



STR Permit No: \_\_\_\_\_  
UBI No: \_\_\_\_\_

**CHELAN COUNTY**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
316 WASHINGTON STREET, SUITE 301, WENATCHEE, WA 98801  
TELEPHONE: (509) 667-6225

**SHORT-TERM RENTAL PERMIT APPLICATION**

**Parcel Number (APN):** \_\_\_\_\_ **Lot Size:** \_\_\_\_\_ (Acres)  
**Parcel Address:** \_\_\_\_\_ **City/Zip:** \_\_\_\_\_  
**Abbreviated Legal Description:** \_\_\_\_\_  
**Zone:** \_\_\_\_\_ **UGA:**  YES  NO (if yes, which UGA): \_\_\_\_\_  
**Property Owner(s):** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
Please check preferred contact method  Mailing  Email If more than one dwelling on parcel, is the STR: Main home  ADU   
If ADU is STR, Street Address of ADU \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**New Short Term Rental Application for year** \_\_\_\_\_  Tier 1  Tier 2  Tier 3  
**Fees: Tier 1** annual \$500; **Tier 2** annual \$500 **Tier 3-** \$750 or \$2,270 (if new CUP needed).  
\*\*If inspection required at any Tier level, fees will be separate.  
**Number of Bedrooms:** \_\_\_\_\_ ("bedroom" means either enclosed or open areas within an STR that provides sleeping space such as mattresses, beds, sofa sleepers, rollaway beds, day/trundle beds, bunkbeds, murphy beds, etc.)  
**Maximum Number of Occupants:** \_\_\_\_\_ **Number of off-street parking spaces:** \_\_\_\_\_  
*(Requirement is (1) off-street parking space per 'bedroom' and one additional parking space is required for any onsite owner or manager)*  
**Sanitation Disposal:**  Septic Permit # \_\_\_\_\_  Sewer District: \_\_\_\_\_  
**Water Source:**  Single Private Well  Shared Private Well  Public Water Supplier: \_\_\_\_\_  
**Year-round solid waste receptacles and pick-up provided by:** \_\_\_\_\_  
**Is there a fire pit or other burning device on the parcel?**  Yes  No  
*(Devices must have capability of being locked to prevent use during high fire risk )*  

**NOTE: All permits expire December 31<sup>st</sup> of the year issued. Annual renewal window is September 1 – October 31 of the year preceding the year for which you are applying**

*Chelan County makes no representations that applications will be kept confidential. Applications are subject to public*

**Local Contact Information (Qualified Person):**

**Name:** \_\_\_\_\_  
**Phone Numbers: Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_  
**Physical Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

*(Short-term Rentals shall provide a local contact person who can respond within 1 hour (60 minutes) 24 hours a day, 7 days a week. Contact information shall be provided as per Chelan County Code or code of UGA in which property is located.)*

**Ⓢ FOR OFFICIAL USE ONLY Ⓢ**

|                                |                                    |                  |                         |
|--------------------------------|------------------------------------|------------------|-------------------------|
| <b>Received By &amp; Date:</b> | <b>Zoning Approval &amp; Date:</b> | <b>Comments:</b> | <b>Final Fees Paid:</b> |
|--------------------------------|------------------------------------|------------------|-------------------------|

# ACKNOWLEDGEMENT AND CERTIFICATION

I understand, acknowledge and certify the following: *(Please read each paragraph carefully before initialing.)*

\_\_\_\_\_  
Owner Applicant  
I acknowledge and understand that short-term rentals are any unit being rented for less than thirty consecutive days/nights and shall be permitted as identified in Chelan County Code (CCC), Section 11.88.290. I am limited to renting only one (1) designated dwelling unit per parcel. All short-term rental permits expire December 31<sup>st</sup> of the year issued. I understand that my permit must be renewed annually or I lose my permit status and must start the application process over as a new applicant.

\_\_\_\_\_  
Owner Applicant  
I acknowledge and understand that overnight occupancy of the STR cannot exceed the amount on issued permit, that daytime occupancy cannot exceed tier level allowance unless a Conditional Use Permit (CUP) has been issued to the property and is on file with the STR Department

\_\_\_\_\_  
Owner Applicant  
I acknowledge and understand that all short-term rentals shall be immediately and continuously compliant with sewer/septic permitting for allowed number of bedrooms/occupants, insurance requirements, and Fire & Life Safety inspection(s). I shall comply with CCC section 11.88.290 and all applicable building, sewage, and fire codes (as amended).

\_\_\_\_\_  
Owner Applicant  
I acknowledge and understand that all short-term rentals shall provide year round solid waste receptacles and pick up service. Trash cans on the right-of-way shall be removed within twelve (12) hours of pickup and that noise emanating from any use shall be in conformance with CCC, Section 7.35.

\_\_\_\_\_  
Owner Applicant  
I acknowledge and understand that all short term rentals shall provide at least one (1) off-street parking space per rented bedroom, outside of the required setbacks or any recorded access easement, plus one (1) for any owner/caretaker/qualified person who lives on site. Additional off-street parking spots must be provided if STR also has a CUP as designated by Chelan County Code .

\_\_\_\_\_  
Owner Applicant  
I acknowledge and certify that this short-term rental location is compliant with all items in subsection 3 of CCC 11.88.290 and will obtain Fire & Life Safety inspections as required.

\_\_\_\_\_  
Owner Applicant  
I shall, as designated in CCC 11.88.290(3)(G), display and maintain the address of the residence so that it is clearly visible from the street or access road in compliance with Section 10.20.520 requirements. The rental must also display and maintain an additional sign outside identifying the property as a short term rental and displaying the Chelan County short-term rental permit number and contact phone number of their qualified person required by the County. The sign must not exceed eight (8) square feet in area and if illuminated, must be indirectly illuminated, and letters/numbers must be a minimum of four (4) inches in height.

\_\_\_\_\_  
Owner Applicant  
I certify that I am the property owner, or authorized agent of the property owner, and I have familiarized myself the short term rental code of Chelan County with respect to making this application and that I possess full legal authority and rights necessary to exercise control over the subject property. I further certify that this application has been made with the consent of the lawful property owner(s) if applicant different than owner.

\_\_\_\_\_  
Owner Applicant  
**I acknowledge and agree that my short-term rental permit expires each year on December 31 and that I am required to apply for renewal between September 1 – October 31 each year I intend to keep the STR permit.**

\_\_\_\_\_  
Owner Applicant  
I acknowledge and agree that photographic proof of required signage is required to receive initial permit as well as every year as submitting updated photo of sign as part of the renewal process. If permanent contact information changes during the permit period, the information must change on the sign.

\_\_\_\_\_  
Owner Applicant  
I acknowledge and understand that any violation of Chelan County building or zoning regulations, as well as any violation of any provisions of a short-term rental permit is subject to enforcement pursuant to CCC, Title 16. Enforcement actions may be brought against the owner of the vacation rental home for the conduct constituting the violation.

\_\_\_\_\_  
Owner Applicant  
I acknowledge and understand that if the property listed on this application is part of a Home Owners Association (HOA) or neighborhood covenant prohibiting the operation of an STR that those are civil matters the County does not participate. If the STR is not allowed to operate due to an HOA or covenant agreement, application fees are non-refundable.

\_\_\_\_\_  
Owner Applicant  
I acknowledge and agree that the assigned STR permit number must be included in all advertisements and I will ensure its prominent display on any online platforms and other forums for rental (AirBnB, VRBO, Craigslist, poster, etc.) and on marketing materials such as brochures and websites.

\_\_\_\_\_  
Owner Applicant  
I acknowledge and understand that: when/if an STR permit is issued, a signed copy of the permit must be returned promptly.

\_\_\_\_\_  
Owner Applicant  
I acknowledge and agree that the County will endeavor to use the preferred method of contact for individual issues regarding their short term rental or related applications but the County does reserve the right to use other methods of communication at their discretion for bulk noticing. It is my responsibility to ascertain contact information is kept current at all times.

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I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true, correct and complete.

Owner Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true, correct and complete.

Applicant Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_