

APPLICATION SUBMITTAL REQUIREMENTS

B&B and Vacation Rental Facilities Endorsement

The following information must be submitted with a City of Newport B&B and Vacation Rental endorsement application:

- ☐ 1. A site plan drawn to scale, showing the following:
 - ☐ (a) The dimensions
 - ☐ (b) Property lines
 - ☐ (c) Existing buildings
 - ☐ (d) Landscaped area
 - ☐ (e) Off-street parking locations
- ☐ 2. Lincoln County Assessor's map showing the subject property and notification area. *(The Assessor's office is located in the Courthouse, 225 SE Olive Street, Newport.)*
- ☐ 3. Names and addresses of property owners within 200 feet of the subject property (or outline of property that is held in common), as shown in the records of the County Assessor. If the property is within a homeowners association, then contact information for the association shall also be provided.
- ☐ 4. Prior to issuance of an endorsement, a dwelling unit proposed for a vacation rental or bed and breakfast use shall be inspected by the Building Official or designee to determine conformance with the endorsement standards of NMC Subsection 14.25.050 and the basic health and safety items specified in Subsection 14.25.060.
- ☐ 5. Fee of \$134.00 *(includes initial inspection)*. *(Each follow-up inspection fee is \$79)*

In addition, a City of Newport Business License application form and separate fee must also be submitted.