

# Questions?



Our website at Chelan County Community Development is full of information to help a new STR applicant through the application process. There you will find a Frequently Asked Questions section, a link to Short-Term Rental Code 11.88.290, forms and checklists, and a library of information.

Go to the Short-Term Rental page on our website:  
[www.co.chelan.wa.us/community-development](http://www.co.chelan.wa.us/community-development)

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# New Short-Term Rental Applicants for Chelan County

Applications accepted  
June 1 – July 31

# What tier am I?

## TIER 1:

- Owner-occupied short-term rental (STR)
- Occupancy: No more than 8 people, children included

## TIER 2:

- Nonowner-occupied STR
- Occupancy: No more than 12 people, children included
- Some areas in Chelan County limit the number of STRs. See note below.

## TIER 3:

- Owner- or nonowner-occupied STR
- Occupancy: No more than 16 people, children included
- Some areas in Chelan County limit the number of STRs. See note below.

### **PLEASE NOTE**

There is a limit to the number of Tier 2 and 3 STRs allowed in some areas. **Refer to Chelan County Code 11.88.290** for specific information. Annually by March 15, the director of Community Development will determine if new availability exists in a previously full zone. If so, a permit application window will be scheduled from June 1 to July 31 of that year to apply for the following year.

# How do I qualify?

## PRIMARY OR ACCESSORY RESIDENCE

You must operate out of an owner's primary dwelling or a legally established accessory

dwelling. An owner may only operate 1 STR per parcel (subject to district zoning requirements).

## OCCUPANCY:

The number of rented or occupied bedrooms cannot exceed the number approved in relation to the on-site sewage system approved by the Chelan-Douglas Health District or the tier level you are applying. Occupancy after 10 p.m. and before 7 a.m. is considered overnight. Daytime occupancy may require a Conditional Use Permit.

## PARKING:

You must provide 1 off-street, onsite parking space per bedroom as well as 1 off-street parking space per onsite owner/manager/operator. Must be residential parking, not within a setback and not within any recorded access easement.

## GARBAGE:

Trash containers and removal service must be provided and placed in proper locations on collection day.

## NOISE:

STRs must be operated in compliance with Chapter 7.35 (Noise Control) of the Chelan County Code. This requirement must be included in your Property Management Plan.

## TRESPASSING:

Owners or operators must provide rules in rental contracts restricting occupants from trespassing on neighboring private property and must identify proper routes to public places, such as easements to shorelines. This also must be in your Property Management Plan.

## SIGNAGE:

You must display and maintain the address of the residence, visible from the street or access road.

You must have an outside STR sign meeting code criteria.

## FIRE SAFETY & OUTDOOR BURNING:

You must include a fire protection plan that is consistent with the Ready-Set-Go program. Plan must include any restrictions on fireworks, outdoor fires, open flame devices, portable fireplaces, fire pits, chimeneas or BBQ devices, or other such restrictions. All permanent and portable outdoor devices must have the ability to be secured.

### **PLEASE NOTE**

This brochure is for general informational purposes only; it is in no way representative of the complete requirements of operating an STR in Chelan County. Refer to **Chelan County Code 11.88.290** for the full criteria.

# How do I apply?

- Complete **Short-Term Rental Application**
- Complete any necessary **Land Use Permits**
- Submit a **Property Management Plan**
- Check your onsite **Sewage/Septic Permit** & submit a copy.
- Purchase **Liability Insurance** & submit a copy
- Receive an **Annual Permit Number** & have **sign made**

### **PLEASE NOTE**

Tier 1 applications may be submitted at any time during the year.

The deadline for annual renewal applications to be submitted is October 31.