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	Conditional Use Permit Required
 Entire dwelling unit 1 – 2 rooms 	 3 – 4 rooms Receptions, private parties or similar activities with room rental

Required Standards

Please check (\checkmark) 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 <u>22.26</u> 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.
- \Box Signage shall comply with Chapter <u>22.26</u> 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 Receipt Number	
Building Official Approval	
Planning and Building Approval	
Date Issued	

Short Term Rental Checklist



Address:

Owner:

Smoke Detectors / Carbon Monoxide Alarms in all sleeping/ living spaces on all levels of home	
Fire Extinguisher on-site	
All stairs on the interior and/or exterior with 3 or more risers have approved handrail	
All stairs, decks, and balconies over 30 inches in height shall be provided with approved guardrails	
All egress windows and doors must remain clear and unobstructed	
All bathrooms/ kitchens must have proper working ventilation	
House numbers installed (Min. 4" tall) and clearly visable from street	
No openings from an enclosed garage (three solid walls) directly into a room designed for sleeping	
All electrical outlets must have outlet covers and must be GFCI within 6 feet of water source	
All exterior lights near any egress pathways must remain in working order	
Any fireplace, stove, or insert needs to be in safe working order with	
operating directions given to the renter	
Basements shall be free of flammable liquid storage (IE: solvent, thinners, oil paints, gasoline, propane, etc.)	

Date of Inspection:

Inspector:

Planning Notes on Parking:

Planning/ Building Administrator Approval: