City of Oregon
115 North 3rd Street, Oregon, IL 61061
Phone 815-732-6321

Received by: _____

SHORT-TERM RENTAL APPLICATION (ONE PER PROPERTY)

NEW APPLICATION:	Owner Occupied Fee	$100.00 ◯	Not Owner-Occupied Fee	$250.00 ◯
ANNUAL LICENSE RENEWAL:	Owner Occupied Renewal Fee	$25.00 ◯	Not Owner-Occupied Renewal Fee	$50.00 ◯

APPLICANT INFORMATION		
Applicant Legal / DBA Names:		
Legal Name used for IDOR Hotel Operators Tax License:		
IDOR Hotel Operators Tax License Number:		
Address:		
City:	State:	Zip Code:
Business Phone:	Cell Phone:	Email:
PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)		
Owner of Record (as shown on most recent deed):		
Address:		
City:	State:	Zip Code:
Business Phone:	Cell Phone:	Email:
PROPERTY INFORMATION		
Property Address:		
City:	State:	Zip Code:

Responsible Party Name:	Responsible Party Phone:	
Is this property the owner's primary residence?	☐ NO	☐ YES
Is this property zoned other than R-1?	☐ NO	☐ YES
Is this property in a historic district?	☐ NO	☐ YES
Does the property have River frontage?	☐ NO	☐ YES
Carbon Monoxide and Smoke Detectors installed?	☐ NO	☐ YES
Applicant agrees to pay all State and County taxes?	☐ NO	☐ YES
Proof of Liability Insurance in the amount of $500,000.00?	☐ NO	☐ YES

Short-term rentals are allowed under R-1 zoning as a special use. You must apply for a special use permit from the Planning Commission.

TOURIST HOME DEFINED: as defined in Oregon City Code 6.41.10

All information contained in this application is subject to disclosure as a matter of public record. Any false statement made or given in this application shall result in the denial of the application or future revocation of this license.

Signature of Owner/Applicant: _____ **Date:** _____

Return PDF or handwritten form to City Hall. No photographs of forms will be accepted.

FOR OFFICE USE ONLY	
What type of residence?	( ) Single Family ( ) Multi-Family
Owner Occupied?	( ) Yes ( ) No
Planning Review Date:	Approval: / /
City Council Review Date:	Approval: / /

Signature of City Employee _____ **Date:** _____

Printed Name:_____ **Title:**_____

City of Oregon
115 North 3rd Street, Oregon, IL 61061
Phone 815-732-6321

By his or her signature below, the applicant agrees to follow all current City of Oregon requirements for a Short-Term Rental, which include the installation of smoke and carbon monoxide detectors in each guest room used for sleeping purposes, in each hallway or corridor on each floor, in each living room or lounge area, and in each dining room.

There shall be at least one bathroom for each four adult guests.

Certificate of insurance evidencing liability insurance coverage in an amount of not less than $500,000.00 per occurrence for liability.

All State of Illinois tax laws must be followed.

I understand that rentals less than 28 days have a tax of 9%, of that, 6% goes to the state and 3% goes to the City tourism fund and is collected by Ogle County.

Proof of Liability Insurance shall be provided after City Council approval.

X _____

Signature