

# **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](mailto: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 any recorded access easement consistent with [CCC 11.90](#)
- ☐ Copy of sewer/septic permit
- ☐ Copy of certificate of required \$1 Million liability insurance policy (just the declarations page is fine, we don't need the whole policy)
- ☐ Short Term Rental Fire & Life Safety Application

If permit is approved, staff will provide you with your assigned STR permit number. 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 are required before permit will be issued/

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.