

Renewals Due By December 1st.



CITY OF CHELAN
DEPARTMENT OF COMMUNITY
DEVELOPMENT

135 E JOHNSON AVENUE, PO Box 1669, CHELAN, WA 98816
TELEPHONE: (509) 682-8017 FAX: (509) 682-8050

Existing Short-Term
Rental License No.

STR-

**2023 ANNUAL SHORT-TERM RENTAL
OPERATORS LICENSE RENEWAL
OR OWNERSHIP CHANGE
APPLICATION**

Applicant Information

Owner's Name: _____ **Ownership Change - \$12**
Company Name: _____ **Date** _____
Physical Address: _____

Phone: _____
City _____ **State** _____ **Zip** _____ **Evening Phone:** _____
E-mail: _____
Mailing address if different from above: _____

City _____ **State** _____ **Zip** _____

Short Term Rental Property Information:

Short Term Rental Name (Listing/Advertising Name): _____

Chelan Business License # _____ **Washington State UBI#** _____

Parcel Number (APN): _____
Rental Property Address: _____

City _____ **State** _____ **Zip** _____

Fee Structure

Renewal License Fee: \$250 Per Unit (Due by December 1st)
Ownership Change: \$12

Amount Paid _____ Date _____ Received By: _____

Property Management Company/Responsible Party Information

Management Agency (if applicable): _____
Physical Address: _____
City: _____ **State:** _____ **Zip:** _____ **Phone number:** _____
Email: _____

SHORT TERM RENTAL OPERATING LICENSE SELF-CERTIFICATION CHECKLIST

The purpose of this form is to provide short-term rental property owners a guide when inspecting their properties to ensure compliance with the standards set forth in City of Chelan Short Term Rental Operating License, CMC Chapter 5.15.

Multi-use buildings

- For multi-use buildings with commercial and residential uses, please consult with building official before continuing with checklist.

Life Safety

- House numbers are installed and clearly visible from the street or common areas.
- Exit stairs are in good repair and have proper landings and handrails/guardrails. Handrails required on all stairways at least one side.
- Stairway width shall be minimum 36", and rise (7 3/4" max)/run (10" min) are sufficient.
- Door locks are present and operative.
- Window locks are present and operative.
- Windows in bedrooms must be present and have 5 sqft opening.
- Porch, deck, or balcony are in good repair and have guardrails.
- Exit/egress doors must be 32 inches in width, 78 inches height and hinged.
- All sleeping rooms must be a minimum of 70 sqft and have a minimum wall length of 7'.

Exit(s)

- Exterior doors and/or door framework are in good repair.
- Exit windows from sleeping rooms are provided and sufficient in area or dimension.
- Exiting is sufficient in number, width, or access for the occupant load served.

Fire

- Operative smoke detectors and CO monitors in all sleeping rooms, outside of sleeping areas, and on each floor of dwelling.
- Fire extinguishers in cooking areas present and clearly labelled
- Appropriate storage, and lack of building clutter or other fire hazards.

Electrical

- Every habitable room contains at least two electrical outlets or one outlet and one light fixture.
- All electrical equipment, wiring, and appliances have been installed and are maintained in a safe manner.
- Ground fault circuit interrupters are installed in the bathrooms and kitchens.
- Light fixtures, receptacles or switches are in working order.

Plumbing, Heating, Ventilation, and Sanitation

- Dwelling equipped with bathroom facilities consisting of a toilet, sink, and either a bathtub or shower and in sanitary condition.
- Dwelling equipped with kitchen facilities consisting of a stove, refrigerator, and sink.
- All plumbing fixtures connected to the sanitary sewer system and equipped with proper "P" traps.
- All plumbing fixtures connected to an approved water supply and provided with hot and cold water necessary for their normal operation.
- Dwelling is equipped with operable heating..
- Any solid fuel burning appliances are installed per applicable codes and maintained in safe working condition and properly ventilated.
- Dwelling has ventilation in all rooms
- Temperature/pressure relief valve present on water heater.
- Adequate and operative heating or mechanical equipment.
- Dwelling is equipped with heating facilities in operating condition.
- No signs of mold or mildew on wall surfaces.
- No signs of infestation from rodents or insects.
- Dwelling is equipped with adequate garbage and rubbish storage.

Structural

- Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- No split, lean, list, or buckle of dwelling walls, partitions, or other vertical supports due to defective material or deterioration.
- Fireplaces and chimneys are not listing, bulging, or cracking due to defective material or deterioration.
- No evidence of decay or damage to exterior stairs or decks.

Weather Protection

- Dwelling has no broken windows or doors.
- No broken, rotted, split, buckled of exterior wall or roof coverings that affect the protection of the structural elements behind them.

*Properties that want to accommodate 10 or more guests, may need to comply with additional health and safety regulations as deemed necessary by the building official and be greater than 2000 square feet gross floor area to comply with the International Residential Code.

Total Occupancy _____

Square Footage of Residence _____

Does this property have an Accessory Dwelling Unit (ADU) onsite? Yes/No _____

I hereby certify the following:

- I will pay all license fees as required by law.
- I have a current Washington State Business License and City of Chelan business license.
- I have sent notice of my intent to operate a nightly rental to my neighbors within 250' of my property.
- I have read the Good Neighbor Guidelines and will make them available to my guests.
- I have completed the self-certification checklist to the best of my ability.
- I have no outstanding Chelan Municipal Code violations, fees or penalties.
- I have adequate liability insurance (\$1 million) for short-term rental coverage of my property.
- I understand my business is subject to all local and state excise sales and B & O taxes that apply, including hotel/motel excise taxes, payable by me or my agent and is registered with the DOR as such.
- I also hereby certify under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

Print Owner/Applicant Name: _____

Place Where Signed: _____, WA

Internal Review Only

- Complete application
- Land use zoning compliant
- Site plan complete
- Parking adequate
- Code violations or complaints / Case # _____
- Signatures and date

Health and Safety Inspection

Inspected by:

Date:

Conditions of approvals:

Signature: _____ Date: _____