

SHORT TERM LODGING PERMITS PROPOSED OPERATING STANDARDS

(Updated June 16, 2016)



Proposed modifications are underlined.

1. **Maximum Occupancy:** The owner shall, ~~by written or oral agreement,~~ limit overnight occupancy of the short term lodging unit to two (2) adults (18 years of age or older) per bedroom 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. **Control of Unreasonable Noise:** The owner shall use best efforts to insure 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. **Prevent Recurrence of Unreasonable Noise:** 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. **Refuse Collection.** The owner of the short term lodging unit shall use best efforts to insure compliance with all the provisions of Title 6 of the Municipal Code (garbage, refuse and cuttings).
5. **Interior Notification:** 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. The notice shall contain the following:
 - i. The name of the local contact person and phone number at which that person may be reached on a 24 hour basis. The local person must be located within 10 miles of the unit.
 - ii. The number and location of on-site parking spaces.
 - iii. The trash pickup day for the unit and notification of current Municipal Code rules and regulations concerning the storage and placement of containers for waste collection.
 - iv. Notification that the occupant/guest is responsible for all activities occurring on the property and that the occupant/guest may be cited and fined for creating a disturbance or violating any provisions of the Municipal Code.
6. **Exterior Notification:** The owner of the short term lodging unit shall display a notice on the exterior of the dwelling unit so that it is legible and visible to the general public. The sign shall include:
 - i. Local contact person and phone number who is available on a 24-hour basis and resides within 10 miles of the property.
 - ii. Short Term Lodging Permit Number and City website address to access permit information.
 - iii. The phone number of the City's Police Department 949-644-3215 and Code Enforcement Department 949-644-3717.

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7. **Safety Enhancement Zone.** 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.
8. **Local Contact Person Information:** The owner shall provide the City with the name and 24-hour phone number of a local contact person (as defined as a person residing within 10 miles of property). Failure to respond to calls from the City in a timely and appropriate manner may result in revocation of the short term lodging permit. The owner or managing agent must provide new local contact person and his or her phone number within 5 business days of a change in the local contact person.
9. **Required Parking:** The owner shall ensure that all available parking spaces onsite, which may include garage, carport, and driveway spaces, and tandem parking, are available for the occupants/guests of the short term lodging unit.
10. **Permit Number to be Displayed on Advertisements:** Require any agent, owner, or hosting online platform to list the City's short term lodging permit number on any advertisement.
11. **Unregistered or Otherwise Non-Compliant Units:** If any owner, managing agent, or online hosting platform causes or permits the short-term rental of a dwelling unit without first obtaining the appropriate City permit and license shall be in violation of the City's Municipal Code. The owner and/or managing agent will be required to vacate the transient guests from the unit within twenty four (24) hours of the City's notification.
12. **No Commercial Activity:** The dwelling unit shall not be used for any type of commercial event.
13. **City's Right to Access:** The short term lodging unit may be entered with consent or a legal court order.