



APPLICATION FOR VACATION RENTAL PERMIT

Long Beach City Hall, 115 Bolstad Avenue West, PO Box 310, Long Beach, WA 98631

APPLICANT INFORMATION

Name _____ Telephone _____
Mailing Address _____ Fax _____
_____ E-mail _____

PROPERTY OWNER INFORMATION *(if different)*

Name _____ Telephone _____
Mailing Address _____ Fax _____
_____ E-mail _____

VACATION RENTAL INFORMATION

Business Name _____ UBI No _____
Site Address _____ Zoning _____
Parcel Number _____

CHECKLIST

- ___ Property meets permitting requirements listed on the Vacation Rental Checklist
- ___ Proof of liability insurance included with this application
- ___ Copy of the Property Management plan included with this application
- ___ Copy of the Floor Plans included with this application
- ___ Property meets requirements for the Operation and Maintenance Inspection
- ___ Property meets requirements for the Fire, Life and Safety Inspection
- ___ Annual Vacation Rental Inspection fee included with this application

I, the undersigned, acknowledge that payment is due at the time of application. The City of Long Beach will not schedule any inspections or issue any permit until all applicable charges are paid and all requirements are met. I certify that I have reviewed city code 12-11-9, and that the property meets all permitting and inspection requirements within the Vacation Rental Checklist and within the inspection checklists. I understand that any permit issued as a result of this application is only valid for one year and must be renewed annually at the current rate. I certify that this application is complete, true and correct to the best of my knowledge.

Signature of Property Owner (or applicant if different)

Date

For Internal Use Only:

Received by: _____ Date _____
Payment Received: _____
Date _____ Check # _____ Receipt # _____

Vacation Rental

Checklist

Getting Started

- 1.** Determine what zone the property is, R2R and S2 require a 200' buffer from any other licensed vacation rental and Conditional Use Permit required.
R2R – Two-Family Residential Restricted
S2 – Shoreline Multi-Family Residential
- 2.** OT, OTW, RC, C1, S3, S3R, S3M allow for vacation rentals outright, but still must comply with the requirements in this document.
OT – Old Town
OTW – Old Town West
RC- Residential Commercial
C1- Commercial
S3 – Shoreline Resort
S3R- Shoreline Resort Restricted
S3M - Shoreline Resort Mixed Use

Permitting Requirements

- 1.** State and City Business License and Taxes: Prior to the issuance of the initial vacation rental permit, the property owner of record shall demonstrate that the vacation rental is registered as a business with the State of Washington and that a State Business License and Unified Business Identifier (UBI) number have been issued for the vacation rental. The owner shall also certify that all applicable lodging taxes will be paid and shall provide proof of general liability insurance for use of the residential structure as a vacation rental.
- 2.** Property Management Plan. A property management plan demonstrating how the vacation rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process. A list of specifics can be provided upon request.
- 3.** Floor Plans: Accurate to scale floor plans are required for all new and existing vacation rentals to ensure fire and life safety requirements are maintained.
- 4.** Occupancy Limits: No more than two (2) overnight occupants per bedroom, plus two (2) additional overnight occupants, shall be accommodated at any one time. The total number of overnight occupants temporarily residing in a vacation rental shall not exceed ten at any one time and includes all occupants over the age of two (2).

- 5.** Parking: The vacation rental shall have one (1) off-street parking space per each bedroom unit with a minimum of two (2) spaces required.
- 6.** Appearance: The exterior of the building(s) shall retain a residential appearance with house numbers maintained on the front of the building and visible from the street or road. No junk or garbage shall be allowed to accumulate in any yards and all vehicles shall park only in designated parking areas. Landscaping shall also be maintained; irrigation may be required.
- 7.** Garbage. Provisions shall be made for garbage removal during rental periods and said provisions shall be documented in the property management plan.
- 8.** Animals: animals shall be secured at all times while on the property. All other city regulations regarding pets must be abided by as described in LBCC 6-4. There cannot be more than three (3) dogs staying at the property at one time.
- 9.** Fences: A fenced area shall be required for all vacation rentals. Each property shall conform to their respective zoning requirements, design review.
- 10.** Phone Service: The vacation rental shall have a "land line" with local phone service. The phone number servicing the vacation rental shall be included in the property management plan. This is for the purposes of 911 identification.
- 11.** Vacation Rental Signage: One (1) vacation rental sign either attached to the dwelling or placed in front of the dwelling and containing no more than four (4) square feet, is required. The sign cannot be internally lit. No off-premises signage or advertising is permitted.

****Please review City Code 12-11-9 to ensure that you are compliant with all requirements before scheduling inspections****

****Once all above requirements are met you may schedule the required inspections, shown below, by filling out and returning the attached application for vacation rental permit.****

Required Inspections

Operation and Maintenance Inspection:

A satisfactory completion of an O&M inspection must be submitted prior to the initial vacation rental permit being issued, and each year thereafter, or more frequently as determined by the city. Please review attached inspection checklist.

Fire & Life Safety Inspection:

Satisfactory completion of a life/safety inspection, performed by the City of Long Beach, prior to the issuance of the initial vacation rental permit; and shall be required every year after to ensure fire and life safety requirements are maintained. Please review attached inspection checklist.