



SHORT TERM RENTAL SUBMITTAL CHECKLIST

Project File Number: _____ Project Name: _____ Date: _____

Applicant Verification

- Type I Application Form & Application fee (\$500 initial, \$100 renewals)
- Short Term Rental Addendum
- Site Plan showing the following:
 - Property boundary lines
 - Structures on site, including those to be rented
 - On-site parking spaces (per LSMC 14.44.064(c)(5)). Each space is required to be at least 19 feet long and 9 feet wide.
- Proof of City Business License Application
- Proof of liability insurance (minimum \$1 million per RCW 64.37.050)
- Draft of Notice to Neighbors to be approved with submittal
- Completed "Good Neighbor Guidelines"
- Self-Certification, including photographic evidence of the following:
 - Fire Extinguisher (min. 1-A:10-B:C rated)
 - Within 30' of cooking equipment
 - Where combustible or flammable liquids are stored, used, or dispensed (e.g., garages).
 - Smoke Detectors
 - Within each bedroom
 - In the immediate vicinity outside each sleeping area
 - At least one on each habitable floor and no less than 3' from the bathroom
 - Carbon Monoxide (CO) Detectors
 - Outside each sleeping area in the vicinity of the bedrooms
 - Combination alarms can be used in lieu of separate CO alarms
 - Posted Exits