



Office Use Only:

Date Application Received: _____

STR Permit Number: _____

Filing Fee Paid: _____

Short-Term Rental (STR) Operating License Package

All existing and new STR owners with properties located within the city limits of City of Detroit are required to obtain an STR Operating License for each STR unit they own. An STR Operating License is a type of Business License. STR property owners are required to obtain a Business License (\$50) with a supplemental Short Term Rental Operating License and pay the required supplemental fee for each STR unit (\$150/ STR unit). Both licenses must be renewed annually.

For the purposes of this document: A short-term rental in the City of Detroit is defined as a permanent single-family structure or accessory dwelling unit that is rented out for a duration of less than 30 consecutive calendar days.

This application package contains the following information and tasks for you to complete or acknowledge.

- Information About Your (STR)
- Business License Application
- Fire / Life Safety Information
- Good Neighbor Policy
- Transient Occupancy Tax
- Frequently Asked Questions

1. Please complete the entire packet and submit to the City of Detroit, retaining a copy for your records.

In person:	City of Detroit 345 Santiam Ave. W, Detroit, OR 97342
By mail:	City of Detroit: Attn City Clerk PO Box 589, Detroit, OR 97342
By email:	detroit@wvi.com

2. Upon receipt of your packet, the City of Detroit reviews your application and renders a decision.
3. Applicant pays the STR Application \$150 application fee. If you do not already have a business license, that will be added to this fee.
4. Applicant is notified by email of permit of approval status with approval letter.
5. City of Detroit shares approved packet with Idanha-Detroit Rural Fire Protection District.
6. Applicant includes City of Detroit STR Permit number in all promotion and advertising.
7. Applicant creates and places Responsible Party Contact (see page 4) signing inside the home.

Information About Your STR

Property Information

STR Address: _____

Note: If you have more than one rental property, please complete additional sheets for each property.

Do you rent for more than 29 consecutive nights? YES NO

Is the entire property rented? YES NO

Is only part of the home rented? YES NO

If so, will you be onsite while others are renting from you? YES NO

If so, what part of the home is available to renters?

Square footage of entire home: _____ # of bedrooms available for rent: _____

Maximum occupancy: _____ In what year was your home built? _____

Number of stories: _____ # of bedrooms available for rent: _____

Number of vehicle parking spaces: _____

Recreational vehicle parking space? (please describe) _____

Does your property have?

RV parking w/hookups? YES NO

Hot tub or spa? YES NO

Interior wood burning fireplace? YES NO

Exterior wood burning fire? YES NO

Contact Information:

Owner Name(s): _____

Mailing Address: _____

City, State, ZIP: _____

Mobile Contact: _____

Email: _____

If different than owner: *(Such as a property management company or local person who manages the property.)*

Business Name: _____

Contact Name(s): _____

Mailing Address: _____

City, State, ZIP: _____

Mobile Contact: _____

Email: _____

Fire / Life Safety Information

Property Address

Your property address must be clearly visible at all times from the street. If your address cannot be seen from the street due to a long driveway or trees, you must post the address at the entry point of your property.

Smoke Alarms & Carbon Monoxide Monitors

Per State of Oregon OAR 837-045-0050:

(1) All smoke alarms or smoke detectors shall be installed and located in accordance with the listing and manufacturer's instructions and OAR 837-045-0045 through 837-045-0060.

(2) Dwelling Units:

(a) Smoke alarms and smoke detectors in dwelling units shall be installed in each sleeping room as per the applicable requirements of the State Building Code at the time of construction and in the corridor or area giving access to sleeping areas according to the manufacturer's instructions.

Where sleeping areas are located on an upper level, the smoke alarm or smoke detector shall be installed in an accessible location as close as practical to the center of the ceiling directly over the stairway.

Where sleeping areas are widely separated (i.e., on different levels or opposite ends of the dwelling unit) and/or where a single smoke alarm or smoke detector will not adequately service all sleeping areas, a smoke alarm or smoke detector shall be installed adjacent to each sleeping area.

(b) When activated, the installed smoke alarm(s) or smoke detector(s) shall produce an alarm sound audible in the dwelling unit, guestroom(s) and sleeping area(s).

Fire Extinguishers

Fire extinguishers should be available on each floor of the property. We recommend that you replace annually. Even though the meter shows "green", your extinguisher may not operate properly due to settling of the contents.

Fire Escape Ladder

If your STR is more than a single-story residence, provide a fire escape ladder that provides emergency evacuation.

Smoking (inside or outside):

If smoking is allowed, indicate where outdoors smoking is allowed in your Site Plan.

Fire Pits and Barbeque Grills

Indicate the location in your Site Plan. Outdoor wood-burning, solid-fuel fireplaces, or solid-fuel burning fire pits require a free inspection and permit from the Idanha-Detroit Fire Protection District. Contact them directly at (503) 854-3540, or via email at: idanhadetroit@gmail.com.

Hot Tubs

Indicate the location of the hot tub AND the location of its emergency shut off in your Site Plan. Provide your guest instructions how to shut off power at the hot tub location.

Additional considerations emergency services would need to know if you are not present – please fill in below:

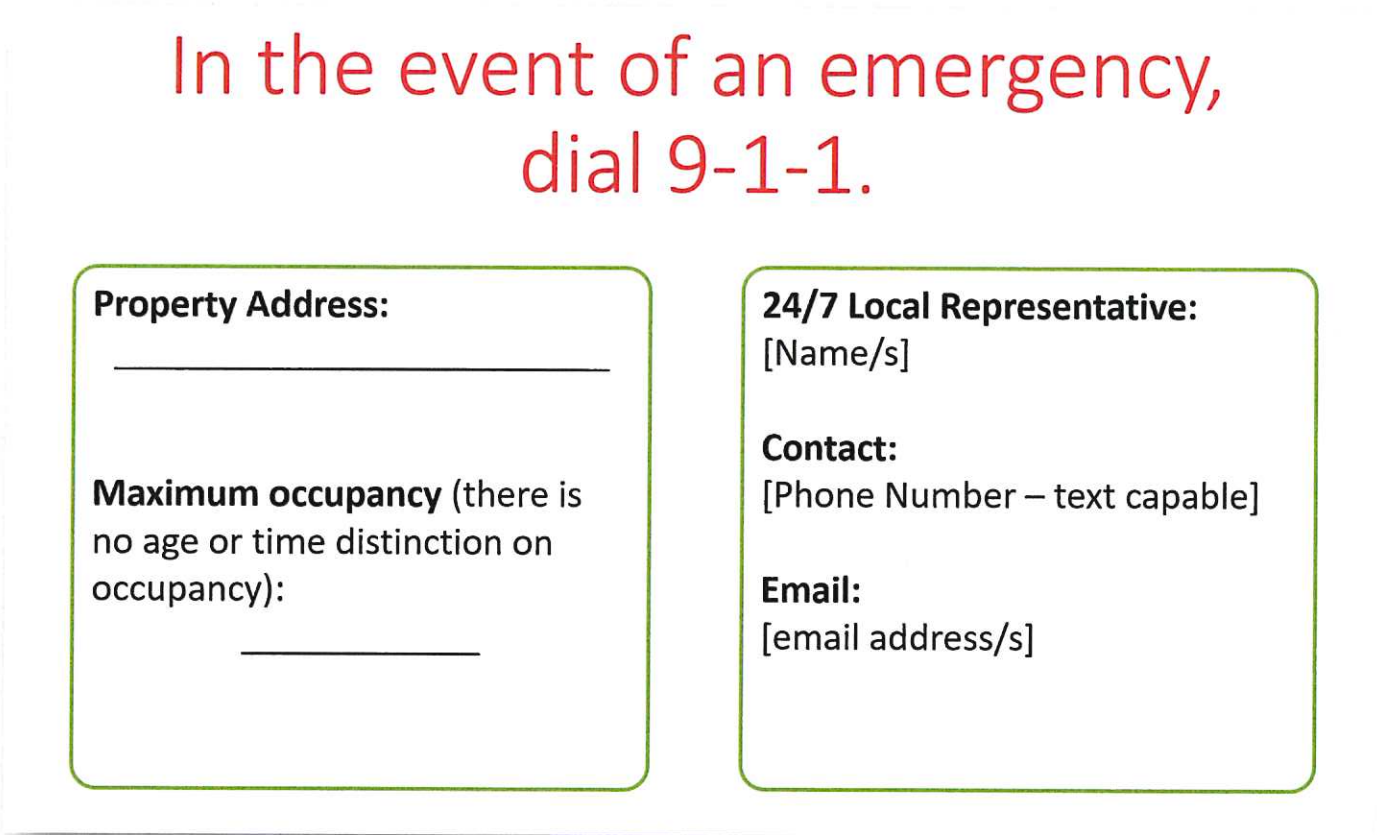
Responsible Party Contact

Your guests may be from outside the United States and may not know our standard 9-1-1 for emergencies. You can simply create a document, print, and laminate or purchase something fabricated to your liking (Amazon has many reasonably priced options), but it should contain the information provided in the example below.

By “Local Representative”, we mean someone who will answer an emergency phone contact from your guest and be able to respond as needed.

- Display this information prominently such as on the back of the main interior entry door, first page of your guidebook, or on a refrigerator as examples of prominent locations.
- Must be a minimum of 8” x 10”.

Example below:

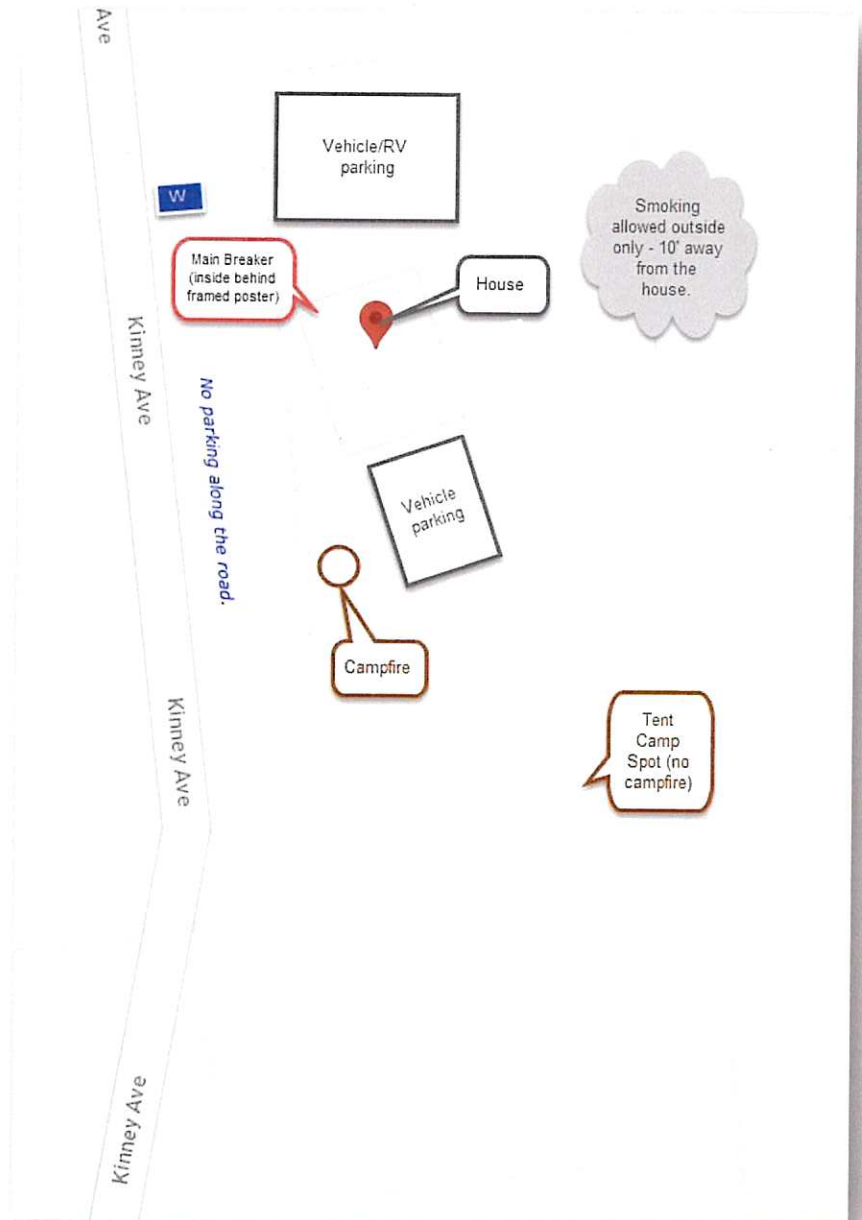


Site Plan Sample

Your site plan can be a screen shot from [Google Maps](#) with overlays or just a hand drawn sketch.

Either way, the site plan should be made available to your guests and include the following locations:

- Main Breaker
- Water Shut Off
- Hot Tub Breaker (when applicable)
- Campfire (as approved by Detroit-Idanha Fire District)
- Designated parking areas
- If your STR has limited parking on your property and there is no street parking available, add information about where the renters may legally park.



Your Site Plan


[Insert your site plan here.]

Business License Application

Please see the City of Detroit website for the most current [Business License Application form](#).

Anyone operating a business within the city limits of Detroit must complete the Business License application and pay the associated annual \$50 license fee.

Business licenses are valid for the fiscal year of September 1 – August 31 and will be prorated based on the date of application.



P.O. Box 589 Detroit, Oregon 97142 • (503)854-1496

BUSINESS LICENSE APPLICATION

DATE: _____

Name of person or persons owning business; if a corporation, name of authorized officer: _____

Name and phone number of manager, if different from owner: _____

Assumed Business Name: _____

Physical Address of Business Location: _____

Owner of Record: _____

Physical Address: _____

Mailing Address: _____

Type of Business: _____

Emergency Contact Name: _____

Phone Number: _____ Email Address: _____

List any permits that pertain to your business (County Health Dept. Contractor's License, OLCC, etc): _____

SIGNATURE OF APPLICANT 1: _____

SIGNATURE OF APPLICANT 2: _____

AMOUNT TENDERED: _____

Rev 2/18/22

Good Neighbor Policy

STR owners and managers must use their best efforts to assure that use of the premises by rental guests will not disrupt the neighborhood by interfering with the rights of neighboring property owners to the quiet enjoyment of their properties. STR Owners should designate a local emergency contact person that can be physically on site in case of an emergency.

Start with open communication

Introduce yourself to the surrounding homes. Let them know that you own or manage a vacation rental and give them a way to reach you in an emergency. Neighbors are a good way to get an early warning if something goes wrong on your property and may agree to cover a small emergency, such as a need to shut off water until you can arrive. Note that many homeowners are not full-time, and you may need to send them a letter via US Mail.

Know local rules and regulations

Make sure you, and your guests, know about any local regulations or ordinances that affect your property. See the [City of Detroit Ordinances/Resolutions](#) site. Of particular interest are the following: Operation and Permits for ATVs, LSVs, and Golf Carts on City Streets, Park Rules, Parking Restrictions, Snowmobile Operation Requirements, and Noise Disturbance as examples. We recommend that you add this to your guest book.

Make your expectations clear to guests

Guests are more likely to follow the rules if you make them clear from the start. Establish house rules for your property, so your guests know what they should and shouldn't be doing. Placing the site plan in your guestbook is very helpful.

Disturbances

Parties and events bring excess vehicles, noise, and potential damage to your home. Preventing loud parties is an essential part of keeping your community safe and peaceful for your neighbors. If your property becomes a nuisance within the community, we expect you to take corrective action. Repeated complaints to the city about your property may put your STR permit renewal in jeopardy.

Pets

Do not allow your guests to leave pets unattended in an unfamiliar place. A pet that escapes, continually calls out for its people, or leaves undesired gifts in your neighbor's yard are a problem for everyone.

Neighborhood speed limits

Inform your guests of the speed limit on your street, which may be different than their home street.

Trash service

Ensure that your guests know what should and should not go into the trash bins. Detroit does not have a recycling (blue bin) service. Trash bins must be at the street on Monday morning to be picked up. Consider a special can for deposit bottles and cans.

Exterior

Maintain your property for both aesthetics and safety.

Resources:

- [VRBO.com – House Rules](#)
- [AirBnB Good Neighbor Policies](#)
- Noise monitoring software, such as [NoiseAware](#) or external cameras with audio give you an ear to what's going on at your rental.

Detroit Ordinances – (All new)

As an STR operator, you are responsible to being familiar with and adhering to all City of Detroit laws. This includes your guests, whether or not you are present. We recommend that you include, at minimum, the following City of Detroit ordinances in your guest book or link to them in your website.

ORD 165-A – Artificial Feeding of Wildlife within the City Limits of Detroit

Don't feed wild animals. They need to get their own food in the forest, and we don't want them coming into residential yards and homes for handouts.

ORD 213 – Defining Nuisances, Providing for their Abatement and Declaring an Emergency

The purpose of this ordinance is to prevent and regulate nuisances that are deemed harmful to the health, safety, and quality of life to citizens of Detroit. Of particular note for short-term rentals:

- Quiet hours are 10:00 pm to 7:00 am the following day.
- Fireworks follow Oregon Fireworks Law, sections 480.110 through 480.170 of the Oregon Revised Statutes.

ORD 237 – Snowmobiles

Must be 16 years or older, and hold a DMV vehicle license, to operate a snowmobile in the City.

ORD 259 – Park Rules

How to behave in Detroit City Parks and when you do that.

ORD 271– Operation and Permits for ATVs, LSVs and Golf Carts on City Streets

A permit is required to operate in the City of Detroit. Permit fee: \$100 annually. Fine for misuse: \$250 per incident per day. Application can be found within the Ordinance link.

Transient Occupancy Tax

As a STR owner/operator you are required to collect transient occupancy taxes (TOT) from your renters for both the City of Detroit and the State of Oregon. If you rent on a cash basis to friends and family, you are still subject to collecting TOT and paying to the City of Detroit.

Most Rental platforms such as VRBO, but not all, collect and pass through the applicable TOT to the City and State. As an STR Owner, you are still required to complete the Transient Occupancy Tax Form as verification.

Failure to complete the quarterly TOT filing subjects your STR to fines and potential non-renewal of your STR permit.

Transient Occupancy Tax Form

The TOT Return Form is located [here](#) on the City of Detroit website.

There are 2 pages in the document. Only complete the 2nd page if you have rented to an individual guest for more than 29 days.

Tip: Most rental platforms offer financial reporting showing you how much was collected on your behalf. Complete the TOT form and attach the printout with your return.

For full details of all City of Detroit TOT requirements: [ORD-260-Transient-Occupancy-Tax-Rescinding-Ord-214.pdf \(detroitoregon.us\)](#)

City of Detroit
 160 Detroit Ave N
 PO Box 589
 Detroit, Oregon 97242
 Phone: 503.854.3496
 Fax: 503.854.3232

Business Name/Owner: _____
 Physical site address of rental property: _____
 Mailing Address: _____
 Phone: _____ e-mail: _____

TRANSIENT OCCUPANCY TAX RETURN FORM - CONFIDENTIAL

Tax Reporting Period	Due Date	Delinquent on	Check Box
January 1 thru March 31	Due April 30	May 1	<input type="checkbox"/>
April 1 thru June 30	Due July 31	August 1	<input type="checkbox"/>
July 1 thru September 30	Due October 31	November 1	<input type="checkbox"/>
October 1 thru December 31	Due January 31	February 1	<input type="checkbox"/>

Complete and return Transient Occupancy Tax form along with payment before delinquency date. Keep a copy for your records.

Current Payments		Delinquent Payments	
1) Total room/spaces/ nights rented	# _____	10) Total tax due (line 9)	\$ _____
2) Total Rents (gross receipts)	\$ _____	11) Interest for pre-approved one month extension (line 10 x 1% (.01) ORD214.8(e))	\$ _____
3) Less exemptions (Complete Exemption worksheet on reverse page)	\$ _____	12) Tax + interest (line 10 + 11)	\$ _____
4) Net taxable rents (line 2 minus line 3)	\$ _____	13) Delinquent 1 st month (line 12 x 10% (.1) ORD214.9(a))	\$ _____
5) Tax rate	X 8% (.08)	14) Delinquent 2 nd month (line 12 x 15% (.15) ORD214.9(b))	\$ _____
6) Total tax (line 4 x line 5)	\$ _____	15) Evasion of tax (line 12 x 50% (.50) ORD214.9(c))	\$ _____
7) Less operator deduction	X 7% (.07)	16) Total tax + penalties (line 12 thru 15) ORD214.9(d)	\$ _____
8) Total operator deduction (line 6 x line 7)	\$ _____	17) Delinquency interest (line 16 x .02 x number of months) ORD214.9(d)	\$ _____
9) Total tax due (line 6 minus line 8)	\$ _____	18) Total due (total of line 16 thru 17)	\$ _____

I DECLARE THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT.

Signature _____ Print Name _____ Date _____

Change of ownership and/or address must be filed and reported immediately to the City of Detroit. If a business is disposed of, suspended or closed a Transient Occupancy Tax Return form must be filed immediately with the City of Detroit. A return must be filed even if taxes were not collected for the reporting period.

For Official Use
 Date Received: _____ Received by: _____

Ordinance No. 214 - An Ordinance providing for a transient occupancy tax (TOT Form 200 v17300.v1)

Frequently Asked Questions

What is the City of Detroit's definition of a short-term rental?

A Short-Term Rental (STR) refers to existing single-family dwellings, condos, or multi-family units where, for compensation, lodging is provided within either the entire home or a portion of the home for a rental period of less than 30-days. Short Term Rentals are distinguishable from commercial lodging use types in that no meals may be provided within short term rentals as part of the rental agreement and the home may only be rented out for short-term rental use to one group at a time. STRs are also often referred to as vacation rentals and are commonly made available through property management companies or online booking platforms.

Why is a STR permit required?

Anyone who rents their home is required to have an STR permit. The permit process:

- Informs the City that there is an STR business running from a residential home.
- Sets expectations of STR owners/managers for how to support a positive guest and neighbor experience
- Informs the owner/operator that Transient Occupancy Tax (TOT) is required to be collected and paid on a quarterly basis.
- Informs local emergency services about the details of your home in the event of an emergency.
- Establishes a contact system for the City for notifications specific to STR owner/operators.

When is a STR permit required?

The STR permit is required prior to advertising for rental and prior to renting a private residence, such as a single-family home, apartment, or condominium for less than 30 days.

How might a STR permit be revoked?

Violations of City of Detroit codes and ordinances, repeated complaints to the City by neighbors, engagement of law enforcement, lack of STR permit renewal, and failure to file and pay quarterly Transient Occupancy Tax are some examples of why a STR permit may be revoked or not renewed.

Can I advertise my STR before STR permit approval?

No. You must have an issued STR permit to advertise or operate. Advertisements must include the STR permit number.

How long does an approval remain valid?

STR permits are valid for 12 months from the date of issuance. STR permits must be renewed and issued annually in order to advertise or operate. Previous issuance of an STR permit does not guarantee that a subsequent permit will be issued. Annual renewal application and fees must be submitted 30 calendar days prior to expiration of the permit. Completion of renewal in time and prior to expiration, is the responsibility of the STR owner. STR application cycles are prorated and align to the same renewal cycle as your business license.

Do I need to complete both the Business License application and the STR application?

Yes. Anyone operating a business within the city limits of Detroit must complete the Business License application and pay the associated annual \$50 license fee. Many businesses require additional licensing at the city, county, or state level beyond this business license based on the type of business they operate. Business licenses are valid for the fiscal year of September 1 – August 31 and will be prorated based on the date of application.

Are guests subject to the same laws as citizens of the City of Detroit?

Yes. Anyone in the City of Detroit is subject to its laws, regardless of time spent in the city.

Does my ATV/LSV/Golf Cart permit extend to our guests.

No. Please see [City of Detroit ORD271](#) for information about ATV/LSV/Golf Cart Operations within city limits.

Acknowledgement:

I (we) hereby declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true, complete, and correct. If the applicant is a contract purchaser, the applicant must provide written authorization from the current property owner. I (we) have read and fully understand and agree to meet the standards included with this application. I (we) understand that providing false information in this application shall be considered grounds to deny this application, void the approval, enjoin the use, and revoke a Short-Term Rental Operating license issued for the property.

SIGNATURES: All Owners must sign (Corporate or LLC owned parcels require authorized signatures)

Owner Signature	Printed Name	Date
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Owner Signature	Printed Name	Date
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Authorized Agent Signature	Printed Name	Date
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Submit completed application to the City of Detroit at:

In person:	City of Detroit 345 Santiam Ave. W, Detroit, OR 97342
By mail:	City of Detroit: Attn City Clerk PO Box 589, Detroit, OR 97342
By email:	detroit@wvi.com