

SUBMITTAL CHECKLIST

NEW SHORT-TERM RENTAL PERMIT *

Electronic submissions are accepted and will be processed in the order received. Each document required for submittal needs to be scanned and named individually as PDF documents 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
- Copy of sewer/septic permit
- Copy of certificate of required liability insurance
- Complete Property Management Plan - Most traditional phone lines are automatically set up for emergency services calls. If you are using a VOIP phone, you may need to make sure this is in place. You can do that by calling the Rivercom non-emergent number 509-663-9911 and asking if you can make a test 911 call for ani/ali. If they are able to accommodate your request they will let you know. Then you can call 911 and make sure the property address is showing correctly in their system. If it is not, you will need to work with you service provider to resolve.
- Fire Safety & Outdoor Burning Plan per Chelan County Code, [Chapter 7.52](#)
- Provide residential parking, not located within a setback and not within any recorded access easement consistent with [CCC 11.90](#)
- Documented proof that signage and visible address identification at the property are placed/displayed in compliance with CCC [10.20.520](#) and 11.88.290.

*Except in unincorporated Urban Growth Areas (UGA) of Cashmere, Chelan, Entiat, Leavenworth, and Wenatchee. The land use regulations, development standards, and land use designations of these cities was adopted as they apply to short-term rentals. Please refer to the checklist specific to the UGA in which your STR is located.