



**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](mailto:lodging@newportbeachca.gov)  
**SHORT TERM LODGING PERMIT  
REINSTATEMENT APPLICATION**  
\$93 Application Fee Due Upon Receipt

**FOR OFFICE USE ONLY**

Business Number

Permit Number

Start Date

**OWNER INFORMATION**

Business Name

Owner Name

Owner Mailing Address

City/ST/Zip

Owner Phone

Owner Email

**PROPERTY INFORMATION**

Property Address

Number of Parking Spaces Available

Description of parking area (garage, driveway, carport, etc.)

PERMIT  
NUMBER

UNIT

BEDROOMS

SQ FT

MAX OCCUPANTS  
(SQ FT ÷ 200)

**LOCAL 24/7 EMERGENCY CONTACT – CONTACT MUST BE WITHIN 25 MILES OF NEWPORT BEACH**

Contact Name

Contact City

Contact Phone

**AGENT INFORMATION/HOSTING PLATFORM INFORMATION**

Agent Name

Provide Agent Address

Provide Agent Phone

List Hosting Website

List Hosting Website

List Hosting Website

**COMPLETE AND SIGN THE REVERSE SIDE**

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

<input type="checkbox"/>	My business license is current and valid.
<input type="checkbox"/>	I certify that I have reviewed the covenants, conditions, and restrictions, if any, and a short term use is permitted at this address.
<input type="checkbox"/>	I have received and read all regulations related to the operation of a short term lodging unit.
<input type="checkbox"/>	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.
<input type="checkbox"/>	I agree to include the City issued permit number on all advertisements.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.***

Print Name	Date
Signature	

**Newport Beach Municipal Code §5.95.015**  
**Only properties in a residential district that are authorized under Titles 20 and 21 and this chapter shall be eligible for a short term lodging permit. Subsequent to June 1, 2004, no annual permit shall be issued to or renewed for any dwelling unit on any parcel zoned for "Single-Unit Residential (R-1)" or that is designated for a 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 lodging unit and the permit was not subsequently revoked. (Ord. 2020-15 § 2 (part), 2020)**

**Newport Beach Municipal Code §5.95.020 Permit Required**  
**No owner of a lodging unit shall advertise for rent or rent a lodging unit located within a residential district for a short term without a valid short term lodging permit for that unit issued pursuant to this chapter. (Ord. 2020-15 § 2 (part), 2020: Ord. 2004-6 § 1, 2004: Ord. 92-13 § 3 (part), 1992)**

**You can find the conditions and Municipal Codes for short term lodging on the Short Term Lodging page of the City's website. Go to [www.newportbeach.gov](http://www.newportbeach.gov) and click on the "How Do I" tab, and scroll to the left to click on "Short Term Lodging Permit." From the front page of the Short Term Lodging page, scroll to the "Owners Resources" tile, and review "STLP Required Municipal Codes" and "Short Term Lodging Permit Conditions."**