

SUBMITTAL CHECKLIST

NEW SHORT-TERM RENTAL PERMIT

Electronic submissions are accepted. Each document required for submittal needs to be in PDF format then attached to the application email then sent to:
CD.STR.Applications@co.chelan.wa.us.

The following items MUST be submitted with initial application packet or it will not be accepted:

- Complete Application with signed Acknowledgement and Certification
- Complete Property Management Plan
- Good Neighbor Guidelines
- Fire Safety & Outdoor Burning Plan per Chelan County Code, [Chapter 7.52](#)
- Provide residential parking diagram, not located within a setback and not within any recorded access easement consistent with [CCC 11.90](#)
- Copy of sewer/septic permit
- Copy of certificate of required liability insurance (just the declarations page is fine, we don't need the whole policy)
- Photographic proof that signage and visible address identification at the property are placed/displayed in compliance with CCC [10.20.520](#) and 11.88.290.
- Short Term Rental Fire & Life Safety Application

In the Urban Growth Areas (UGA) of Cashmere, Chelan, Entiat, Leavenworth, and Wenatchee there is a slightly longer process. The land use regulations, development standards, and land use designations of these cities were adopted as they apply to short-term rentals. Please refer to the checklist specific to the UGA in which your STR is located. If your property is in a UGA, your application will go through a joint review process between the city in question and the County.