

City of Brookings

Short-term Rental Guidelines



TITLE 17 OF THE BROOKINGS MUNICIPAL CODE (BMC) ALLOWS FOR SHORT-TERM RENTALS (LESS THAN 30 DAYS) IN RESIDENTIAL ZONES AND IN EXISTING DWELLINGS IN THE GENERAL COMMERCIAL (C-3) ZONE, THE TOURIST COMMERCIAL (C-4) ZONE, AND THE INDUSTRIAL PARK (I-P) ZONE. A CONDITIONAL USE PERMIT (CUP) MUST BE APPROVED BY THE BROOKINGS PLANNING COMMISSION AND ANY CONDITIONS MET BEFORE THE DWELLING CAN BE USED AS A SHORT-TERM RENTAL. THE PLANNING DEPARTMENT WILL ASSIST YOU WITH THE APPLICATION PROCESS AND PROVIDE A HANDOUT EXPLAINING THE CUP PROCESS.

17.124.170 Short-term rentals.

Any existing dwelling in any of the residential zones and in the general commercial (C-3) zone can be used for short-term rental purposes as set forth in that zone and pursuant to certain regulations as follows:

- A. The property owner or holder shall obtain a business license from the city of Brookings and register the dwelling on a separate form.
- B. A transient room tax will be applied pursuant to Chapter [3.10](#) BMC.
- C. The property owner shall provide the name, address and telephone number of a local representative, either a property management business or an individual living within the Brookings urban growth boundary, who has the authority to make or have repairs made, resolve disputes and/or terminate occupancy if necessary.
- D. Representative's name and telephone number shall be posted within the dwelling.
- E. Applicant shall subscribe to a scheduled waste collection service and provide garbage receptacles on the property. [Ord. 08-O-616 § 2; Ord. 01-O-446.MM.]

FORMS AND INFORMATION TO SATISFY 17.124.170(A-C) FOR BUSINESS LICENSES, SHORT TERM RENTAL REGISTRATION, AND THE TRANSIENT ROOM TAX MAY BE OBTAINED FROM THE FINANCE DEPARTMENT AT CITY HALL, 898 ELK DRIVE.