



SHORT-TERM RENTAL PERMIT APPLICATION TYPE 1
(OWNER OCCUPIED)

Application fee of \$150 is due upon submittal

Permit must be renewed annually to continue use as a Type 1 short-term rental

Site Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Property/Business Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

WA DOR UBI #: \_\_\_\_\_

Applicant Name (if different from owner): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

Emergency Contact Name (Local & available 24 hr / 7 days per week): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Required Documents:

Proof of primary residence - provide a copy of owner's state issued drivers license or ID card AND three additional items: federal tax return, checking/savings documentation, utility accounts, or vehicle registration.

Information identifying all booking websites if applicable.

Proof of current property insurance & liability coverage for the property.

Floor Plan layout including dimensions, room labels, location of egress.

Site plan showing all dimensions of property boundaries, structures and, if applicable, on-site parking.

Acknowledgement of receipt of Good Neighbor Guidelines. Initial here:

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.

Date: \_\_\_\_\_

Printed Name of [ ] Property Owner OR [ ] Owner's Authorized Agent

## SHORT-TERM RENTAL INSPECTION CHECKLIST

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

**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-through 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  
permits@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