



## CITY OF NEWPORT BEACH

### REVENUE DIVISION

100 CIVIC CENTER DR • P.O. BOX 1768  
NEWPORT BEACH, CA 92658-8915  
(949) 644-3027 • License@newportbeachca.gov

## SHORT TERM LODGING PERMIT APPLICATION TRANSIENT OCCUPANCY TAX REGISTRATION

**\$100.00 application fee due upon submittal.**

Make checks payable to **City of Newport Beach.**

Non-refundable fee. Please allow 7-10 business days for processing.

**Note: Business License Tax Certificate required prior to engaging in short term property rental.**

Please list the address of each dwelling unit and fill out additional applications for each building you rent on a short term basis. In the event of an emergency, the information you provide below will be used to expedite police and fire response, and to contact you.

### PROPERTY OWNER INFORMATION

Owner Name \_\_\_\_\_  
Maximum 30 characters  
Mailing Address \_\_\_\_\_ Suite \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
Phone(\_\_\_\_\_) \_\_\_\_\_ Emergency Phone(\_\_\_\_\_) \_\_\_\_\_

### SHORT TERM RENTAL PROPERTY INFORMATION

Building Address \_\_\_\_\_

Unit Addresses (eg. 1234 Main Street #A; 5678 1/2 Elm St; etc.) – if leasing more than one unit.

**Please list your designation for each unit you rent in the structure listed above and the maximum number of overnight occupants you have authorized for each unit**

Unit 1. Maximum Occupants \_\_\_\_\_ Unit \_\_\_\_\_ Maximum Occupants \_\_\_\_\_  
Unit 2. Maximum Occupants \_\_\_\_\_ Unit \_\_\_\_\_ Maximum Occupants \_\_\_\_\_

### AGENT INFORMATION

*If the property is represented by an agent(s) or rental company(s), please complete the information below.*

Rental Company or Agent Name \_\_\_\_\_

Business Address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

☐ My property is represented by more than one agent. *List additional agents on a separate sheet of paper.*

I hereby certify under the penalty of perjury that I am authorized to make this statement and the information provided on this application is true and correct.

\_\_\_\_\_  
Name (Printed) Signature Date

### Newport Beach Municipal Code 5.95.020 Permit Required.

No owner of a lodging unit located within a residential district shall rent that unit for a short term without a valid short term lodging permit (permit) for that unit issued pursuant to this chapter. No permit shall be issued subsequent to June 1, 2004, to any dwelling unit on any parcel zoned for "Single-family Residential (R-1)" or is designated for single-family residential use as part of a Planned Community Development Plan, Specific Area Plan or Planned Residential District unless a permit has previously been issued for that dwelling unit and was not subsequently revoked. (Ord. 2004-6 § 1, 2004: Ord. 92-13 § 3 (part), 1992)

### OFFICE USE ONLY

BUSINESS NUMBER \_\_\_\_\_

UTOT LICENSE NO \_\_\_\_\_

ZONE \_\_\_\_\_

START DATE \_\_\_\_\_