



**CITY OF NEWPORT BEACH**  
**REVENUE DIVISION**  
 100 CIVIC CENTER DR • P.O. BOX 1768  
 NEWPORT BEACH, CA 92658-8915  
 (949) 644-3141  
 RevenueHelp@newportbeachca.gov

<b>OFFICE USE ONLY</b>
_____
BUSINESS NUMBER
_____
UTOT LICENSE NO

**SHORT TERM LODGING PERMIT APPLICATION**  
**TRANSIENT OCCUPANCY TAX REGISTRATION**

**\$153.00 Fee. Make checks payable to the City of Newport Beach**  
 Non-Refundable – Please allow 7-10 working days for processing.

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

Please list the address of each dwelling unit and fill out additional applications for each building you rent on a short term basis.  
*Note: you must be registered for Business License Tax before you engage in short term property rentals.* 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 3** \_\_\_\_\_ **Maximum Occupants** \_\_\_\_\_  
**Unit 2** \_\_\_\_\_ **Maximum Occupants** \_\_\_\_\_ **Unit 4** \_\_\_\_\_ **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** (\_\_\_\_\_) \_\_\_\_\_

**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.**

**Owner's 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)

Form A0595(a) Rev 2015-10