



# CITY OF WHITE SALMON

## CITY HALL OFFICE

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DATE: December 20, 2023

TO: Short-term Rental Renewal Applicant

FROM: White Salmon Planning Department

SUBJECT: 2024 Short-term Rental Permit Application Renewal

Greetings! As the new year approaches, we extend our best wishes to you.

As you prepare for the upcoming year, we are pleased to provide you with the necessary information and application materials for the renewal of your Short-term Rental Permit, due January 31, 2024.

### **License fees are renewable by January 31, 2024**

Applications with supporting documentation, including the fee of \$175.00, can be submitted to:

City of White Salmon Planning Department  
Attn: Short-term Rental Renewal  
PO Box 2139  
White Salmon, WA 98672

Alternitvely, the application with supporting documents can be dropped off at City Hall, or emailed to [erikac@whitesalmonwa.gov](mailto:erikac@whitesalmonwa.gov) and the payment can be processed by calling (509) 281-4077.

### **City Regulations Overview:**

The City of White Salmon's Short Term Rental Permit Regulations, as outlined in City of White Salmon Municipal Code Chapter 5.02 and 17.57, form the basis for your renewal. It is imperative to review these regulations, and all related documents are accessible on the City's website at <https://bit.ly/STRWS>.

### **Application Checklist:**

To streamline the renewal process, please refer to the checklist below. Following these steps in order will facilitate a smooth and efficient renewal:

#### **1. Complete Short-Term Rental License Application Form**

#### **2. Neighborhood Notice:**

- Issue a statement of intent to notify neighbors, as per WSMC 5.02.040.A. Found at [bit.ly/STRWS](https://bit.ly/STRWS).

**100 Main Street PO Box 2139 White Salmon, Washington 98672**  
**Telephone: (509) 493-1133 Web Site: [whitesalmonwa.gov](https://whitesalmonwa.gov)**



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### 3. Collect and Attach the Required Documentation:

#### a. Proof of Current Residency (for STRs in residential zones)

- Copy of voter registration, and
- Copy of Washington's Driver License or Identification Card, and
- 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)

- Submit a site plan drawn to scale, showing property boundaries and structures, and
- Clearly identify and number parking spaces.
- Include dated photo(s) of interior parking spaces (if applicable).
- Post an approved parking plan inside the STR.

#### c. Proof of Garbage Service

#### d. Liability Insurance as required by RCW 64.37.050:

- Provide documentation or a statement confirming maintenance of (\$1,000,000) liability insurance expressly covering the property's use as a short-term rental.

### 4. Physical Inspection as required by WSMC 5.02.35.B-1:

#### a. Fire and Life Safety Inspection:

- Upon submission of your application, please be ready to coordinate a fire and life safety inspection with the City Building Official, available Monday through Thursday. For specific inspection details, refer to the Fire and Life Safety Checklist. Found at [bit.ly/STRWS](http://bit.ly/STRWS).

#### b. Mandatory Posting:

Ensure mandatory posting(s) are visibly displayed within the dwelling, including:

- Short-term rental permit
- Any special standards associated with the permit
- Physical property address
- Owner's name, contact person, and telephone number
- Parking diagram of available spaces
- City-provided Good Neighbor Guidelines

In addition to annually registering the short-term rental with the city, property owners must maintain a current city business license, facilitated through the Washington Department of Revenue Business Licensing Service at <https://dor.wa.gov>. Note that short-term rentals require charging a sales tax of 7.5% per rental.



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### Short-term Rental Permit — Renewal Application

#### City Regulations Overview

The City of White Salmon's Short Term Rental Permit regulations are as outlined in City of White Salmon Municipal Code Chapter 5.02 and 17.57. It is imperative to review these regulations. All related documents are accessible on the City's website at <https://bit.ly/STRWS>.

#### Owner Information:

Owner Name: \_\_\_\_\_

Owner Permanent Residence: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Owner Email: \_\_\_\_\_

#### If the contact person is different than owner, please complete the following:

Contact Person Name: \_\_\_\_\_

Contact Person Physical Address: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

#### Short-term Rental Information:

☐ White Salmon Rental Business License | UBI/CID: \_\_\_\_\_

☐ Short-term Rental Number of Bedrooms: \_\_\_\_\_

I ☐ Short-term Rental (Commercial Zone)

☐ Hosted Homeshare (Residential Zones) is the short-term rental of a portion of a dwelling or an attached or detached separate accessory dwelling unit (ADU) on the property of the licensee's primary address, where the licensee is present during rental periods.

I ☐ Vacation Home Rental (Residential Zones) is the short-term rental of an entire primary dwelling unit.



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### Application Checklist:

To streamline the renewal process, please refer to the checklist below. Following these steps in order will facilitate a smooth and efficient renewal:

#### 1. Neighborhood Notice:

- ☐ Fill out the Statement Form of Intent to Notify Neighbors in accordance with WSMC 5.02.040.A.

#### 2. Collect and Attach the Required Documentation:

##### a. Proof of Current Residency (for STRs in residential zones)

- ☐ Copy of voter registration, and
- ☐ Copy of Washington's Driver License or Identification Card, and
- ☐ Federal Income Tax Return from the most recent year (page 1 with financial data redacted).

##### ☐ b. Site and Parking Plan (for STRs in all zones)

- Submit a site plan drawn to scale, showing property boundaries and structures, and
- Clearly identify and number parking spaces.
- Include dated photo(s) of interior parking spaces (if applicable).

##### ☐ c. Proof of Garbage Service

##### ☐ d. Liability Insurance as required by RCW 64.37.050:

- Submit documentation or a statement verifying the maintenance of (\$1,000,000) liability insurance specifically covering the property's utilization as a short-term rental.

#### 4. Physical Inspection as required by WSMC

##### 5.02.35.B-1:

##### a. Mandatory Posting:

- ☐ Ensure mandatory posting(s) are visibly displayed within the dwelling, including:
  - Physical property address
  - Owner's name, contact person, and telephone number
  - Parking diagram of available spaces
  - City-provided Good Neighbor Guidelines

Additionally, the short-term rental permit license must be visibly displayed upon issuance.

##### b. Fire and Life Safety Inspection:

Upon submission of your application, please be ready to coordinate a fire and life safety inspection with the City Building Official, available Monday through Thursday. The Fire and Life Safety Checklist is found at [bit.ly/STRWS](http://bit.ly/STRWS).

#### 3. White Salmon Rental Business License:

Property owners must maintain a current city business license, facilitated through the Washington Department of Revenue Business Licensing Service at <https://dor.wa.gov>. Note that short-term rentals require charging a sales tax of 7.5% per rental.

#### 5. Permit Fee: \$175 Permit Fee, per Rental



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**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 the 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."

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**Property Owner or Property Manager Signature**

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**Date**

**License fees are renewable by January 31, 2024**

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# CITY OF WHITE SALMON

## SHORT-TERM RENTAL

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### Short-Term Rental Fire Safety Checklist and Approval

*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 on 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**

- ☐ 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. 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.



# CITY OF WHITE SALMON

## SHORT-TERM RENTAL

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### Neighborhood Short-Term Rental Notification

Dear Neighboring Properties,

Greetings! We hope this message finds you well. Recently, a property in your neighborhood has registered with the City of White Salmon to operate as a short-term rental. While we recognize the positive impact short-term rentals can have on our tourism economy, we equally value the peace and comfort of our residents.

**Property Details:**

Residence: \_\_\_\_\_

**Owner Information:**

Owner Name: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

**Local Contact, if different from Owner:**

Contact Person Name: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

As a neighboring property owner or occupant adjacent to this address, we want to ensure you have the necessary contact information. Please feel free to reach out to the owner or local contact with any questions or concerns.

**City Contacts:**

- City Hall Office: 509-493-1133
- Non-Emergency Police: 509-493-2660
- Emergency Services: 911
- Online Resources: <https://bit.ly/STRWS>

Your cooperation and communication play a vital role in maintaining the harmony of our neighborhood. We appreciate your understanding and look forward to fostering a positive living environment together.

Warm Regards,

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**Property Owner or Property Manager Signature**

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**Date**





# CITY OF WHITE SALMON

## SHORT-TERM RENTAL

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### Welcome to White Salmon! Your Guide to Being a Good Neighbor

Dear New Neighbors,

A warm and hearty welcome to our vibrant community in White Salmon! We're thrilled to have you as part of our town, and we believe you'll find the charm of our small community as delightful as we do. To ensure our neighborhood remains an amazing place for everyone, we've put together these Good Neighbor Guidelines:

**1. 24-Hour Contact Information**

If you ever have concerns or questions during your stay, refer to the contact number in your rental lease agreement or posted within your unit. In case of emergencies, dial 911.

**2. General Respect for Neighbors**

Embrace friendliness, courtesy, and the golden rule. Treat your neighbors, their privacy, and their property with the same respect you'd appreciate.

**3. Noise**

Be mindful of noise levels, especially after 10 p.m., to allow your neighbors quiet enjoyment of their homes.

**4. Maintenance of Property**

Keep the property clean and presentable. Dispose of trash properly and respect shared spaces.

**5. Parking**

Follow the posted parking diagram and park on-site whenever possible. Avoid parking on lawns or blocking driveways, sidewalks, or mailboxes. On-street parking is a community resource; please share it considerately.

**6. Traffic Safety**

Drive cautiously through neighborhoods, watching out for pedestrians and children. Explore our streets, sidewalks, and trails that offer safe and convenient travel.

**7. Fires**

During our beautiful summers, be cautious about fire hazards. Fully extinguish cigarettes and adhere to seasonal and emergency bans on recreational fires. Primarily between July–September.

**8. Pets**

Clean up after your pets promptly, prevent excessive barking, and keep them from roaming freely. Adhere to local leash laws, control aggressive behavior, and store pet food securely to avoid unwanted pest issues.

**9. Tenant/Guest Responsibility**

Guests and visitors must also follow these guidelines. Refer to your rental agreement for additional terms and restrictions, including consequences for guideline violations.

**Thank you for being part of what makes White Salmon special!**

Your contribution to a friendly and considerate neighborhood is greatly appreciated.

For more information, see the City's website at <https://bit.ly/STRWS>.

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