



# SHORT TERM RENTAL PERMIT RENEWAL APPLICATION TYPE 2 (NON-OWNER OCCUPIED)

Application fee of \$150\* is due upon submittal

**Site Address:**

Business Name:

Property/Business Owner:

Phone:

E-mail address:

UBI #:

Applicant Name:

Phone:

E-mail address:

Emergency Contact Name (Local & available 24 hr / 7 day's per week):

Phone:

E-mail address:

**Required Documents:**

**Verification of continued use as a short term rental**

\*see reverse for what is acceptable documentation

Copy of City business license.

Business License#:

Documentation – short term rental use for the previous year

Documentation – all applicable taxes have been paid for all short-term rental use

**Floor Plans** of short term rental including dimensions, room labeling for use, location of egress.

**Site plan** (to scale) showing structures on-site and, if available, on-site parking.

**Acknowledgement** receipt of Good Neighbor Guidelines. Initial here:

**Information identifying all websites**, other locations where availability of the short term rental is posted or advertised, and any listing numbers. \*see reverse

**Documentation that owner has current property insurance & liability coverage** for the short term rental.

**A site visit and inspection of the short-term rental site will be conducted by the Building Official and/or inspector prior to approval to verify compliance with applicable regulations.**

**I certify, by checking this box and printing my name below, that the information submitted in this application packet is true and accurate. Determination of information to be in error could result in revocation of permit. I understand that this application is not deemed filed until fees are paid.**

Printed Name of \_\_\_\_\_ Property Owner OR \_\_\_\_\_ Owner's Authorized Agent  
Date: \_\_\_\_\_

\*\$50 Business License fee will apply beginning January 2, 2018

## SHORT TERM RENTAL DOCUMENTATION CHECKLIST TYPE 2 (NON-OWNER OCCUPIED)




Documentation that short term rental continuously operated in the previous year.

Acceptable documentation:

- Monthly operator report from hosting website such as Airbnb or VRBO showing valid short term rental use of the subject property.
- Certified list of rentals including dates, number of rentals, payment of rental received.
  - The certification must include the following language: "I certify under penalty of perjury under the laws of the state of Washington that the content of the certified list of rentals is true and accurate."  
(Date and Place of Signing) (Signature)
- Other comparable documentation may be accepted.

Documentation showing all applicable taxes have been paid for all short term rental use in the previous year.

Acceptable documentation:

- Annual Combined Excise Tax Return from Washington State Department of Revenue
- Income/disbursement report from Airbnb for applicants who list only on Airbnb and certify with signature that Airbnb is the only site on which they are listed.
- Tax return payment for the previous year.
- List of all websites and other locations where the short term rental is advertised; including listing number or the name of the property as listed. Listing numbers example locations:
  -  Airbnb, Inc. [US] | <https://www.airbnb.com/rooms/21848805>
  -  Secure | <https://www.vrbo.com/454589>
  -  Secure | <https://www.homeaway.com/vacation-rental/p454589vb>
- City of Walla Walla Business License can be obtained through Washington State Department of Revenue. <http://bls.dor.wa.gov/cities/wallawalla.aspx>

## SHORT TERM RENTAL INSPECTION CHECKLIST

**\*\*A \$65 reinspect fee will be assessed if the below items are not complete before the first scheduled inspection walk-thru\*\***

**Please contact Development Services at (509) 524-4710 with any questions**

Smoke detectors shall be interconnected. Interconnected means that if one alarm activates, then all alarms activate automatically. Interconnectivity should be tested before inspection by pushing the test button on one of the detectors; all detectors must sound.

When choosing a wireless system be sure that the carbon monoxide and the smoke detectors talk to each other. Combination carbon monoxide / smoke detector may have to be selected for all detectors to accomplish complete interconnectivity. For example, the Nest Protect is one of the systems that meets this criterion.

Smoke detectors shall be located in every bedroom and outside every bedroom.

Carbon Monoxide / Smoke detector combo on every level and habitable attics

Fire extinguishers, type 2A10BC, on every level

Minimum ceiling height of 7 feet for habitable space

Every living room shall contain not less than 120 sq ft

Every bedroom shall contain not less than 70 sq ft, and every bedroom occupied by more than one person shall contain not less than 50 sq ft of floor area for each occupant for example:

1 occupant = 70 sf; 2 occupants = 100 sf; 3 occupants = 150 sf

Means of egress from basement bedrooms

Pool meets requirements of International Residential Code for fencing. Alarms on doors or windows leading to the pool or safety cover that is ASTM F1346 compliant

Good Neighbor Guidelines provided in a conspicuous location within the short term rental

**\*\*During your inspection, there may be other items required by the inspector that are not on this list but specific to your building and location (not subject to reinspect fee)\*\***

- The above items must be installed/verified before the inspection occurs. Any incomplete items may require a 2<sup>nd</sup> walk-thru which assesses a \$65 reinspect fee.
- Development Services will contact you to schedule the inspection.



# GOOD NEIGHBOR GUIDELINES

## DEVELOPMENT SERVICES DEPARTMENT

55 E Moore Street  
Walla Walla, WA 99362

509.524.4710  
premits@wallawallawa.gov

APPLICATIONS AVAILABLE AT:  
wallawallawa.gov

## Good Neighbor Guidelines

To ensure an enjoyable stay, please remember you are within a neighborhood and respect your neighbors.

### NOISE

Loud noises in residential areas, including loud music and raucous social gatherings, are prohibited. Violation of the noise ordinance may lead to a misdemeanor charge and be subject to a fine not to exceed \$1,000, up to ninety days in jail, or both.

### PARKING

Please park on-site, if there are available off-street parking areas, and obey any posted parking signs. Please be mindful of the neighbors when parking cars on the street. In many areas, on-street parking is limited and utilizing this parking can have a negative impact on surrounding residents. In addition, do not block driveways or fire hydrants.

### REPORTING

City residents may call the Walla Walla Police Department to report an issue. The non-emergency number is 509-527-1960. If you are experiencing an emergency, please dial 911.

City residents may also call the short-term rental local contact. The contact list may be found on the city's website here. [www.wallawallawa.gov](http://www.wallawallawa.gov)

### YOU ARE STAYING IN A NEIGHBORHOOD

Please use common courtesy and respect the neighborhood in which you are staying. Violations can result in citations, fines, and a revocation of the short-term rental authorization.

### EVENTS NOT PERMITTED

Events such as bachelor/bachelorette parties, weddings, receptions, corporate retreats, family reunions, or other large events are not permitted. You are renting a residential property and the use is to be consistent with City of Walla Walla regulations