



PARTIAL-DWELLING SHORT TERM RENTAL PERMIT

A Partial-Dwelling Short Term Rental (STR) Permit is required to rent one or more bedrooms in a dwelling for periods of 30 days or less, while the property owner remains on site during the rental. Private property agreements such as Covenants, Conditions and Restrictions (CCRs) may have additional criteria or restrictions.

SITE LOCATION & DESCRIPTION

Site Address: _____ Zoning: _____

Tax Map #(s) _____ Tax Lot #(s) _____

Lot Size (Total Square Footage): _____

GENERAL INFORMATION

Type of Dwelling to be Used for the Partial-Dwelling Short Term Rental:

Accessory Dwelling Unit (ADU) Single Detached Dwelling Townhome

For Single Detached Dwellings and Townhomes, please list the number of bedrooms _____. How many bedrooms will be used for Short Term Rentals? _____

APPLICANT / OWNERSHIP INFORMATION

Property Owner Name(s) _____

Mailing Address/State/Zip _____

Phone # _____ Email Address _____

A Partial-Dwelling STR must be the primary dwelling of the property owner, as substantiated by official documents such as tax forms.

PROPERTY OWNER SIGNATURE

I hereby certify that:

- I own the dwelling where the Partial-Dwelling Short Term Rental is located; and
- I will reside in the dwelling being rented during the lease periods; and
- My rental will continually conform to the standards of Hillsboro Community Development Code (CDC), Section 12.40.230 pertaining to Partial-Dwelling Short Term Rentals, and to any conditions of approval attached to the Short Term Rental permit.

I understand that the business license for my rental is subject to revocation at any time by the City Council for cause, pursuant to the Hillsboro Municipal Code, under the following circumstances: 1) violation of any provision of the CDC; 2) violation of any term or condition of applicable permit; or 3) failure to pay the City business license fee when due.

Owner Signature _____ Date _____



CHECKLIST FOR SUBMITTAL (PARTIAL DWELLING SHORT TERM RENTAL)

Application submittal requirements are found in Section 12.70.110 of the Hillsboro Community Development Code (CDC), and the approval criteria for a Partial-Dwelling Short Term Rental permit are found in Sections 12.80.126 and 12.40.230 of the CDC. The following is a checklist based on the specific requirements for a Home Occupation permit:

- Completed, Signed Application Form:** The completed and signed Partial-Dwelling Short Term Rental Application form must include a signature from the property owner.
- Proof of Ownership and Primary Residence:** A Partial-Dwelling Short Term Rental must be the primary residence of the property owner, substantiated by official documentation such as tax forms.
- Plans:**
 - Site Plan:** Provide a scaled site plan (aerial view) of the subject property illustrating lot dimensions, street frontage, and all structures on the site and their uses.
 - Floor Plan:** Provide a floor plan of any dwelling to be used by the owner or guests during a rental period.

An example of a site/floor plan is attached for reference.