



City of Astoria

1095 Duane Street
Astoria OR 97103
(503) 338-5183
comdevadmin@astoria.or.us

HSL _____

HOMESTAY LODGING PERMIT APPLICATION PACKET

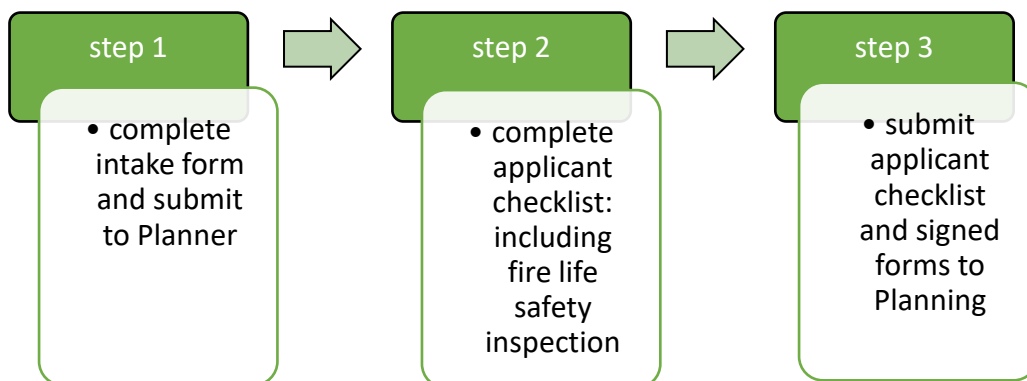
*Rental of a home or dwelling for less than a month is called a short-term rental (STR) or a “vacation rental,” and these types of uses are **prohibited** in all residential districts. Astoria only allows “vacation rentals” in commercial zones, such as where hotels/motels are located. This helps prioritize housing stock in residential areas for long-term residences and limits the number of vacant second homes in town.*

Astoria allows homestay lodging under certain conditions. These short-term rentals require a license to allow one or two bedrooms for rent for less than 30 days, while the homeowner is onsite. This includes rentals known as AirBnB, VRBO, or similar “vacation rental” advertising platforms. Such rental facilities may or may not provide a morning meal. Rooms used by guests may not include a kitchen.

It is unlawful for any person to operate a homestay lodging or list a homestay lodging on an advertising platform without first obtaining a license from the City.

The City’s purpose in regulating homestay lodgings is to allow for economic use of underutilized bedrooms in dwellings and provide financial assistance to preserve both the housing stock and historic properties. The license process ensures that facilities are appropriately located; meet zoning requirements; adhere to safety regulations; and don’t reduce the number of potential long-term housing units.

This packet contains application materials and information to aid in complying with Homestay Lodging requirements for the City of Astoria. Please use the checklist below as a step-by-step guide to complete the application. Depending on the location of the home, additional permits may be required. To streamline the application process, please complete the steps in the recommended order.



HOMESTAY LODGING LICENSE INTAKE FORM

Property Address: _____

Property Owner / Applicant Name: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

Number of Bedrooms to be rented within Primary Residence: 1 2

Number of off-street parking spaces provided: _____

Located in R-1 zone? Yes No

Is there an Accessory Dwelling Unit on the site? Yes No

Briefly address each of the following standards and how the proposed homestay use complies (use additional pages if needed):

1. *Only one Homestay Lodging facility is allowed per lot, parcel, or the aggregate of contiguous lots held in a single ownership. In the case of a condominium facility, as allowed by Covenant, Conditions and Restrictions (CC&Rs), each condominium unit may have a Homestay Lodging facility in compliance with all other requirements.*

A Homestay Lodging facility may not be located in an accessory structure on the lot or parcel, or the aggregate of contiguous lots held in a single ownership.

Please confirm location of lodging facility on the site.

2. *A Homestay Lodging facility may be located on a lot, parcel, or the aggregate of contiguous lots held in a single ownership that also contains an Accessory Dwelling Unit (ADU) in the R-2 and R-3 Zones with Conditional Use permit.*

If you have an ADU permit, please provide the ADU permit number here.

3. *The facility must be the owner's primary residence and occupied by the owner at the same time as the guest occupancy. In the case of multiple dwelling units in one building such as a duplex or triplex, etc., the owner shall live in the same unit as the guest rental space.*

Please confirm where the owner will reside. Identify any other current owners listed on the property deed.

List other dwellings used as a part-time residence by owner with approximate dates of occupancy:

**SUBMIT THIS (2) PAGE INTAKE FORM
TO THE PLANNING DEPARTMENT
FOR REVIEW**

Date Submitted: _____

HOMESTAY LODGING LICENSE INSTRUCTIONS

Required Documents / Signatures

<p>1. Complete the Homestay Lodging Intake Form</p>	<p>Once complete, submit to Planning for review to determine the next step</p>
<p>2. Complete the Homestay Lodging License Application Form</p>	<p>Signature of homeowner</p>
<p>Parking diagram to include scaled site plan drawing including dimensions and location of dwelling and on-site parking</p> <p><i>Parking shall be provided in accordance with Development Code Article 7 unless a Variance is obtained. In addition to the requirements of Article 7, the following shall apply:</i></p> <ul style="list-style-type: none"> <i>a. The owner shall notify every guest / renter in writing of the required off-street parking and other parking spaces available to serve the transient rental guest.</i> <i>b. Parking shall not, under any circumstances, hinder the path of any emergency vehicle.</i> <i>c. Renters may be cited and fined under existing State and/or City law in the event they park illegally.</i> 	<p>Parking Diagram</p> <p>Attach copy of draft notice with directions regarding parking to guests</p>
<p>Scaled floor plan including the location of the rooms to be used. Include location and size of egress/exit windows in the lodging rooms, kitchen and bathroom facilities, etc.</p>	<p>Scaled Floor Plan</p>
<p>3. Owner Occupancy Affidavit</p>	<p>Affidavit of living on-site at same time as guests (see attached)</p>

<p>Verification of occupancy (minimum of two unexpired documents – please check two provided with application)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Oregon Driver’s License <input type="checkbox"/> Voter Registration <input type="checkbox"/> Income Tax Statement <input type="checkbox"/> Clatsop County Tax Assessor Record 	<p>Attach (2) documents</p>
<p>4. Completed Fire/Life/Safety Inspection Form (see attached Tip Sheet prior to scheduling your inspection)</p>	<p>Attach copy of Home Safety inspection report and inspector certificate</p>
<p>5. Guest Notice to Post in Home (see example provided)</p> <p><i>The owner shall post a notice within the guest entry of the Homestay Lodging facility or within each guest bedroom advising guests of the location of guest parking spaces, and Astoria City Municipal Code Section 5.025 that prohibits unnecessary noise. Content of the notice shall be reviewed and approved by the City (may use City provided notice form).</i></p>	<p>Attach a copy of the notice</p>
<p>6. Sign Permit Application (if applicable)</p>	<p>Sign Permit #</p> <p>_____</p>
<p>7. Public Notice for New Homestay Licenses</p> <p>Prior to the issuance of a new Home Stay Lodging License, the City shall provide mailed notice as follows:</p> <ul style="list-style-type: none"> (a) Not less than 15 days prior to the issuance of a license, notice shall be sent to all property owners within 100 feet, excluding rights-of-way, of the outside boundary of the Home Stay Lodging facility. Addresses for a mailed notice required by this Code shall be obtained from the County Assessor's real property tax records. Failure of a property owner to receive notice shall not invalidate a license. (b) Notice may also be provided to others who may be affected or otherwise interested in the license application. (c) Notice is not required for license renewals. 	

<p>8. Obtain other compliance as required</p> <p><i>It is the property owner's responsibility to assure that the Homestay Lodging facility and all sleeping rooms remain in substantial compliance with Oregon State requirements for the following: Health (Clatsop County Health Dept, 820 Exchange #100, Astoria, (503) 325-8500, Safety, Building (Astoria Building Official, (503) 325-1004, buildingofficial@astoria.or.us), and Fire Codes (Astoria Fire Department, (503)325-2345), Traveler's Accommodation Statutes (OR Health Division,(971) 673-0448, http://public.health.oregon.gov/healthyenvironments/recreation/poolslodging/Pages/rules.aspx), and with the Uniform Housing Code (http://ecodes.biz/ecodes_support/free_resources/oregon/11_residential/11_orresidential_main.html).</i></p>	<p>Attach copy of any inspections completed or permits obtained by these other organizations</p>
<p>9. Provide Listing Details</p> <p>The owner shall provide the City with the listing details for proposed advertising platforms including but not limited to Airbnb, VRBO, realtor, etc.</p>	<p>Please provide listing URL or title/description</p>
<p>The owner shall include the City Homestay Lodging license number on all advertising and with all Transient Lodging Facility Intermediaries.</p>	<p>A "screen shot" or other proof must be provided after License approval but prior to operation</p>
<p>10. Register for Transient Lodging Tax</p> <p>TLT File # : _____</p> <p>Date Approved: _____</p>	<p>Finance Dept (3rd Floor City Hall) for packet, then obtain file number</p>
<p>11. Register for a Business License (OTA form)</p> <p>OTA File / Customer #: _____</p> <p>Date Approved: _____</p>	<p>Obtain file number from Finance Dept (3rd floor City Hall)</p>
<p>12. Submit Final Materials to Planning Department for Review</p>	



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Fee Paid Date: _____ By _____
 Initial License \$500
 Existing approved operation \$150

HOMESTAY LODGING LICENSE

A Homestay Lodging License is non-transferable.

Please confirm acknowledgement that any change in property ownership shall require new Homestay Lodging License approval.

Initials: _____

Acknowledgement from the Community Development Department that use of the property as a Homestay Lodging is allowed by the Astoria Development Code is required.

Attach the Conditional Use permit approval and/or obtain signature on this form by the Community Development Department at the time of application.

Conditional Use Permit Approval attached: _____

Signature: _____ Date: _____
City of Astoria, Community Development Department

CODE DEFINITIONS:

HOMESTAY LODGING: A transient lodging facility with no more than two (2) bedrooms available for transient rental, and which is owner occupied. This includes any accommodation meeting these requirements including facilities known as Airbnb, VRBO, or other such transient lodging identification. Such facilities may or may not provide a morning meal. Rooms used by transient guests shall not include a kitchen.

OWNER OCCUPIED: Occupancy of a residence by an individual owner.

OWNER: For purposes of this chapter the term owner only includes individuals, holding fee simple title to property, the beneficiaries of a revocable living trust, or a purchaser under a recorded instrument of sale. This does not include corporations, limited liability companies or similar organizations, an authorized agent of the owner, or those holding easements, leaseholds, or purchasers of less than fee interest.

PRIMARY RESIDENCE: Dwelling maintained as the permanent residence of the owner for not less than six months of the year.

*By signing this application, I, the property owner, certifies that all information is correct, that the **owner** will reside in the dwelling as their **primary residence**, and that use of the property as a **homestay lodging** facility will comply with all requirements of the License, as defined by Code.*

Signature of Property Owner: _____ Date: _____

STAFF USE:

If applicable:

VAR# _____ ADU# _____
CU# _____ Sign Permit# _____

PN Date Sent: _____

Expiration/Renewal Date: _____

HSL _____

DETERMINATION TO BE COMPLETED BY STAFF

HSL Standards Verification	✓	Comments
1. Intake Form		
2. Only one HSL on site; floor plan; no kitchen in HSL		
3. Owner occupied (minimum two documents): <input type="checkbox"/> Copy of ODL <input type="checkbox"/> Voter registration <input type="checkbox"/> Income tax statement <input type="checkbox"/> Clatsop County Tax Assessor Record		
4. Not in accessory structure		
5. No ADU on site in R-1; CU permit if ADU on site in R-2 or R-3 Zone		
6. Health, safety, & various codes compliance		
7. Fire/life/safety inspection		Date Completed:
8. Proposed signs, permit obtained		
9. OT application and fee		#:
10. Transient Lodging Tax		#:
11. Parking & notices to guests; parking plan		
12. Entry notice posted		
13. Advertising platforms & ID		
14. License posted on advertising platform		
15. Non-transferable		
16. Compliance with Zoning		

Approved with following conditions by: _____ Date: _____

Conditions:

<i>For office use only:</i>	<i>(if applicable)</i>		
License Expiration Date		Approval by Finance Department:	
Date Public Notice Mailed		Approval by Fire Department	
Approval by Finance		Approval by BO	



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HOMESTAY LODGING LICENSE FAQs

Astoria allows short-term rental facilities in residential zones in several different classifications. They are referred to as Home Stay Lodging, Bed and Breakfast, Inn, or Hotel/Motel. There are limitations and conditions on each of these classifications which are described below. Astoria only allows “vacation rentals” in commercial zones and classify them the same as hotels/motels. The limitations and regulations help prioritize housing stock in residential areas for long-term residences and limit the number of second homes in the City that can often remain vacant. This information sheet does not specifically address hotels / motels or facilities in non-residential zones.

Common terms to understand Short-Term Lodging

- **Home Stay Lodging:** *A transient lodging facility with no more than two (2) bedrooms available for transient rental, and which is owner occupied. This includes any accommodation meeting these requirements including facilities known as Airbnb, VRBO, or other such transient lodging identification. Such facilities may or may not provide a morning meal. Rooms used by transient guests shall not include a kitchen. (City Code Section 8.755)*
- **Accessory Dwelling Units (ADU):** *An accessory dwelling unit is one additional subordinate or auxiliary living unit, including kitchen facilities, in an existing house or detached from the main dwelling. A dwelling with an accessory dwelling unit is distinguished from a duplex by the retention of the appearance as a single-family dwelling. (Development Code Section 1.400)*
- **Bed & Breakfast:** *Any transient lodging facility which contains between three (3) and seven (7) guest bedrooms, which is owner or manager occupied, and which provides a morning meal. (Development Code Section 1.400)*
- **Hotel/Motel:** *A building in which lodging is provided for guests for compensation. (Development Code Section 1.400)*
- **Inn:** *A transient lodging facility with up to 11 guest bedrooms, which is owner or manager occupied, and which provides a morning meal. Inns may conduct associated business activities on an occasional basis, such as wedding receptions, club meetings and luncheons, conferences, and reunions. (Development Code Section 1.400)*

What about AirBnB and VRBO?

These are advertising platforms used for listing short-term rentals or vacation homes. The use would be classified by the City as “Home Stay” or “Bed and Breakfast” lodging facilities. Many people list their rentals on these sites, but they must meet the City codes and requirements. Not all listings are legal rentals.

How does Astoria regulate short-term rentals?

Astoria allows Home Stay Lodging, Bed & Breakfast, and Inn establishments under certain conditions and in particular zones. The following must be addressed for each establishment prior to advertising or having guests/renters:

1. The facility must obtain the necessary zoning permits which may include a Home Stay Lodging License and/or a Conditional Use Permit.
2. The home must be owner-occupied for Home Stay Lodging, or owner or manager occupied for Bed & Breakfast or Inn, as their primary residence. Owners must reside in the home when they have guests/renters.
3. Owners must register for and submit transient lodging taxes with the City's Finance Dept.
4. Owners must obtain an Occupational Tax (business license).
5. The site must meet off-street parking requirements.
6. The owner must comply will all requirements identified in City Code Sections 8.750 through 8.800 for a Home Stay Lodging.

What will be required of existing Home Stay Lodging facilities?

If a Home Stay Lodging facility is legally operating within the City with current permits including Occupational Tax, Transient Lodging Tax, and Conditional Use permit if necessary, then the owner may apply for a Home Stay Lodging License "Renewal" under the revised Code requirements. There are some Code requirement exceptions for existing facilities which are listed in City Code Section 8.770. A renewal application must be submitted by June 2, 2019. If a Home Stay Lodging facility was operating without City permits, it would need to apply for an initial Home Stay Lodging License.

Where are Home Stay Lodging and Short-Term Lodging allowed?

Short Term Rentals	Permitted Zones	Bedrooms	Notes
Home Stay Lodging	R-1 Conditional Use & HSL License R-2 & R-3 HSL License & Outright Use	1-2 bedrooms	Owner occupied; License must be renewed every two years
Bed & Breakfast	R-1, R-2, R-3 Conditional Use	3-7 bedrooms	Owner or manager occupied
Inn	R-1, R-2, R-3 Conditional Use	Up to 11 bedrooms	Owner or manager occupied; allows accessory events
Motels, Hotels, Inn, Bed & Breakfast, Home	Non-Residential Zones only (Outright Use or Conditional Use	No limit	No owner-occupied requirement

How much parking is required?

What is off-street parking?

On-street

off-street

One space per bedroom in addition to two spaces required for the single-family dwelling. These spaces must be located within the property boundary (in a driveway, or garage).

Parking spaces must be 9.5' x 20' or 8.5' x 16' for compact cars. On-street spaces cannot count towards meeting the parking requirement.



Are variances granted to meet the parking requirement?

Variances to parking standards may be allowed but must meet requirements outlined in Development Code Sections 7.062 and/or 12.040.

Can I have an Accessory Dwelling Unit (ADU) and Home Stay Lodging on the same property?

Both are permitted in certain residential zones. Home Stay Lodging is prohibited in an ADU. There is a proposal to limit Home Stay Lodging facilities in conjunction with an ADU on the same site. The City Council is expected to review the proposal in 2019.

What else do I need to do to operate a Home Stay Lodging facility?

Meet with City Staff to verify zoning and adequate off-street parking. Then obtain the necessary license and/or conditional use permit, pay the business license fee, and set up transient tax submission with the Finance Department.

Do I need a business name for my Home Stay Lodging?

No. This is optional. Some homeowners choose to set up the Home Stay as a separate business entity from the household. Check with CEDR (Clatsop Economic Development Resources) on requirements for setting up a business name and other small business requirements.

Will AirBnB collect and distribute transient lodging taxes on behalf of a client?

The City is working with AirBnb and other advertising platforms to do just that. However, until such time an agreement is reached, homeowners are responsible for collecting and remitting transient lodging taxes to the City's Finance Department.

Do I have to notify my neighbors to operate Home Stay Lodging?

During the Home Stay Lodging license review and/or a conditional use permit review, the City will send a public notice to neighbors. A public hearing will be scheduled for conditional use permit review. It is strongly encouraged that property owners talk with their immediate neighbors to prevent potential conflicts.

Does the City require or offer a safety inspection program?

The City requires a safety inspection for Home Stay Lodging facilities at the time of initial application and once every two years upon renewal of the license. The inspection may be done by the City Building Official or an independent certified inspector. Inspection requirements are identified in City Code Section 8.765.1.i. In addition, the Home Stay Lodging facility and all sleeping rooms shall remain in substantial compliance with Oregon State requirements for the following: Health, Safety, Building, and Fire Codes, Traveler's Accommodation Statutes, and with the Uniform Housing Code.

How long does the City review process take?

Simple applications with all information provided by the applicant will take about one month to process. If a conditional use permit, variance, or other review is required, it will take about 6 to 8 weeks depending on date of application. Submittal of "complete" applications and documents is required to start the review process.

Who do I contact if I have questions?

Community Development Department
1095 Duane Street Astoria OR 97103
503-338-5183
comdevadmin@astoria.or.us



City of Astoria

1095 Duane Street
Astoria OR 97103
(503) 338-5183
comdevadmin@astoria.or.us

Instructions: to comply with owner occupancy requirement, applicant must submit signed affidavit

AFFIDAVIT OF OWNER OCCUPANCY

HOME STAY LODGING LICENSE - HSL _____

Property Address: _____

Property Owner / Applicant Name: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

City Code Section 8.755. Definitions.

***OWNER:** For purposes of this chapter the term owner only includes individuals, holding fee simple title to property, the beneficiaries of a revocable living trust, or a purchaser under a recorded instrument of sale. This does not include corporations, limited liability companies or similar organizations, an authorized agent of the owner, or those holding easements, leaseholds, or purchasers of less than fee interest.*

***OWNER OCCUPIED:** Occupancy of a residence by an individual owner.*

***PRIMARY RESIDENCE:** Dwelling maintained as the permanent residence of the owner for not less than six months of the year.*

City Code Section 8.765. License Requirements.

(1) *Application.*

At least two documents to show proof of owner occupancy such as voter registration, Clatsop County Tax Assessor records, ID/driver's license, and income tax information.

City Code Section 8.775. Standards.

(1) *The facility shall be the owner's primary residence and occupied by the owner at the same time as the guest occupancy. In the case of multiple dwelling units in one building such as a duplex or triplex, etc., the owner shall live in the same unit as the guests.*

Affidavit:

In accordance with City Codes noted above, I certify that I am the property owner and shall reside in the same dwelling unit and at the same time as the guests as my primary residence. I have attached copies of the following documents as proof of my residency:

Signature of Property Owner: _____ Date: _____



NOTICE TO GUESTS

HOME STAY LODGING LICENSE - HSL _____

Property Address: _____

Property Owner / Applicant Name: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

City Code Section 8.775. Standards.

(1) *The facility shall be the owner’s primary residence and occupied by the owner at the same time as the guest occupancy. In the case of multiple dwelling units in one building such as a duplex or triplex, etc., the owner shall live in the same unit as the guests.*

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.or.us, City Code, Article 5, Section 5.025.)

8.765.3.b.iii, License Requirements, License Renewal Procedures, states that *“The City may deny a request for [license] renewal upon finding . . .”* of a *“Violation of any State law or City ordinance by the applicant or violation of any State law or City ordinance by a transient guest at the Home Stay Lodging facility.”*

8.775.7, Standards, states

- “(a) The owner shall notify every guest / renter in writing of the required off-street parking and other parking spaces available to serve the transient rental guest.*
- (b) Parking shall not, under any circumstances, hinder the path of any emergency vehicle.*
- (c) Renters may be cited and fined under existing State and/or City law in the event they park illegally.”*

Guests shall park only in parking spaces identified on this map for guests.

Parking in violation of City Code may result in a citation to the guest by the City.

Insert site plan showing parking spaces:

Signature of Property Owner: _____

Date: _____

**YOU ARE RECEIVING THIS NOTICE BECAUSE THERE IS A
HOME STAY LODGING LICENSE APPLICATION
NEAR YOUR PROPERTY IN ASTORIA**

HSL _____

**CITY OF ASTORIA
NOTICE OF LICENSE APPLICATION**

Notice is hereby given that the Astoria Community Development Department has received the following request(s):

Homestay License Application for the property located at _____,

owned by _____

In accordance with Astoria Development Code Sections 8.765(2), prior to the issuance of a new Home Stay Lodging License, the City shall provide mailed notice as follows:

- (a) Not less than 15 days prior to the issuance of a license, notice shall be sent to all property owners within 100 feet, excluding rights-of-way, of the outside boundary of the Home Stay Lodging facility. Addresses for a mailed notice required by this Code shall be obtained from the County Assessor's real property tax records. Failure of a property owner within 100' of property to receive notice shall not invalidate a license.
- (b) Notice may also be provided to others who may be affected or otherwise interested in the license application.
- (c) Notice is not required for license renewals.

All interested persons are invited to express their opinion for or against the request(s) by letter addressed to the Community Development Department, 1095 Duane St., Astoria OR 97103. Comments from interested parties must be received within 15 days of the date this notice is mailed.

The Community Development Department reserves the right to modify the proposal. No further public notice will be provided.

THE CITY OF ASTORIA

DATE SENT: _____

DATE CLOSED: _____

Tiffany Taylor, Administrative Assistant
ttaylor@astoria.or.us
503-338-5183



City of Astoria

1095 Duane Street
Astoria OR 97103
(503) 338-5183
comdevadmin@astoria.or.us

TIPS FOR PASSING YOUR HOME STAY LODGING FIRE/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/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.

Housekeeping: 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.



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Date Submitted: _____

BO:

Private:

Home Stay Lodging License Fire/Life/Safety Inspection Form

Address: _____	Date: _____
Owner: _____	Phone: _____
E-mail: _____	
Maximum Numbers of Overnight Guests Rooms: _____	Parking: _____

Dwelling / Unit Type

<input type="checkbox"/> Single-Family Dwelling	<input type="checkbox"/> Duplex	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Condominium
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Fire Service Access

<input type="checkbox"/> Building Numbers 4" & Visible from Street	<input type="checkbox"/> 36" Clearance around Closest Fire Hydrant
--	--

Fire Safety

<input type="checkbox"/> Working smoke alarms present in all sleeping areas and common hallways outside bedrooms. <input type="checkbox"/> Working carbon monoxide detector present 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"/> 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"/> Electrical panels accessible, clearly marked with wiring and covers in good shape and no visible defects or unsafe conditions. <input type="checkbox"/> No combustible storage in equipment spaces, under stairs or in basement/crawl space. <input type="checkbox"/> Fire Alarm / Sprinklers inspected annually if present. <input type="checkbox"/> All fireplaces, fireplace inserts, or other fuel burning heaters and furnaces shall be vented and properly installed. <input type="checkbox"/> Each sleeping room shall have an exterior exit that opens directly to the outside, or an emergency escape or rescue window

Zoning & License Requirements

<input type="checkbox"/> No kitchen in transient rooms	<input type="checkbox"/> Owner resides in same dwelling unit as HSL
<input type="checkbox"/> Off-street parking provided on-site	<input type="checkbox"/> Notice posted at guest entry or in guest room

I hereby certify this Home Stay Lodging Facility is compliant with Fire/Life/Safety Code Inspection requirements (please attach photos of site and structure for verification):

Inspector Signature: _____

Date: _____

Inspector Name:(please print) _____

Contact #: _____

Inspector License#: _____

This Certificate to Remain Posted Until Superseded