



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- designate STR: Main home/ADU _____

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

Application for: New Annual Short-Term Rental Permit Renewal of Annual Short-term Rental Permit
 Tier 1 Tier 2 Tier 3 **Permit Year Applying for:** _____
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 owner or manager if they live on-site. If site has CUP permit for events, required added parking is 1 spot for every 4 chairs or 4 feet of bench space.)
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: _____
Fees: Tier 1 annual or renewal- \$500; **Tier 2-** annual or renewal- \$500 **Tier 3-** \$750 (if renewal or no new CUP needed) \$2,270 (if new CUP needed). If inspection required at any Tier level, fees will be separate.
NOTE: All permits expire December 31st of the year issued.
Chelan County makes no representations that applications will be kept confidential. Applications are subject to public disclosure laws such as RCW 42.56 and Chelan County Code, Chapter 1.376.

Local Contact Information:
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.)

Ⓜ FOR OFFICIAL USE ONLY Ⓜ

Received By & Date:		Comments:	Final Fees Paid:
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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 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 rentals shall receive an annual permit from January 1st to December 31st. I understand that my permit must be renewed annually or I lose my permit status and must start the permit application over as a new applicant

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/occupancies.

Owner Applicant
I acknowledge and understand that all short-term rentals shall be immediately meet and maintain insurance requirement.

Owner Applicant
I acknowledge and understand that all short-term rentals shall provide year around solid waste receptacles and pickup service. Trash cans, on the right-of-way, shall be removed within twelve hours of pickup.

Owner Applicant
I acknowledge and understand that all short term rentals shall provide at least one (1) off-street parking space per bedroom, outside of the required setbacks or any recorded access easement, plus one (1) for any on-site owner, caretaker, or qualified person if they live on-site. Additional off-street parking spots must be provided if STR also has a CUP at 1 spot per 4 chairs or 4 feet of bench space.

Owner Applicant
I acknowledge and understand that noise emanating from any use shall be in conformance with CCC, Section 7.35.

Owner Applicant
I acknowledge and certify that this short-term rental location is or will be within the set time constraints, compliant with all items in subsection 3 of Chelan County Code 11.88.290 and will obtain Fire and Life Safety inspection(s) 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 short-term rental and displaying the Chelan County short-term rental registration number and contact phone number required by the county. The sign must not exceed eight square feet in area and if illuminated, must be indirectly illuminated, and letters and numbers must at a minimum four inches in height.

Owner Applicant
I shall provide the local contact person information set forth on page 1 of this application per Chelan County Code 11.88.290 and as indicated in municipal code specific to the UGA should the property be located in one.

Owner Applicant
I acknowledge and understand that:

- Tier 1 short-term rentals shall not exceed a maximum occupancy of eight (8) persons including children of any age.
- Tier 2 short-term rentals shall not exceed a maximum occupancy of twelve (12) persons, including children of any age unless they have a valid Conditional Use Permit (CUP) for events for the same parcel.
- Tier 3 short-term rentals shall not exceed a maximum occupancy of sixteen (16) persons, including children of any age unless they have a valid Conditional Use Permit (CUP) for events for the same parcel.

Owner Applicant
I certify that the dwelling structure that will be used as an STR is in compliance with all Chelan County building code regulations and that the dwelling to be used as an STR received its final inspection.

Owner Applicant
I certify that I am the property owner, or authorized agent of the property owner, and I have familiarized myself the rules and regulations of Chelan County with respect to making this application.

Owner Applicant
I certify 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).

Owner Applicant
I shall comply with Chelan County Code, Section 11.88.290 and all applicable building, sewage, and fire codes (as amended).

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 no later than October 31 of the preceding year.

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.

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: _____