

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY
ALL REQUIRED DOCUMENTS MUST BE SUBMITTED FOR YOUR RENEWAL WILL BE DENIED IF ALL REQUIRED INFORMATION IS NOT PROVIDED

DUE DATE 10/31/2020

NOTE NEW RENEWAL FEE INCLUDE PAYMENT WITH RENEWAL FORM

2020 SHORT TERM LODGING PERMIT RENEWAL NOTICE - \$96 RENEWAL FEE

	CITY OF NEWPORT BEACH REVENUE DIVISION 100 CIVIC CENTER DR • P.O. BOX 1768 NEWPORT BEACH, CA 92658-8915 (949) 718-1997 lodging@newportbeachca.gov	BUSINESS NUMBER		PERMIT NUMBER
		XXXXXXXX		SLPXXXXX
		Business License #	Expiration	
		BTXXXXXXXX	09/30/2021	
BUSINESS LICENSE MUST BE VALID TO RENEW PERMIT				

OWNER INFORMATION	PLEASE MAKE ANY CHANGES IN THE SPACE PROVIDED
Business Name NAME LISTED ON BUSINESS LICENSE	Did you move? Please update your mailing address in the fields below
Owner Name OWNER NAME	
Owner Mailing Address OWNER MAILING ADDRESS	
City/ST/Zip OWNER MAILING CITY/STATE/ZIP	
Owner Phone OWNER'S PHONE NUMBER	
Owner Email OWNER'S EMAIL	If there is no owner email, please leave blank

LOCAL 24/7 EMERGENCY CONTACT – CONTACT <u>MUST</u> BE WITHIN 25 MILES OF NEWPORT BEACH		
Contact Name NAME OF THE PERSON OR AGENT 24/7 CONTACT PERSON	Contact City MUST BE WITHIN 25 MILES OF NEWPORT BEACH	Contact Phone 24/7 CONTACT PHONE

AGENT INFORMATION		
Agent Name COMPLETE IF USING AN AGENT	Provide Agent Address FILL IN THE AGENT ADDRESS	Provide Agent Phone FILL IN THE AGENT PHONE
New Agent Name/Start Date CHANGE AGENTS? FILL IN NEW AGENT NAME	Provide New Agent Address FILL IN NEW AGENT ADDRESS	Provide New Agent Phone FILL IN NEW AGENT PHONE

PROPERTY INFORMATION					
PROPERTY ADDRESS					
Number of Parking Spaces Available PROVIDE NUMBER OF PARKING SPACES AVAILABLE TO GUEST ON PROPERTY		Description of parking area (garage, driveway, carport, etc.) LOCATION OF THE PARKING SPACES SUCH AS GARAGE OR DRIVEWAY			
PERMIT NUMBER	UNIT	BEDROOMS	SQ FT	MAX OCCUPANTS (SQ FT ÷ 200)	RENEW PERMIT (Y/N)
SLPXXXXX	UNIT A	#BEDROOMS	SQUARE FEET	DIVIDE SQ FT	RENEW = Y
SLPXXXXY	UNIT B		OF LIVABLE	BY 200	CANCEL= N
			AREA (NO		
			GARAGE/		
			PATIOS)		

COMPLETE AND SIGN THE REVERSE SIDE

Need help? Click on "Permit Renewal Sample" at <https://www.newportbeachca.gov/government/departments/finance/revenue-division/short-term-lodging-rentals/owners-resources>.

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY
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RENEWAL WILL BE DENIED IF ALL REQUIRED INFORMATION IS NOT COMPLETED
DUE DATE 10/31/2020

Newport Beach Municipal Code requires a valid Short Term Lodging Permit. Forms not returned by the due date, October 31st, 2020, will render the properties non-compliant and may subject the property owner to administrative citations. Your Business License Tax renewal is annual and is sent separately. Your Business License Tax certification must be current in order to renew your permit.

**ALL BOXES
MUST BE
CHECKED**

REQUIRED OWNER ACKNOWLEDGEMENTS AND CERTIFICATIONS
THE LEGAL PROPERTY OWNER MUST CHECK THE FOLLOWING:

- My business license is current and valid.
- I certify that I have reviewed the covenants, conditions and restrictions, if any, and a short term use is permitted at this address.
- I have received and read all regulations related to the operation of a short term lodging unit.
- I understand that I am to provide all guests a copy of the Newport Beach Municipal Codes related to violations, permit conditions and the Good Neighbor Policy.
- I agree to include the City issued permit number on all advertisements. (Your STLP# can be found on the front of this form.)
- I understand I must inform the guest of the amount of transient occupancy tax and visitor service fee prior to the completion of a booking transaction.
- I understand I must notify the City if I cease operating a short term lodging unit and any tax due will be payable within thirty days from the date of a City invoice.
- This permit is only valid for its current term, and any renewal term. This permit does not convey or grant a property right that runs with the land.

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

<small>Print Name</small> PRINT OWNER NAME	<small>Date</small> FILL IN DATE COMPLETED
<small>Signature</small> OWNER SIGNATURE	