



CITY OF NEWPORT BEACH

SHORT TERM LODGING PERMIT CONDITIONS



Have questions or need assistance? Contact the Revenue Division:



949-718-1997



lodging@newportbeachca.gov



newportbeachca.gov/shorttermrentals



IMPORTANT PROPERTY OWNER RESPONSIBILITIES



In order for the short term lodging permit to remain valid, the property owner **must** read the below conditions and check the box that indicates, *"I have read & understand the conditions provided,"* on the paper or online forms of the business license application and the renewal form.

1. Owner must contact the Revenue Division at 949-718-1997 if there is any account information requiring an update.
2. Owner must provide the City with the name of a local contact person who is available 24 hours a day, seven days a week.
3. Owner understands that failure to respond to calls and/or correspondence from the City may result in administrative citations and/or revocation of the permit.
4. Owner understands that these conditions apply to any and all properties that he/she owns and are permitted for short term lodging.
5. Owner understands that he/she assumes responsibility for all guests' activities; violations may result in fines issued to the property owner and/or guests.
6. Owner must provide the guests with the number and location of on-site parking spaces.
7. Owner must provide guests with the trash pick-up day for that unit, and notification of current Municipal Code rules and regulations concerning the storage and placement of containers for waste collection.
8. Owner understands violation of the conditions may result in revocation of this permit. This permit is non-transferable and is issued to the owner of the lodging unit for the limited term of the permit. This permit does not run with the land.

Newport Beach Municipal Code §5.95.050 Conditions

- A. All permits issued pursuant to this chapter are subject to the following standard conditions:
 1. The owner shall, by written or oral agreement, limit overnight, occupancy of the short term lodging unit to a specific number of occupants, with the number of occupants not to exceed that permitted by the provisions of Title [15](#) of the Newport Beach Municipal Code.
 2. The owner shall use best efforts to ensure that the occupants and/or guests of the short term lodging unit do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this code or any State Law pertaining to noise, disorderly conduct, the consumption of alcohol, or the use of illegal drugs.
 3. The owner shall, upon notification that occupants and/or guests of his or her short term lodging unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of this code or State Law pertaining to noise, disorderly conduct, the consumption of alcohol or the use of illegal drugs, promptly use best efforts to prevent a recurrence of such conduct by those occupants or guests.
 4. The owner of the short term lodging unit shall use best efforts to ensure compliance with all the provisions of Title [6](#) of the Municipal Code (garbage, refuse, and cuttings).
 5. The owner of the short term lodging unit shall post a copy of the permit and a copy of the conditions set forth in this section in a conspicuous place within the unit.
 6. With respect to any short term lodging unit that is located in any Safety Enhancement Zone, the owner of the unit and any agent retained by the owner shall take immediate action during the period that the Safety Enhancement Zone is in effect to prevent occupants or guests from engaging in disorderly conduct or committing violations of this code or State Law pertaining to noise, disorderly conduct, the consumption of alcohol, or the use of illegal drugs.
- B. The City Manager shall have the authority to impose additional standard conditions, applicable to all short term lodging units, as necessary to achieve the objectives of this chapter.
- C. The City Manager shall have the authority to impose additional conditions on any permit in the event of any violation of the conditions to the permit or the provisions of this chapter subject to compliance with the procedures specified in Section [5.95.065](#).