Short-term Rental Application

A short-term rental permit and a business license are required for residences that are renting rooms and/or dwelling units for stays of less than 30 days.

Please submit the following:
Complete application form
$150 filing fee
Proof of pending business license

Applicant Name:	UBI:
Address:	
Phone:	Email:
Property Owners (if different):	
Phone:	Email:

Room Rental Type (check all that apply)

Staff Level Review

- ☐ Entire dwelling unit
- ☐ 1 – 2 rooms

Conditional Use Permit Required

- ☐ 3 – 4 rooms
- ☐ Receptions, private parties or similar activities with room rental

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Required Standards

Please check (✓) each standard to acknowledge the short-term rental complies with the standards set forth in FMC 22.58.011.

For Room Rental Establishments

- ☐ Room rentals shall be an incidental or secondary use to the primary use, which is considered to be the principal residential dwelling unit.
- ☐ The owner/lessee of the structure shall operate the establishment and reside on site.
- ☐ Service shall be limited to the rental of bedrooms. Meal service shall be limited to the provision of breakfast or light snacks for registered guests.
- ☐ There shall be no expansion in the number of guest rooms beyond the number approved.
- ☐ No separate or additional kitchens for guests are permitted. Limited cooking facilities shall be allowed inside guestrooms, or inside other rooms that are used solely by guests, such as small microwaves, and refrigerators.

- ☐ One off-street parking space shall be provided on site for each rental bedroom. Please see FMC 22.58.022(f)(7) for exemptions and additional regulations.
- ☐ The exterior appearance of the structure shall maintain its original character.
- ☐ Signage shall comply with Chapter 22.26 FMC, Sign Regulations.

For Dwelling Unit Rental

- ☐ The number of persons per sleeping area shall comply with the International Building Code.
- ☐ Two off-street parking spaces shall be provided on site.
- ☐ The exterior appearance of the structure shall maintain its original character.
- ☐ Signage shall comply with Chapter 22.26 FMC, Sign Regulations.

Inspection

Certification by the building official that the residence complies with fire and life safety aspects is required. Inspection fee may apply. The Planning and Building Department will schedule appointment upon receipt of the application.

Applicant Certification

I certify that the short-term rental for which I am requesting approval will not be in violation of FMC Chapter 22.58.011. I also understand that approval of this permit and the issuance of a business license for the short-term rental will not serve to nullify any restrictive covenant which may pertain to the land and dwelling shown in my application. I further certify that the statements furnished by me on this application are true and correct to the best of my knowledge and belief.

Signed_____ Date_____
Applicant

Signed_____ Date_____
Property Owner (if different)

Do not write in this space (for office use only)

Date Received _____

Building Official Approval _____

Planning and Building Approval _____

Date Issued_____