if different from above): _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

Signature of Contact Person: _____ Date: _____

REQUIRED: Consent from all property owners. *

Business Name (if applicable): _____

Property Owner's Name: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

I consent to the operation of a Vacation Rental facility at the property address listed above:

Signature of Property Owner: _____ Date: _____

***Note: If multiple property owners please provide additional contact information, consent, and signatures as an attachment to this application.**

Application continues to next page.

Are you currently operating this property as a Vacation Rental? No Yes

(If "Yes", provide start date) _____

Do you have more than one Vacation Rental property in Astoria? No Yes

How many? _____

If "Yes" provide addresses and number of units on each property:

What is the current use of this property? Please describe in detail.

Do you have prior written approval of this use?* No Yes

(Date of Approval MM/DD/YYYY) ____/____/____

Proof / Documentation of prior written approval is required*. Please attach to this application: Attached

Is there a planning permit associated with this address? No Yes

(Permit #) _____

Have you been issued or applied for a Occupational Tax (business license)? No Yes Applied

(Provide Occupational Tax #) _____

Proof / Documentation of current Occupational Tax (business license) is required. Please attach a copy of your occupational tax, or your application for it, to this application: Attached

***Note: Prior written approval varies on a case-by-case basis but may come in the form of a Conditional Use Permit, Zoning Verification Letter, or other document.**

Application continues to next page.



APPLICANT STATEMENT

By signing below, I affirm and agree to the following statements:

1. Ownership & Accuracy

I am the legal owner or authorized agent of all owners of the subject property. All information in this application is accurate. I understand the license may be revoked if information is false or if I fail to comply with applicable regulations.

2. Compliance with Laws

I will comply with all applicable laws, including building, safety, zoning, and operational standards related to vacation rentals.

3. State Lodging Tax (Select one)

I understand Oregon law requires the collection and remittance of state Transient Lodging Tax (TLT).
_____ I file returns directly with the Oregon Department of Revenue and will provide confirmation upon request.

_____ All bookings are managed by a third-party lodging platform (e.g., Airbnb/Vrbo) that remits TLT on my behalf. I remain responsible for ensuring compliance and will provide requested documentation.

4. License Term & Renewal

Licenses are non-transferable and valid through December 31 of the biennial cycle. Timely renewal is my responsibility.

I acknowledge that this license is non-transferable and any change in ownership requires a new application.

5. Operational Responsibilities

I am responsible for ensuring guests comply with operational standards, including quiet hours, parking, emergency contact posting, and nuisance rules (City Code section 8.747).

6. Modifications

Changes in use or structure may require a new inspection and license. I will consult with the City before initiating such changes.

7. Inspection and Access Consent

I consent to required inspections by the City or authorized inspectors to verify compliance with health, safety, and building standards (City Code section 8.746). Refusal may void licensure.

8. Enforcement Acknowledgment

I acknowledge that violations of Ordinance 25-07 may result in fines, license suspension or revocation, or legal enforcement (City Code sections 8.748–8.749).

9. Appeals

I understand that any denial, suspension, or revocation may be appealed within 10 days. Actions during the appeal period are at my own risk.

10. Liability & Indemnification

I agree to indemnify, defend, and hold harmless the City of Astoria, its officers, employees, and agents from any claim, liability, or damage arising from the vacation rental's operation or violations of applicable law.

I certify that I am legally authorized to sign on behalf of the owner or ownership entity.

Applicants Name (print) _____

Signature: _____ **Date:** _____

Application continues to next page.

PROVIDE THE FOLLOWING (as listed on checklist):

- | | |
|--|---|
| <input type="checkbox"/> City Approval | <input type="checkbox"/> Proof of an existing Occupational Tax for the relevant vacation rental |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Verification of compliance with Transient Room Tax Requirements |
| <input type="checkbox"/> Parking Plan | <input type="checkbox"/> License Fee (\$500 + \$75 for each additional unit) |
| <input type="checkbox"/> Floor Plan | |
| <input type="checkbox"/> Proof of compliance with Landscaping, Lighting, Signage, and Waste Disposal | |

FILING INFORMATION: Submit a complete application packet to the Community Development Department via email at: planning@astoria.gov or in person/mail at: 1095 Duane Street, Astoria, OR 97103. City Staff will call the applicant to schedule a Fire and Life Safety Inspection once the complete application has been reviewed and approved. Incomplete applications will result in delays.

Each license is valid for a period not to exceed two years from its issuance date until December 31 of the biennial year. If a license lapses, operations shall cease until a new Vacation Rental License is obtained.

- Licenses are non-transferable to another location or operator.
- Licenses and final approval documents will be provided.

[This section for office use only]

Confirmation of Required Application Materials:

- | | |
|--|---|
| <input type="checkbox"/> City Approval | <input type="checkbox"/> Proof of an existing Occupational Tax for the relevant vacation rental |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Verification of compliance with Transient Room Tax Requirements |
| <input type="checkbox"/> Parking Plan | <input type="checkbox"/> License Fee (\$500 + \$75 for each additional unit) |
| <input type="checkbox"/> Floor Plan | |
| <input type="checkbox"/> Proof of compliance with Landscaping, Lighting, Signage, and Waste Disposal | |

Application Received (Date): _____

Application Received by (Staff Member): _____

Payment Received (Date): _____

Payment Received by (Staff Member): _____

Application Approved (Date): _____

Application Approved by (Staff Member): _____

Inspection scheduled for (Date): _____ Inspection Passed? No Yes

TIPS FOR PASSING YOUR FIRE AND LIFE SAFETY INSPECTION

The City of Astoria requires a fire/life/safety inspection every two years to keep you and your guests safe. The inspection is completed at the time of initial license and/or renewals. Here are some tips on passing your Fire and Life Safety inspection:

- Smoke Alarms:** Smoke alarms shall be placed in each sleeping room and in common hallways adjacent to sleeping rooms. The City of Astoria recommends sealed-10-year smoke alarms to prevent your guests from removing the batteries. We also recommend you add testing smoke alarms to the cleaning/checkout sheet for your rental.
- Carbon Monoxide (CO) Detectors:** CO detectors are required on each floor that contains CO producing devices (natural gas/propane appliances, woodstoves, fireplaces, etc.) and each floor that connects to an attached garage.
- Fire Extinguishers:** Fire extinguishers should be available on each floor of your rental. The minimum requirement is a 2A:10BC (5 pound) extinguisher. Fire extinguishers are required to be inspected, serviced and tagged by a certified company on an annual basis.
- Exits:** Exits shall be well lit; kept clear and unobstructed; and obvious to your guests. Exits should be easily opened and require no special knowledge or keys for use by your guests.
- Not an Exit:** If you have areas of the house that are locked and off limits to a guest(s), please place a sign stating "NOT AN EXIT" at eye level on the door.
- Electrical Panels:** Electrical panels must be unobstructed and have 36 inches of clearance. Breakers in the panel shall be clearly marked. Open spaces in the panel shall be protected by "blank" spacers.
- Proper Combustibles storage:** Do not store combustible items under stairs, in heating closets or in a basement below your rental. Do not store combustibles in exit pathways or exits. Do not store combustibles or garbage against the exterior of the house or under eaves.
- Fire Alarm and/or Sprinkler Systems:** If you have a fire alarm and/or sprinkler system installed in your rental, both shall be tested and serviced on an annual basis. Records of any testing and service must be kept on site for three years.
- Posting Requirements:** The following must be clearly posted inside and near the front entrance:
 1. Contact information for the owner, operator, or local representative.
 2. Emergency contacts for power, fire, landslide, and police.
 3. Parking and property boundary maps.
 4. Quiet Hours notice and [tsunami evacuation route](#).
 - a. Tsunami evacuation route maps available at: www.OregonTsunami.org
 5. Location of emergency exits.

VACATION RENTAL FIRE AND LIFE SAFETY INSPECTION CHECKLIST

Required for Vacation Rental License per Astoria City Code §8.746.B

Address: _____	Date: _____
Owner's Name: _____	Phone: _____
Operator's Name: _____	Phone: _____
E-mail: _____	
# of Off-Street Parking Spaces: _____	# Guest Bedrooms: _____

Must be completed within 60 days before the issuance of Vacation Rental license.

Compliance Requirements: The vacation rental and all sleeping rooms shall meet building code standards and remain in compliance with State of Oregon and ORCS requirements for health, safety, building, and fire codes, as well as Traveler's Accommodation Statutes and the Uniform Housing Code, as amended.

Fire Service Access

<input type="checkbox"/> Address Numbers 4" and visible from Street	<input type="checkbox"/> 36" Clearance around closest Fire Hydrant
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Fire Safety

<input type="checkbox"/> Each sleeping room shall have an exterior exit that opens directly to the outside, or an emergency escape or rescue window.
<input type="checkbox"/> Working smoke alarms present in all sleeping areas and common hallways outside bedrooms.
<input type="checkbox"/> Working carbon monoxide detector present within 15' of each sleeping area, on each floor with CO producing device or in garage.
<input type="checkbox"/> Annually inspected fire extinguishers present on each floor and at each exit.
<input type="checkbox"/> Fire Alarm / Sprinklers inspected annually if present.
<input type="checkbox"/> All exits shall be operational and able to be opened without special knowledge. All passageways to exterior doors shall be clear and unobstructed.
<input type="checkbox"/> Locked Doors marked "NOT AN EXIT."
<input type="checkbox"/> No combustibles or garbage stored against house or under eaves.
<input type="checkbox"/> Propane/Gas cylinders away from house with adequate vehicle impact protection in place.
<input type="checkbox"/> No combustible storage in equipment spaces, under stairs or in basement/crawl space.
<input type="checkbox"/> All fireplaces, fireplace inserts, or other fuel burning heaters and furnaces shall be vented and properly installed.
<input type="checkbox"/> Electrical panels accessible, clearly marked with wiring and covers in good shape and no visible defects or unsafe conditions.
<input type="checkbox"/> GFCI protected receptacles provided at all outdoor locations, and sinks.

Zoning & License Requirements

<input type="checkbox"/> Trash Storage	<input type="checkbox"/> Emergency contacts (e.g., power outage, wildfire, landslide).
<input type="checkbox"/> Off-street parking provided	<input type="checkbox"/> Notice of "Off-Street Parking" and "Noise" posted

Photos are attached of the site, parking, entrances, structure and interior for verification purposes.

Inspector Certification:

- I certify that the property listed above complies with all items in Astoria City Code §8.746.B.
- Corrections are required. Reinspection is necessary (subject to reinspection fee).

Note required corrections here: _____

Inspectors Name (please print) _____

Signature: _____ **Date:** _____



Instructions: Site Plan and Parking Plan, Floor Plan

A drawn-to-scale site plan is required for most applications. Accurate plans give staff the information needed to review your application efficiently. In many cases, a professionally drafted plan is not necessary—simple drawings prepared on graph paper or with common computer programs are acceptable as long as they are accurate and to scale.

Step 1

Select a scale and prepare your base drawing on graph paper or a computer program. Choose a scale that fits the entire property clearly on one page. If you do not have an architect’s or engineer’s scale, use graph paper (e.g., one square = 1’×1’ or 5’×5’). The boxes must reflect a standard scale such as 1/16" or 1/8" per foot. Ensure all measurements are accurate and the scale is labeled on the plan.

Step 2

Draw the property boundaries using measurements from Clatsop County Webmaps. Label adjacent streets or rights-of-way and include a North arrow.

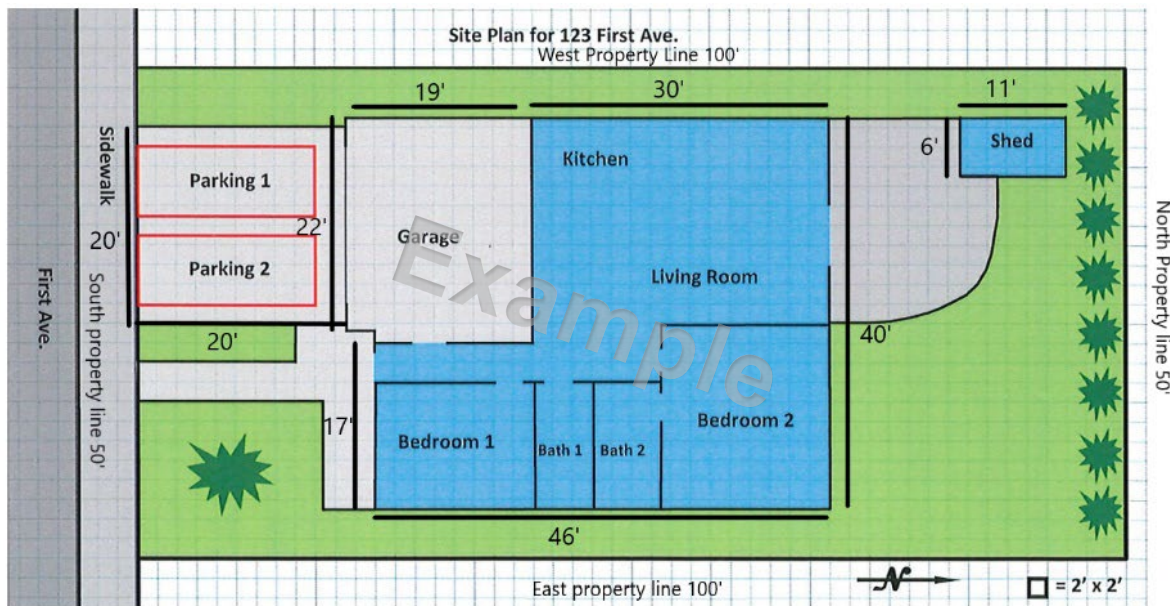
Step 3

Add the footprint of the dwelling and any accessory structures, including decks, patios, driveways, parking areas, and notable landscape features. Keep all features drawn to the scale selected in Step 1.

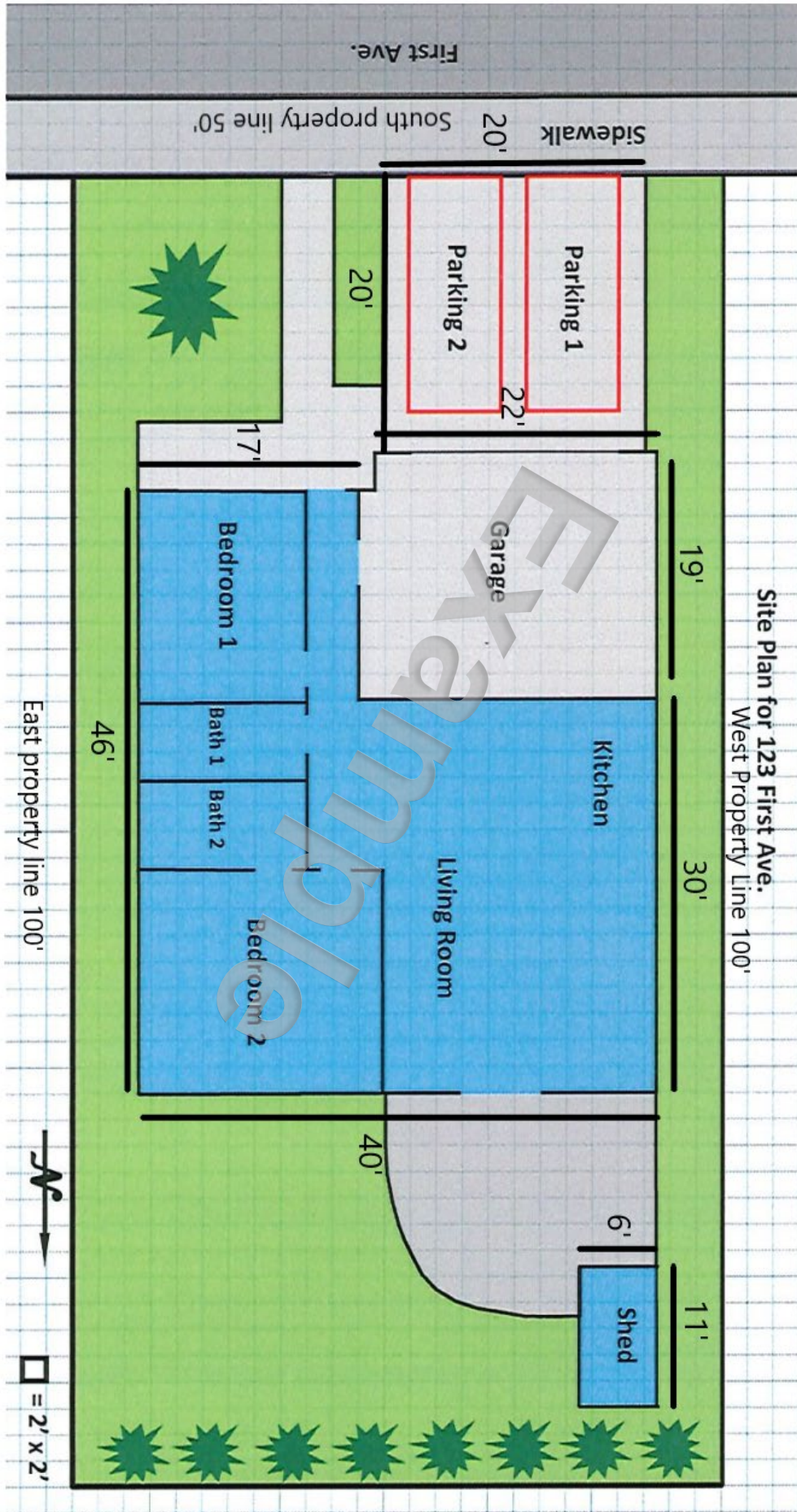
Step 4

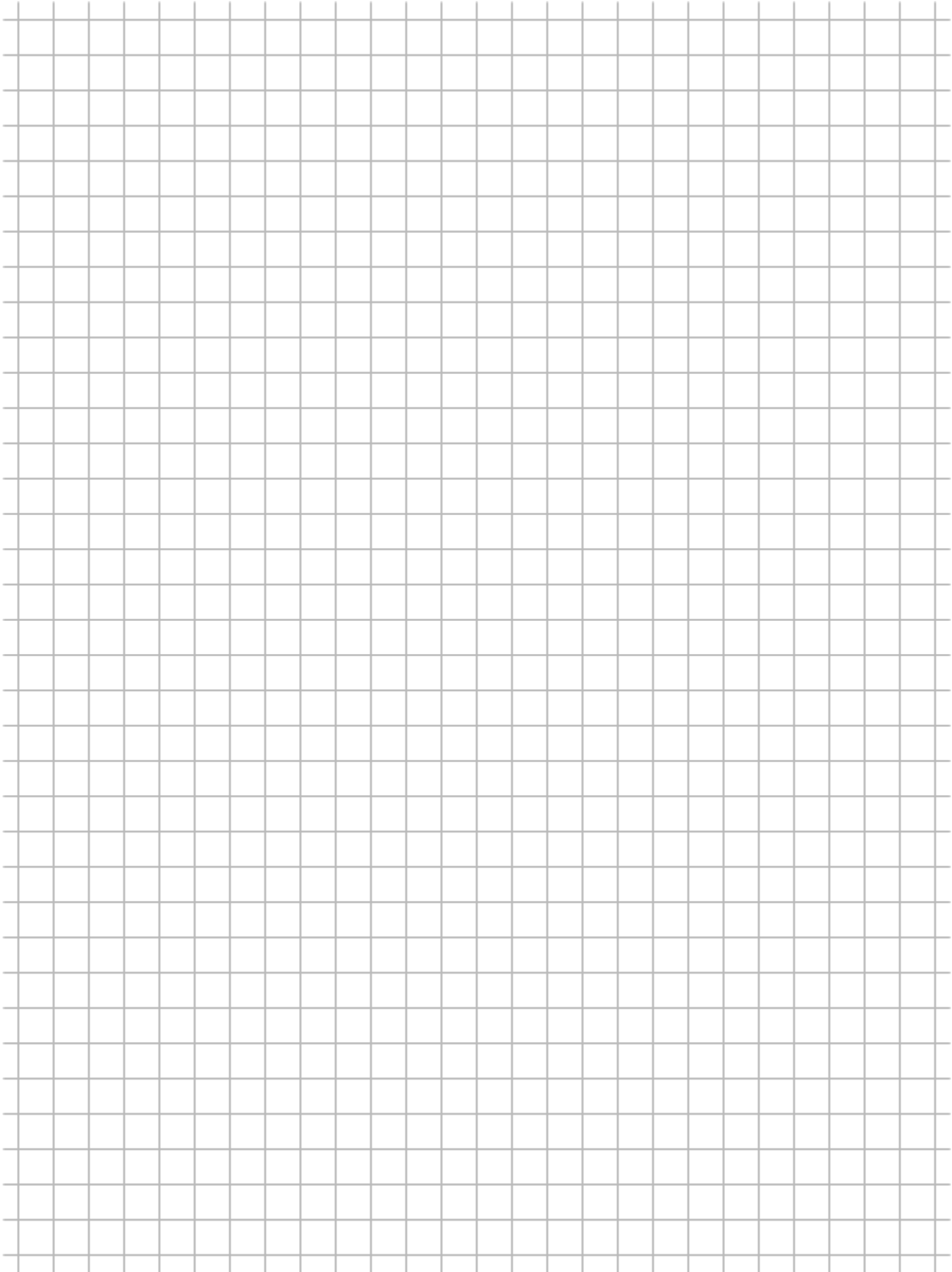
Prepare a floor plan for the dwelling and accessory structures showing all sleeping rooms, living areas, storage spaces, bathrooms, garage, and basement areas. Indicate the size and location of required egress windows. The floor plan may be separate or combined with the site and parking plan.

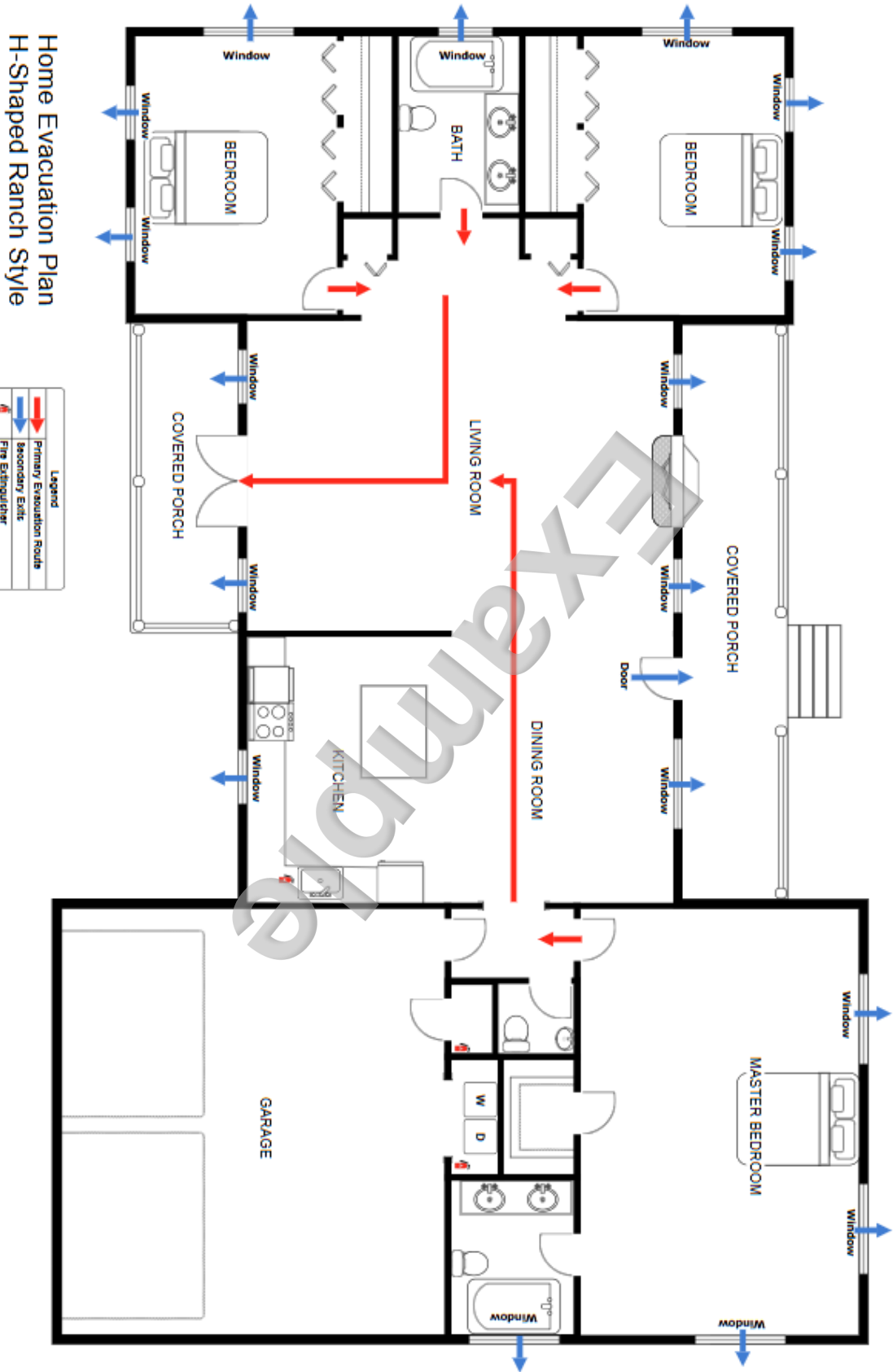
Posting a combined Site, Parking, and Floor Plan inside the unit meets City Code section 8.747.E.4 (parking and property boundary maps). You must also post emergency exit locations and a tsunami evacuation route.



See enlarged image on next page.







Home Evacuation Plan
H-Shaped Ranch Style



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Example Tsunami Evacuation Map

Available Through: www.OregonTsunami.org



Visit OregonTsunami.org
 to find more great
 resources!

TSUNAMI EVACUATION MAP



- IF YOU FEEL AN EARTHQUAKE:**
- Drop, cover and hold
 - Move immediately inland to higher ground
 - Do not wait for an official warning
- SI USTED SIENTE EL TEMPLOR:**
- Tirase al suelo, cúbstrate, y espere
 - Diríjase de inmediato a un lugar más alto que el nivel del mar
 - No espere por un aviso oficial



ASSEMBLY AREA	REUNION AREA	LOCAL CASCADIA EARTHQUAKE AND TSUNAMI EVACUATION ZONE	MAREMOTO LOCAL (terremoto de Cascadia): Zona de evacuación para un tsunami local de la costa de Oregon.
NOTICE: This tsunami evacuation zone map was developed by DOGAMI for the purpose of getting the public out of the tsunami inundation zone in the event of a tsunami evacuation. This map adopts recommendations from the Oregon Tsunami Advisory Council. The evacuation routes were developed by DOGAMI, in consultation with local emergency agencies and OEMA.	Evacuate to this area for all tsunami warnings or if you feel an earthquake.	Evacuate to this area for all tsunami warnings or if you feel an earthquake.	Evacuate to this area for all tsunami warnings or if you feel an earthquake.
OUTSIDE HAZARD AREA:	DISTANT TSUNAMI:	MAREMOTO DISTANTE:	
Evacuate to this area for all tsunami warnings or if you feel an earthquake.	Evacuate to this area for all tsunami warnings or if you feel an earthquake.	Zona de evacuación para un tsunami distante de la costa de Oregon.	

Map Symbols / Símbolos del Mapa

- My Place / Mis Lugar
- Safety Destination / Destino de Seguridad
- Fire Department / Bomberos
- Law Enforcement / Policía

Scale / Escala
 1/32 mile
 1/32 km





GUEST RULES AND EMERGENCY INFORMATION

(To be clearly posted inside and near the front entrance)

VACATION RENTAL LICENSE NUMBER - VR _____

Property Address: _____

Owner / Operator Name: _____

Phone: _____ Email: _____

For Emergencies: Fire/Police/Landslide: dial 911

- **Pacific Power:** (800) 508-5088
- **Police non-emergency:** (503) 325-4411
- **NW Natural:** (800) 822-3377

City Code Section 5.025 Unnecessary Noise. No person may make, assist making, continue or cause to be made any loud, disturbing or unnecessary noise that annoys, disturbs, injures or endangers the comfort, repose, health, safety or peace of others. Loud, disturbing or unnecessary noises in violation of this section include but are not limited to the following: (A complete list of “unnecessary noises” may be found on the City’s web site at www.astoria.gov City Code, Article 5, Section 5.025.)

City Code Section 8.747.D

1. Unnecessary noise is prohibited (see Section 5.025).
2. Quiet Hours (11 :00 p.m. - 7:00 a.m.) must be observed and communicated to guests.
3. The owner or operator must respond to complaints within one hour and follow up within 12 hours if needed.



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COMMUNITY DEVELOPMENT

Emergency Exit Floorplan

(To be clearly posted inside and near the front entrance)