



SHORT-TERM RENTAL LICENSE INFORMATION SHEET

What is a Short Term Rental?

A “short-term or vacation rental” means the rental of a dwelling or portion thereof used for the purpose of providing lodging for periods of less than 30 days where the owner or operator does not reside or operate the facility. A short-term or vacation rental shall not include a house-swap or home-exchange arrangement or bed and breakfast facilities pursuant to EMC section 19.32.030 where the owner lives on the premises.

Do I need this special license and a business license through the Dept. of Revenue?

If a property owner intends to lease or rent out more than two dwelling units or commercial/industrial spaces, or combination thereof, a business license shall be required.

How much does this special license cost?

Fee of \$150.00 if applied for 7/1–12/31; Fee of \$75.00 if applied for 1/1–6/30; Annual Renewal of \$150.00. The term for this license is 7/1–6/30 each year.

What are the responsibilities of the local property representative?

The property owner must designate a local property representative who shall be available 24 hours per day, seven days per week, for the purpose of: (a) responding within one (1) hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental; and (b) taking remedial action to resolve any such complaints, this person can be the owner of the property or a company. The name, address, and telephone contact number of the property owner and the local property representative shall be kept on file at the city. The failure to provide the contact information, failure to keep the contact information current, failure to respond in a timely manner to complaints, or the occurrence of repeated complaints may result in the suspension or revocation of approval and/or civil or criminal penalties.

Can I rent this out for event purposes such as a wedding?

No. A renter may not use a short-term rental for a purpose not incidental to its use for lodging or sleeping purposes. This restriction includes using the rental for a wedding, banquet, reception, meetings, bachelor or bachelorette party, concert, fundraiser, sponsored event, or any similar group activity.

What information do I need to keep onsite for the renters?

A packet of information shall be provided to renters and posted conspicuously in the common area of the short-term rental summarizing guidelines and restrictions applicable to the short-term rental use, including:

- a. Information on maximum occupancy;
- b. Applicable noise and use restrictions;
- c. Location of off-street parking (if applicable);
- d. Direction that trash shall not be stored within public view, except within proper containers for the purpose of collection, and provision of the trash collection schedule;
- e. Contact information for the local property representative;
- f. The renter’s responsibility not to trespass on private property or to create disturbances;
- g. Notification that the renter is responsible for complying with this chapter and that the renter may be cited or fined by the city for violating any provisions of EMC 5.06.

What does my letter to adjacent properties need to include?

Notice shall be mailed to all adjacent properties. The notice shall include the name, address, and telephone contact number of the property owner and the local property representative. Adjacent properties shall be properties directly adjacent to the rental property excluding intervening features such as roads, alleys, etc. Documentation shall be provided to the city that this mailing has been completed. It is recommended that staff review these materials before they are mailed.

Do I need to make any changes to my home to qualify to have a Short-Term Rental?

Included with the application is a “Self Inspection Checklist” you can use this as you are getting your home ready. These are the items that our inspector would be looking for when the inspector makes a site visit.

What type of Homeowners Insurance do I need for a Short-Term Rental?

The property owner shall maintain on file at the city an up-to-date certificate of insurance documenting that the dwelling is insured as a **short-term or vacation rental; the certificate must state one or the other.**

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Application for Short-Term Rental

*This is an **application only**, and not a license to conduct business.*

<p>PLEASE RETURN TO:</p> <p>Business License Officer 1309 Myrtle Ave. Enumclaw, WA 98022 Phone: (360) 615-5734 Fax: (360) 825-7232 Email: jpaulson@ci.enumclaw.wa.us</p>	<p>Date Received</p>
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The City of Enumclaw requires all businesses located or operating within the city limits to obtain a business license. Additional special licenses are required for Adult-Oriented Businesses, Amusement Devices, Cabaret, Dances, Pawnbrokers, Solicitors and Mobile Vendors, Firework Stands, Carnival, Short-Term Rentals, Circuses and Shows.

Please contact the Business License Officer at (360) 615-5734 for application information.

BUSINESS LICENSES ARE NON-TRANSFERRABLE. ALL FEES ARE NON-REFUNDABLE

Application Date: _____ Site Address: _____ Sq. Ft of Home _____

PROPERTY OWNER INFORMATION					
Name: _____					
Street Address: _____			Mailing Address (if different from street address) _____		
City: _____	State: _____	Zip: _____	City: _____	State: _____	Zip: _____
Phone: _____		Email: _____			

How many rentals do you have in the City of Enumclaw? _____ If you have 3 or more what is your UBI #: _____

If you have 3 or more rentals within the City limits you are required to obtain a City of Enumclaw Business License endorsement.

LOCAL PROPERTY REPRESENTATIVE- (24 HOUR CONTACT)					
Name of Business (property management/entity running the property rentals) _____				UBI #: _____	
OR—Name of Local Individual: _____					
Street Address: _____			Mailing Address (if different from street address) _____		
City: _____	State: _____	Zip: _____	City: _____	State: _____	Zip: _____
Phone: _____		Email: _____			

SUBMITTAL CHECKLIST—ALL DOCUMENTS ARE REQUIRED TO PRIOR TO ISSUANCE

- _____ Fee of \$150.00 if applied for 7/1—12/31; Fee of \$75.00 if applied for 1/1—6/30; Annual Renewal of \$150.00
- _____ Proof of notice to adjacent properties; postal service form 3877 may be used as proof of mailing in addition to a copy of the letter.
- _____ Copy of a current certificate of insurance documenting that the dwelling is insured as a short-term or vacation rental.
- _____ Completed Hold Harmless Agreement(s)
- _____ Completed Short Term Rental Self-Inspection Checklist

SUSPENSION OR REVOCATION OF LICENSE:

If the administrator has reasonable cause to believe that any of the conditions imposed upon a short-term rental business under this chapter have been violated, the administrator shall follow the procedures established in EMC Section 5.02.070 to revoke or suspend the business license.

APPLICANT'S SIGNATURE

I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge. I understand that the issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations and statues of the City of Enumclaw and the State of Washington. The issuance of this business license does not imply compliance with the Zoning Code and International Fire and Building Codes.

Signature

Title

Date

SHORT-TERM RENTAL HOLD HARMLESS AGREEMENT

(A copy of this letter must be submitted for each property owner involved)

I, _____ attest under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I have not appointed anyone, or
3. I have appointed _____ to act as my agent regarding this application.
4. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
5. I agree to hold the City of Enumclaw harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Enumclaw, but only where such claim arises out of the reliance of the city, including its officers and employees, upon the accuracy of the information provided to the City as part of this application. In addition to the accuracy of information, the City is held harmless for any and all subsequent rentals and damages that may occur as a result of any rental.
6. I hereby grant permission for representatives of the City of Enumclaw and any other Federal State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approval issued for the project.

Printed Name

Signature

Date

Address (of signer)

City, State, Zip

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Community Development
 1309 Myrtle Ave
 Enumclaw WA 98022
 360-852-3593
 permits@ci.enumclaw.wa.us

Code Compliance Department		Short Term Rental Inspection Self-Inspection & Inspector Checklist
Maintenance Inspection Guide (MIG)		
Address:	Unit:	Inspector: _____ Date: _____
General Information to Tenants:		
The tenants will be provided a parking diagram or verbal description verifying the location of all parking spaces (if any) available for the short term rental and the diagram will be posted in a prominent location within the short term rental.		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Packet of information posted in entry way(s) summarizing guidelines and restrictions applicable to the short term rental use.		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Path to Inspection & Exterior		
Item / IPMC Sec.	Description	Inspector Use Only
Ext. Stairway 304.1.1.12	If applicable. Guards, Handrails, Stairs functional and secured.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Balcony, deck, porch 304.10, 304.1.1.12, 306.1.1	If applicable. Guards, Handrails, Stairs functional and secured.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Handrails 304.1.1.12, 304.12, 307.1	Handrails to be firmly fastened, not less than 30".	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Guards 304.12, 307.1, 304.1.1.12	Guards to be firmly fastened, not less than 30".	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Ext. Walls 304.2, 304.6	Exterior surfaces protected from elements. (peeling, flaking, chipped).	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Roof 304.7	Roof and flashings to be sound and tight.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Light fixture 402.2	Functional and Brightness.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Address	House number is visible from street.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Exit / Egress Door(s)		
Item / IPMC Sec	Description	Inspector Use Only
Door(s) Interior-Exterior 304.15, 304.18.1 702.3	Lockable, Deadbolt. All exits unobstructed and always maintained that way.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Windows		
Item/IPMC Sec	Description	Inspector Use Only
Windows(s) 304.2, 304.13 304.18.2	In working order. Egress. Window wells serving basement sleeping rooms shall be provided with escape ladders and operable windows so as to allow for secondary egress from the room in the event of a fire.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Living / Dining Area Min. 120 Sq.Ft.		
Item/IPMC Sec	Description	Inspector Use Only
Walls / floor / ceiling 305.3, 305.4	Good, Clean, sanitary conditions.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Electrical 604, 605	In working order.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

Kitchen		
Item / IPMC Sec	Description	Inspector Use Only
Sink 504.1	In working order.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Electrical & Appliances 603.1, 605.1	Properly installed and maintained GFI requirements.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Fire Extinguisher EMC 16.26.070	2A – 5BC (5lb) fire extinguisher in plain view within 6ft. of the oven/stove if gas appliances are installed and must be certified annually.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Walls / floor / ceiling 305.3, 305.4	Good, Clean, sanitary conditions.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Sleeping Room, identify which sleeping room the violation was observed		
Item/IPMC Sec	Description	Inspector Use Only
Egress window 702, International Fire Code 1030.1.1	Min. net clear opening of 5.7sq.ft. unless at grade floor. Height 24" min, Width 20". Sleeping rooms require operable window to code to	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Electrical 604, 605	In working order.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Walls /floor / ceiling 305.3, 305.4	Good, clean sanitary conditions.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Bathroom, identify bathroom with the violation		
Item/IPMC Sec	Description	Inspector Use Only
Required Ventilation 403.2	In working order. Clean sanitary conditions.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Lavatory (Sink) 502.1	In working order. Clean sanitary conditions. At least one working bathroom with water closet, lavatory, and shower or bathtub.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Tub/shower 502.1	In working order. Clean sanitary conditions. At least one working bathroom with water closet, lavatory, and shower or bathtub.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Water Closet (Toilet) 502.1	In working order. Clean sanitary conditions. At least one working bathroom with water closet, lavatory, and shower or bathtub.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Electrical 605	In working order. GFI requirements.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Walls /floor / ceiling 305.3, 305.4	Good, clean sanitary conditions.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Systems		
Item/IPMC Sec	Description	Inspector Use Only
Mech. / HVAC. 602, 603	In working order.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Electrical 604, 605.1	In working order.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Carbon monoxide detector 2021 IRC, Section, R315.3	Carbon monoxide alarms in dwelling units shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each level of the dwelling and in accordance with the manufacturer's recommendations. Where a fuel burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Smoke alarms 704.6, 705	In working order; in each sleeping room; immediately outside each sleeping room.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

Plumbing 505, 506	In working order. No leaks.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Structural Exterior/Interior 304, 305	In good repair, structurally sound.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Lighting throughout 402	In working order	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Ventilation throughout 403	In working order.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

Interior Stairway 305.4 Handrail/Guardrail 307 Hallways	In sound condition and good repair. Free of tripping hazards	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
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Water Heater

Item /IPMC Sec	Description	Inspector Use Only
Valves 505	Properly maintained in working order.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Vent 505	Properly maintained in working order.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Combustion Air 505.4, 603.5	Properly maintained in working order.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Heating Unit 505.4	Properly maintained in working order.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

Infestation

Item /IPMC Sec	Description	Inspector Use Only
Pest Elimination 309 Rodent Harborage 302.5 Infestation 108	Property shall be kept free of rodents and infestation.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

Accessory Structure(s)

Item /IPMC Sec	Description	Inspector Use Only
Structure(s) 302	Structurally sound and in good repair.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Swimming Pool(s) 303	Clean and sanitary condition.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

- Please attach additional violations information on separate page(s)

I _____ [Inspectors name] conducted a visual inspection of the interior and exterior areas of the structure, Dwelling unit (permit/license is only good for one dwelling, separate dwellings will require multiple permits/licenses.) Common areas, of the property located at _____ [Address] on _____ [Date]

Based on my inspection of this property on listed date, I find that it is safe for residential purposes in its present condition. I observed in connection with my inspection(s) of this property nothing that indicates or suggests that the property in its present state poses a hazard to life, health or public safety.

If deficiencies (violation/s) are present a re-inspection will be needed. If deficiencies are not corrected upon second inspection a re-inspection fee will be applied to the permit/license based off the current fee schedule.