



SHORT-TERM RENTAL PERMIT RENEWAL APPLICATION

Permit to be renewed annually. Application fee of \$150 is due upon submittal

Short-term rental is a Type 1 (owner occupied) Type 2 (non-owner occupied)

Site Address: _____

Business Name: _____

Property/Business Owner: _____

Phone: _____ E-mail address: _____

UBI #: _____ Walla Walla Endorsement Exp Date: _____

Owner Mailing Address: _____

★ Preferred method of contact: e-mail telephone mail

Applicant information same as Owner

Applicant Name: _____

Phone: _____ E-mail address: _____

Applicant Mailing Address: _____

★ Preferred method of contact: e-mail telephone mail

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

Phone: _____ E-mail address: _____

Has the Floor Plan changed since the last submittal? Yes No

If yes, provide new layout including dimensions, room labels, location of egress.

Has the Site plan changed since the last submittal? Yes No

If yes, provide new site plan showing structures and, if available, on-site parking.

Acknowledgement of Good Neighbor Guidelines posted on site. _____
Initials

Required Documents:

Verification of continued use as a short-term rental for the previous year (rental history)

Documentation showing lodging and business taxes have been paid for all short-term rental use through the previous quarter from the expiration date

Verification of current property insurance & liability coverage for the short-term rental.

Type 1 Renewals only: 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.

A site visit and inspection of the short-term rental site will be conducted by a city 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: _____

SHORT-TERM RENTAL RENEWAL ~ DOCUMENT CHECKLIST ~

Verification of continued use as a short-term rental includes a certified list of rentals including dates, number of rental nights, and payments received.

The certification must include the following language and be **printed on each page** of the rental history submitted:

"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."

EXAMPLE

(Signature)

(Date and Place of Signing)

Documentation showing all **applicable taxes have been paid** for all short-term rental use in the previous year (submit one):

- Annual Combined Excise Tax Return from Washington State Department of Revenue
OR
- A certified income/disbursement report from listing agent for applicants whose listing agent pays all applicable taxes of their behalf.

The certification must include the following language and be **printed on each page** of the tax payment history submitted:

"I certify under penalty of perjury under the laws of the state of Washington that the content of the certified income/disbursement report is true and accurate."

EXAMPLE

(Signature)

(Date and Place of Signing)

Once your complete application packet has been approved by a City Planner, permit staff will contact you to schedule the annual inspection.

SHORT-TERM RENTAL PRE-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

The inspector will confirm:

Smoke detectors are interconnected, meaning 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, make sure the carbon monoxide and the smoke detectors communicate with each other. Combination carbon monoxide / smoke detector may have to be selected for all detectors to accomplish complete interconnectivity. The Nest Protect is an example of a system that meets this criterion.

Smoke detectors are installed in every bedroom and in the access areas (eg: hallway) outside every bedroom.

Carbon Monoxide / Smoke detector combos are installed on every level and in habitable attics. Type 2A10BC fire extinguishers are on every level.

Minimum ceiling height of 7 feet for habitable space.

Every living room is more than 120 sq ft

Every bedroom is more than 70 sq ft, and every bedroom occupied by more than one person is not less than 50 sq ft of floor area for each occupant. *Example: 1 occupant = 70 sf; 2 occupants = 100 sf; 3 occupants = 150 sf, etc.*

A means of egress from basement bedrooms is provided.

Swimming pool meets the International Residential Code requirements for fencing. Alarms installed on doors or windows leading to the pool or on the safety cover are ASTM F1346 compliant.

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

The above items must be installed/tested before the inspection occurs. Any incomplete items may require a second walk-through and a \$65 reinspect fee.

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



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

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