



CITY OF WHITE SALMON

CITY HALL

DATE: December 23, 2022

TO: Short-term Rental Renewal Applicant

FROM: White Salmon Planning Department

SUBJECT: 2023 Short-term Rental Permit Application Renewal

This packet contains application materials and information that will aid you in complying with the City of White Salmon's Short Term Rental Permit Regulations, as stated in the relevant chapters of City of White Salmon Municipal Code Chapter 5.02 and 17.57. Review these documents carefully to ensure that you are in compliance. All of this information may be found on the City's website at www.white-salmon.net/citycouncil/page/short-term-rentals-0. Please use the checklist below as a step-by-step guide to complete your STR application. It is recommended that the steps in the checklist are completed in order.

1. Complete Short-Term Rental License Application Form
2. Physical Inspection as required by WSMC 5.02.35.B-1
 - a. Fire Safety Inspection
To schedule a fire and life safety inspection by the City Building Official, please contact Erika Castro Guzman at (509) 493-1133 x209. A copy of the items to be inspected can be found on the Short-term Rental Fire Safety Checklist form.
 - b. Mandatory Posting
Mandatory postings are required to be displayed in a prominent location within the interior of the dwelling. The information includes:
 - The short-term rental permit
 - Any special standards placed on the short-term rental permit
 - The physical property address
 - The name of the owner and contact person and a telephone number where the owner and contact person may be contacted
 - The parking diagram of the parking spaces available for use by the short-term rental. The parking diagram may include on-street parking areas, but on-street parking is not for the exclusive use of any home or short-term rental
 - The city-provided Good Neighbor Guidelines. (The city encourages all owners to incorporate the Good Neighbor Guidelines into the rental contract.)



CITY OF WHITE SALMON

CITY HALL

3. Neighborhood Notice
 - a. A statement of intent to notify neighbors as required by WSMC 5.02.040.A. This notice is to be provided to property owners of record and/or occupants of properties adjacent to and abutting the property permitted as a short-term rental. A copy of the Notice to Neighbors form can be provided by the city.

4. Collect and Attached Required Documentation:
 - a. Proof of Current Residency (for STRs in residential zones)
 - Copy of voter registration.
 - Copy of Washington's Driver License or Identification Card.
 - Federal Income Tax Return from the most recent year (page 1, only with financial data redacted).
 - b. Site and Parking Plan (for STRs in all zones)
 - Site plan should be drawn to scale and show property boundaries, all existing structures and driveways.
 - Parking must be clearly identified and numbered.
 - Please submit dated photo(s) of interior parking spaces (if applicable).
 - A copy of the approved parking plan must be posted inside the STR.
 - c. Proof of Garbage Service
 - d. Liability Insurance as required by RCW 64.37.050
 - Documentation or a statement stating that an owner of short-term rental is maintaining liability insurance which expressly covers the property's use as a short-term rental.

In addition, to registering short-term rentals, property owners are required to maintain a current city business license. City business licensing is handled through Washington Department of Revenue Business Licensing Service (BLS). The BLS website is secure.dor.wa.gov/home/Login. Furthermore, short-term rentals require that sales tax (7.5%) be charged per rental.

Applications with supporting documentation can be submitted to the City of White Salmon Planning Department in the City Hall Lobby or mailed to PO Box 2139, White Salmon, WA 98672, attn.: Short-term Rental Renewal. Please include payment for the license fee (\$175.00 per short-term rental). License fees are renewable by January 31st.

Thank you for your patience during this process. For further questions, please contact Erika Castro Guzman at (509) 493-1133 ext. 209 or email Erikac@ci.white-salmon.wa.us.



City of White Salmon 2023 Short-term Rental Permit Renewal Application

Owner Name:	
Owner Permanent Residence Address (including city, state and zip code):	
Owner Mailing Address (including city, state and zip code):	
Owner Email:	Owner Phone #:
Short-term Rental Address:	
Short-term Rental Landline Phone # (if available):	
Short-term Rental Number of Bedrooms:	
Contact Person Name:	
Contact Person Physical Address:	
Contact Person Phone Number:	Contact Person Email:

Select One Type of Short-term Rental:

- Short-term Rental (Commercial Zones Only)
- Hosted Homeshare (Residential Zones Only) You must reside in the primary residence. A hosted homeshare will allow you to rent out a portion of your primary residence or if there is an accessory dwelling unit on the property, you can choose to rent out the entire accessory dwelling unit for short-term rental purposes. If you wish to live in the Accessory Dwelling Unit, you must apply for a Vacation Home Rental. Hosted Homeshares allow unlimited nights for rental.
- Vacation Home Rental (Residential Zones Only) If you are renting out the entire primary residence, you must apply for a vacation home rental. Vacation home rentals are limited to 150 nights per year.
- Entire primary residence
- Entire accessory dwelling unit or second dwelling unit
- Portion of primary residence, number of rooms: _____

Note: Property owner's within residential zones are only allowed to have one short-term rental.

Documentation Required to be Submitted with Application:

- Proof Residency. Proof of residency of a dwelling unit shall be established through owner occupancy of the primary residence. The applicant shall provide the following items as evidence that the dwelling is the primary residence of the owner:
- Copy of voter registration associated with the local address of the proposed hosted homeshare or vacation home rental.
- Copy of current Washington Driver’s License or Washington Identification Card showing local address of the proposed hosted homeshare or vacation home rental.
- Copy of federal income tax return from the most recent year (page 1 only, financial data should be redacted) showing local address of the proposed hosted homeshare or vacation home rental.
- Parking Diagram and Photos of interior (garage) and exterior parking spaces
- Documentation of liability insurance as required by RCW 64.37.050.
- Completed Checklist for Fire Safety as required by WSMC 5.02.35.B.1.
- Proof of garbage service

By signing this application, you are providing the following statements:

- All taxes associated with the short-term rental will be collected and remitted to the appropriate agencies.
- The city has reasonable access to the property for the purpose of reviewing the proposal for health and safety requirements (WSMC 5.02.040D).
- The city has authority to make owner and contact person phone numbers publicly available at City Hall when requested through a public records request.
- All neighbors will be provided a “Neighborhood Notice” per WSMC 5.02.050A.
- All guests will be provided with the “Good Neighbor Guidelines.”

Short-term Rental Permit Fee: \$175 (per unit) Payment made to City of White Salmon.

Note: Before a short-term rental permit is issued, verification of a City of White Salmon City license will be required. You must obtain a City of White Salmon Business License/Endorsement through the Washington Department of Revenue.

Signed: _____
Property Owner or Property Manager

Date: _____

For City of White Salmon Use Only:			
Application Received:			
Zoning Confirmation:			
Parking Confirmation:			
Approved for:	Short-term Rental	Hosted Homeshare	Vacation Home Rental



SHORT-TERM RENTAL

FIRE SAFETY CHECKLIST

City of White Salmon
Administrative Review

Short-Term Rental Land Use Review _____ Date: _____

Applicant: _____

Address: _____

The primary objective is to provide the guests of short-term rentals with a measure of protection based on the provisions of the Residential Building Code.

- Smoke Detection.**
Detectors shall be located on every level of the dwelling including the basement, inside every bedroom, and outside the immediate vicinity of the bedroom and be loud enough to wake sleeping persons.

- Carbon Monoxide Detection.**
If the rental unit is equipped with Fuel burning appliances (stoves, heaters, fireplaces, furnaces, etc.) or has an attached garage, carbon monoxide detection shall be installed within 10 to 15 feet of all bedrooms and sleeping areas. *Reference RCW 19.27.530 for Carbon monoxide alarms, requirements, exemptions, and adoption of rules.*

- Fire Extinguishers.**
 - There shall be a fire extinguisher installed in the area of the kitchen no farther than 30 feet from the stove so that it can be easily accessed.
 - There shall be a fire extinguisher installed in any garage.
 - There shall be a fire extinguisher installed on each level of a house within easy reach and accessibility.

- Egress.**
Means of egress include all components in the normal path of travel to the outside of the building. There shall be no unusual obstructions in the exit route to the outside of the building.
 - Doors shall have a minimum clear width of 32 inches to facilitate egress. The door width requirement may be reduced to 28 inches in older buildings subject to the authority having jurisdiction.
 - Doors shall swing freely with no sticking.
 - Floors should be level with minimum changes in elevation.
 - Corridors should be at least 36 inches wide and have minimal projections entering the space, including furniture and decorations, so as to not slow down persons existing from the building.

Egress Continued.

- Door and window locks in the egress passages shall be easily unlocked without any undue hardship or tools.
- One and two-family dwellings must have a primary and secondary means of egress. *The primary means is generally a door leading into the building with egress windows serving the secondary means of egress from bedrooms.*
- Windows should open easily without undue effort.
- Third floor bedrooms will require additional fire escape stairs.
- Attached garages must be separated from the dwelling unit by fire grade sheetrock and a self-closing fire door leading into the structure. *Primary egress through a garage is not acceptable.*
- Bedrooms or sleeping areas shall not have direct access to an attached garage.
- Bedrooms or sleeping areas shall have an egress that shall open into a public way, or to a yard or court providing an unobstructed path with a width of not less than 36 inches that opens to a public way.

General Housekeeping.

- Keep critical areas free of combustible materials and obstructions. *Critical areas include woodstove spaces, heating devices, oil tanks., and similar areas.*
- Electrical panels must have a clear area of 3 feet in front of the panel with easy access. All the electrical panel's breakers must be clearly marked.

Chapter 64.37.030 RCW—Consumer safety.

Enforcement: For a first violation of Chapter 64.37.030 RCW, the city attorney must issue a warning letter to the owner or operator. An owner that violates this section after receiving a warning letter is guilty of a class 2 civil infraction under Chapter 7.80 RCW.

- Provide contact information to all short-term rental guest's stay. The contact must be available to respond to inquiries at the short-term rental during the length of stay;
- Provide that their short-term rental is in compliance with RCW 19.27.530 and any rules adopted by the state building code council regarding the installation of carbon monoxide alarms; and
- Post the following information in a conspicuous place within each dwelling unit used as a short-term rental:
 - The short-term rental street address;
 - The emergency contact information for summoning police, fire, or emergency medical services;
 - The floor plan indicating fire exits and escape routes;
 - The maximum occupancy limits; and
 - The contact information for the operator or designated contact.
- Short-term rental platforms must provide short-term rental operators with a summary of the consumer safety requirements in subsection (1) of this section.



SHORT-TERM RENTAL

FIRE SAFETY CHECKLIST

City of White Salmon
Administrative Review

Short-Term Rental Land Use Review _____ **Date:** _____

Applicant: _____

Address: _____

Inspection Comments: _____

Notice is hereby given to the petitioner named above that the aforesaid checklist for fire safety, as required by WSMC 5.02.35.B.1 for a Short-term Rental Land Use Review in the _____ (zone), completed by the City Building Department is:

- Approved**
- May Continue after Correction(s) Made**
- Reinspection Required**

Building Official Signature: _____

Property Owner or Manager Signature: _____



City of White Salmon Office of City Hall

TO: Neighboring Properties

FROM: _____ License # _____

DATE: _____

SUBJECT: Short-Term Rental in Your Neighborhood

A property in your neighborhood recently registered with the City of White Salmon to operate as a short-term rental. The City views short-term rentals as a valuable component of our tourism economy, but it also values the peace and comfort of its residents and property owners. The short-term rental is located at:

The owners of the short-term rental hope that the use of the facility as a short-term rental will not disturb your peace and comfort.

As a property owner or occupant adjacent to or abutting the address above, this notice provides you with the contact information of the short-term rental's owner and/or local contact. You are encouraged to contact them with any questions or concerns about the property's use as a short-term rental, and especially if the guests of the home are inconsiderate of the attached Good Neighbor Guidelines. The property's continued use as a short-term rental hinges on its ability to avoid neighborhood disruptions and the ability to deal with issues before they become a nuisance or require any investigative effort or corrective action by the City.

Owner Name: _____ Phone #: _____

Local Contact: _____ Phone #: _____

The representatives above can be treated as your first line of defense against neighborhood intrusions from short-term rentals, but if they are unresponsive or continually unsuccessful at addressing your concerns, please contact the City.

City Hall Phone #: 509-493-1133

Non-Emergency Police Phone #: 509-493-2660

Emergency Police #: 911

Please save this letter or bookmark <http://www.white-salmon.net/short-termrentals>

Thank you.

Short-Term Rental Owner

100 North Main Street PO Box 2139 White Salmon WA 98672
Office: (509) 493-1133 Web Site: www.white-salmon.net

The City of White Salmon is an equal opportunity employer and provider.



City of White Salmon

Short-Term Rental

Good Neighbor Guidelines

Hello new neighbors! However long you stay, White Salmon welcomes you as part of our community. We like our small town charm, and we think you will like it too. These Good Neighbor Guidelines are available to help keep our small town an amazing place to live, work and play.

1. 24-Hour Contact Information

If at any time you have concerns about your stay in regard to your neighbors, please call the contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.

2. General Respect for Neighbors.

Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors, their privacy, and their property.

3. Noise.

Be considerate of the neighborhood and your neighbor's right to quiet enjoyment of their home and property, especially after 10 p.m.

4. Maintenance of Property.

Be sure to pick up after yourself and keep the property clean, presentable and free of trash.

5. Parking.

Refer to the parking diagram posted in the unit and park *on-site* whenever possible. Do not park on lawns or in a manner which blocks driveways, sidewalks, alleys or mailboxes. *On-street* parking is a community resource, do not be surprised to see a neighbor parked in front of the home you are renting.

6. Traffic Safety.

Drive slowly through neighborhoods and watch for pedestrians and children playing. Our streets, sidewalks and trails offer safe, convenient, and interesting alternatives to your in-town destinations.

7. Fires.

Our wonderful summer weather lends itself to heightened fire hazards. Help us stay safe from wildfires by fully extinguishing cigarettes and abiding all seasonal and emergency bans on recreational fires.

8. Pets.

Promptly clean-up after your pets, prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.

9. Tenant/Guest Responsibility.

Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions which may include consequences for violating the Good Neighbor Guidelines.

100 North Main Street PO Box 2139 White Salmon WA 98672
Office: (509) 493-1133 Web Site: www.white-salmon.net

The City of White Salmon is an equal opportunity employer and provider.