

City of Vancouver

Short-Term Rental Permit Application

Part 1 – Operations Information

Operator Name: _____

Rental Site Address: _____

City/State/Zip: _____

Platforms listed on: _____

Property Owner Name (if different from above): _____

Property Owner Address (if different from above): _____

City/State/Zip: _____

Phone Number(s): (work) _____ (other) _____

Email Address: _____

UBI or WA State Sales Tax Number (where sales tax will be paid): _____

Expiration _____

City of Vancouver Business License Number: _____

Expiration _____

Part 2 – Requirements for rental property permit:

- Copy of Vancouver Business License (instructions found at this [link](#))
- Copy of Washington State Business License (instructions found at this [link](#))
- Copy of Liability Insurance for the rental property
- Copy of neighbor notification letter
- Affidavit of mailing to property owners abutting and adjacent to the proposed short-term rental, and those properties across the street
- List of all addresses that will receive or received the notification letter
- Complete Short-Term Rental Permit Application

Payment for Permit Fee \$250

Signed acknowledgment applicant and owner will abide by all City regulations and State laws listed in this application

Part 3 –

Please identify the structure type of the short-term rental:

Single Family House Condominium Duplex Multifamily Unit

Attached Accessory Dwelling Unit Detached Accessory Dwelling Unit

Mixed Use

Please identify total number of bedrooms in the dwelling unit: _____

Please identify space to be rented:

Entire Unit Single Bedroom Two Bedrooms Three or more Bedrooms

Is each bedroom located on the floor of a dwelling unit that is equipped with a functioning carbon monoxide alarm, and does each bedroom have a smoke alarm that is interconnected with a smoke detector in an adjacent hallway?

Yes No

Has the dwelling unit or building received approval under the City's multi-family tax exemption program? ***If yes, the dwelling unit is not eligible to become a short-term rental.***

Yes No

Part 4 – Responsibility Statements, please initial

_____ I have reviewed, in its entirety, the short-term rental program information

_____ I will not operate a short-term rental business without being registered with the City of Vancouver

_____ I will comply with all relevant short-term rental provisions listed in the Revised Code of Washington, [Chapter 64.37](#) and Consumer Safety measures listed in [67.37.030](#)

_____ I attest the short-term rental identified in this application shall comply with the required standards in 20.835.050 VMC

_____ I will include my City of Vancouver business license number and short-term permit number in all advertising

_____ I will allow the City to inspect the premises in accordance with [VMC 17.08](#)

_____ I understand that failure to comply with applicable regulatory standards may result in the code enforcement process identified in [VMC 22.020.20](#):

- 1) Correction Notice
- 2) Notice of Civil Violation and Order
- 3) Order to Revoke Permit

Applicant Signature

Date

Owner Signature

Date