

## Section A: General Questions and Definitions

### 1. What is a Bed and Breakfast?

The approved ordinance defines a Bed and Breakfast (BNB) as a lodging use where rooms are provided to guests by an on-site resident bed and breakfast operator or owner for a fee by prearrangement on a daily or short-term basis. Breakfast and/or light snacks are served to those renting rooms in the bed and breakfast.

### 2. What is a Short-Term Rental?

The approved ordinance defines a Short-Term Rental (STR) as a dwelling unit used as temporary lodging for a charge or fee for a rental period of less than thirty (30) continuous days. Short-term rentals are classified as either Type I or Type II.

*“Type I short-term rental”* is defined as a short-term rental at a dwelling that is the owner or designated lessee’s principal residence, where rooms are rented, are located within the same structure as the primary residence, and the owner or designated lessee is personally present at the dwelling during the rental period.

*“Type II short-term rental”* is defined as a short-term rental at a dwelling unit that is not the owner’s or designated lessee’s principal residence.

### 3. What do I need to do to legally operate a short-term lodging property?

To legally operate a short-term lodging property, you must obtain a Short-Term Lodging Business License from the City of Port Angeles. Short-Term Rentals must also obtain an inspection from the City. Bed and Breakfasts must provide proof of an approved inspection and licensing from both the State of Washington and the Clallam County Department of Health.

### 4. How often will I need to renew my short-term lodging business license?

Community and Economic Development staff have issued varied-term business licenses to avoid a bottleneck, with the first one-third of licenses issued for 3-years, the second third of license issued for 2 years, and the final third of licenses issued for 1 year. All future renewals will be for 3 years.

### 5. Why are short-term lodging business licenses needed?

Licensing aids in the effective regulation of Short-Term Lodging (STL) properties. Licenses ensure basic safety precautions are met, protect the public, and help manage the impacts of short-term lodging operations on our neighborhoods.

### 6. What is my platform doing to comply with the new regulations?

Platforms such as Airbnb and VRBO are required to comply with the regulations as approved on March 6, 2024, including receiving a license to operate from the City of Port Angeles.

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**7. Can I use my recreational vehicle, camper, or a temporary structure on my property as short-term lodging?**

No, short-term lodging must be located in a permitted dwelling unit on the parcel.

## **Section B: Specific Regulations for Short-Term Rentals**

**8. In what zones are there restrictions on short-term rental operations?**

For “Type I Short-Term Rentals,” there are no restrictions on the location or number of short-term rentals. For “Type II Short-Term Rentals,” there are no location-based restrictions. However, there is a citywide cap of 200 licenses on Type II Short-Term Rentals.

**9. How many short-term rental business licenses can I have?**

You may only have one Short-Term Rental Business License, but the following restrictions apply for the type of rental license that you choose to apply for. For “Type I” Short-Term Rentals, there are no restrictions on the number of licenses you may have.

For “Type II” Short-Term Rentals, the following applies:

- One unit will be permitted per Short-Term Rental Business License.
- One Short-Term Rental Business License will be issued per owner.
- One Short-Term Rental Business License will be issued per parcel.

**10. I currently operate multiple short-term rentals; will I be grandfathered in?**

No. As adopted by the City Council in July 2024, Ordinance 3730 prohibits hosts from operating multiple Type II Short-Term Rental properties.

Please note: A subsequent ordinance (#3733) approved by the Council in August 2024 temporarily adjusted the regulations above in select circumstances. Moving forward, the regulations provided in Ordinance 3730 apply.

For questions about Ordinance 3730 or 3733, please contact the Department of Community & Economic Development at [STL@cityofpa.us](mailto:STL@cityofpa.us) or call (360) 417-4STL (4785).

**11. If I am married, can my spouse own one short-term rental, and can I own another?**

For Type II Short-Term Rentals, the approved ordinance allows for one business license per marital community.

**12. Can an LLC operate multiple Type II Short-Term Rentals?**

No, LLCs and other ownership structures cannot be used to operate multiple Type II Short-Term Rentals.

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**13. If I own a duplex on the same lot, can I rent out both units as short-term rentals?**

No, you cannot legally rent out both units as short-term rentals. The approved ordinance allows for one Type II Short-Term Rental dwelling unit per parcel and per owner. A duplex on the same parcel is defined as two dwelling units.

## Section C: Application and Renewal

**14. How do I apply for a short-term lodging business license?**

The City’s online licensing portal allows applicants to easily apply for a new or renewal business license. To begin the application process, your property must be registered in the portal system. Register your property by contacting the Department of Community & Economic Development at [STL@cityofpa.us](mailto:STL@cityofpa.us) or call (360) 417-4STL (4785).

**15. What is the application time window?**

Applicants have 90 calendar days to complete the application process once it’s been initiated. This includes payment of the licensing fee and passing the fire-life safety inspection. If an application remains incomplete after 90 calendar days, it will be discontinued. If the licensing fee has already been processed, the City will issue a prorated refund. Licenses will be awarded on a first finished basis until the citywide cap of 200 Type II licenses is reached, at which time applicants will be placed on a waitlist.

**16. I didn’t complete my application within the 90-day window. Can I apply again?**

Yes, you may restart the application process, provided licenses remain available for issuance. Please submit a new application with all required documentation.

**17. What is the fee for a new or renewal business license?**

License Type	3-Year Fee
Type I Short-Term Rental Business License	\$855.90
Type II Short-Term Rental Business License	\$1,426.50
Bed and Breakfast Business License	\$576.60

**18. What information is needed to apply for a Short-Term Lodging Business License?**

*A complete application shall include the following:*

- a. A complete application for the City’s short-term rental business license.
- b. A site plan to scale, which shows the entire dwelling unit used for the short-term rental, all other structures, parking, entrance and exit locations, and other relevant information as required by the Director. A consultant is not required. This item may be hand-drawn to

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scale; there is no requirement for a computer-generated site plan unless the owner or authorized representative prefers this method.

- c. A floor plan to scale, which includes structure dimensions throughout the entire dwelling unit and the square footage. The floor plan must also show all smoke and carbon monoxide alarm locations, fire extinguisher locations, and all ingress or egress areas with dimensions. All rooms must be labeled. All sleeping accommodations must be clearly marked, including any accommodation outside the bedroom. The City has the right to deny sleeping accommodation outside of a designated bedroom for fire, health, and life safety. If an area is prohibited from sleeping, the license must clearly state the condition. A consultant is not required. This item may be hand-drawn to scale; there is no requirement for a computer-generated floorplan unless the owner or authorized representative prefers this method.
- d. Proof of General Liability Insurance (\$1,000,000 minimum ). If you are a new short-term rental and do not yet have a policy, please upload an estimate from your insurance company demonstrating the ability to obtain the appropriate policy.<sup>1</sup>
- e. Copy of the owner's State of Washington Master Business License
- f. Proof of Ownership (i.e., Articles of Incorporation, etc.), including a Copy of Recorded Deed or Property Tax Record
- g. A signed copy of the Good Neighbor Policy. After City review and approval, this policy shall be posted inside the unit in a visible location

*Renewal Applications:* The following is also required:

- a. The City requires a summary of the operating period's booking history, including the total number of nights booked in the previous operating period and the total average price charged during the operating period. The City is not asking for information on specific guests nor their names, addresses, emails, or any other personal information.
- b. Evidence of lodging taxes paid to the State of Washington for the previous operating period. A printout from a platform, such as Airbnb, is sufficient.
- c. Documentation detailing how the applicant has rented/advertised the unit(s) in full compliance with the requirements of their City-issued Short-Term Lodging Business License, and City-provided Fire-Life Safety Inspection or State and County-provided inspections (whichever is applicable). Attestation and print outs of advertisements from the preceding licensing period are required.

*Please note:* To obtain final approval along with an operating license, applicants must:

- a. Obtain initial application review approval from the City of Port Angeles
- b. Pay the Business License Fee
- c. Schedule, complete, and pass the Fire-Life Safety Inspection<sup>2</sup>

<sup>1</sup> This requirement is for Short-Term Rental applicants, only.

<sup>2</sup> Applies to Short-Term Rentals, only. Bed and Breakfast Applicants shall upload a copy of their State of Washington and Clallam County Department of Health Fire Life-Safety Inspection approvals.

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- d. Provide final confirmation (proof) of General Liability Insurance
- e. Complete the Good Neighbor Policy Agreement

**19. What does “to scale” mean for the site plan and floor plan?**

“To scale” means an illustrated view from above which shows the relationship between rooms and spaces and other physical features with accurate relative sizes.

**20. What level of detail is needed for a hand-drawn site plan and floor plan?**

A site plan that is drawn to scale of the property which shows the entire dwelling unit being used for the short-term rental, all other structures, parking, entrance and exit locations.

A floor plan that is drawn to scale that includes the structure dimensions and square footage throughout the entire dwelling unit. The floor plan must also show the location of all smoke and carbon monoxide alarms, fire extinguishers, and ingress or egress areas with dimensions. All rooms must be labeled. All sleeping accommodations must be clearly marked, including any sleeping accommodations located outside the bedroom.

### **Section D: Inspections**

**21. Do I need an inspection for my short-term rental operation?**

Yes, short-term rental owners or authorized agents must obtain a fire life-safety inspection for each new or renewed license application. This inspection is conducted by the City of Port Angeles.

**22. Do I need an inspection for my bed and breakfast operation?**

No, an inspection from the City of Port Angeles is not required for bed and breakfasts. Instead, owners and operators are required to upload their approved inspections from the Clallam County Department of Health and Washington State Department of Health.

**23. When do I get an inspection for my short-term rental?**

An inspection can be scheduled online ([www.cityofpa.us/ShortTermLodging](http://www.cityofpa.us/ShortTermLodging)) after your application submittal is determined to be complete by the Department of Community & Economic Development, and there are available short-term lodging business licenses. Please note that there is a cap of 200 Type II Short-Term Rental Business Licenses in the City of Port Angeles.

**24. Do I need to be present for the inspection?**

Yes, or have an authorized representative present.

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**25. How many fire extinguishers, carbon monoxide detectors, and smoke detectors do I need, and where do I mount them?**

The number of fire extinguishers, carbon monoxide detectors, and smoke detectors required depends on the size and configuration of a specific unit. The [Inspection Checklist](#) provides operators with the required elements prior to the review by City inspectors.

### **Section E: General Liability Insurance**

**26. If I have liability insurance through a licensed platform and I also want to advertise on a second licensed platform, does that satisfy my insurance requirements for a short-term rental license application?**

The insurance coverage provided by the platform is specifically tied to bookings made through their system. This means that you are only covered by their liability insurance when the reservation is completed and processed through the platform itself.

If you accept bookings through other means, such as direct bookings or through a different platform, this insurance coverage does not apply. This is because the insurance is a benefit offered as part of the platform's service, and it's designed to protect transactions and interactions that occur within their ecosystem.

Host liability insurance provided through a platform is sufficient if you are only booking through that platform. General Liability Insurance is required, should you wish to advertise on multiple platforms. By having a General Liability Policy, you can be confident that you are covered in case of any incidents or claims that may arise during a guest's stay.

**27. When must I obtain General Liability Insurance for my short-term rental?**

At the time of application, the City requests that applicants provide an [estimate](#) for General Liability Insurance provided by an insurance company. This is to ensure the property being proposed as a short-term rental is insurable.

If the property passes inspection, then confirmation (or proof) of General Liability Insurance is required. It is not our expectation that a property has general liability insurance prior to passing inspection.

### **Section F: Data Privacy**

**28. Why does the City require documentation showing the lodging tax I've paid to the state of Washington?**

The City requires this data to ensure accountability and that all owners are operating legally and paying the appropriate lodging taxes.

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**29. Why does the City of Port Angeles require a summary of my booking history?**

For license renewals or to demonstrate existing operations (for Type II Priority status), a summary of the operating period's booking history is necessary for successful platform-based enforcement and data compliance with lodging taxes. Printouts from licensed platforms are also sufficient.

**30. Does sharing this information with the City compromise the privacy of my guests?**

No. The City requires a summary of the operating period's booking history, including the total number of nights booked in the previous operating period and the total average price charged during the operating period. The City is not asking for information on specific guests nor their names, addresses, emails, or any other personal information.

## **Section G: Enforcement**

**31. How does short-term lodging enforcement work?**

Our department's enforcement approach prioritizes achieving compliance through education and voluntary corrective action as first steps. Our established compliance procedure is outlined below:

1. Investigation of the written complaint.
2. Oral warning once the violation is verified.
- 3A. Warning letter if the issue remains unresolved after 15 business days giving the option to correct the violation or enter into a voluntary compliance agreement.
- 3B. Voluntary Compliance Agreement (VCA) may be entered into between the City and the licensee outlining the terms for compliance (optional).
- 4A: Notice of Violation is issued if the violation is still not corrected and/or the licensee has not entered into a VCA. This step constitutes a "strike". At this step, a fine may also be issued.
- 4B: Notification to the hosting platform (e.g., Airbnb) requesting a temporary listing hold until the issue is fully resolved.
- 5A: Revocation of the Short-Term Lodging license after a third violation of PAMC 17.23.090, Good Neighbor Policy, within a 36-month period.
- 5B: Restriction on future licensing, including non-renewal of a license revoked for violation of PAMC 17.23.090, Good Neighbor Policy, and a two-year prohibition on applying for a Short-Term Lodging license for any other property in the city.

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### 32. What are the fines for not correcting a violation?

Pursuant to PAMC 17.23.160 and 17.24.160, violations and penalties may be imposed as follows:

Violations	
• 1st Violation of PAMC 17.23 and .24	\$500.00
• 2nd Violation of PAMC 17.23 and .24	\$1,000.00
• 3rd + Subsequent Violations of PAMC 17.23 and .24	\$3,000.00
Daily Fines – once notice of violation and order to cease issued:	
• Daily Fee for the first 14 days	\$500.00 per day
• Daily Fee for each day after 14 days	\$1,000.00 per day

### 33. What happens if I operate my short-term lodging without a business license?

The City of Port Angeles will contact any platforms on which the unlicensed listing is provided with directions to remove the listing. If renting of the unlicensed Short-Term Lodging continues to occur, platforms, owners, authorized agents, and/or operators may be issued a citation, notice of violation and order to cease, and/or any notice of daily fines.

### 34. What will happen to short-term lodging operations that violate PAMC 17.23 or 17.24?

The City will initiate our established compliance procedure (see #31). Short-Term Lodging licenses will be revoked upon the third violation in a 36-month period. Licenses revoked for violation may not be renewed, and the Owner may not apply for a Short-Term Lodging license on any other property in the city for two years.

### 35. How do I appeal a Notice of Violation?

You may appeal a Notice of Violation if you believe it is incorrect or based in error. To initiate the appeal process, a written request must be submitted to the City Clerk's Office within 15 days of the Notice, pursuant to PAMC 2.90.190. The Hearing Examiner shall conduct an open record public hearing on the appeal with notice being given as set forth in PAMC 17.96.140. The Hearing Examiner's decision shall be final unless appealed to Clallam County Superior Court in accordance with PAMC 17.96.150.

## Section H: Reporting Potential Violations

### 36. How can I report a potential violation?

To determine whether a violation of the Port Angeles Municipal Code 17.23 and 17.24 has occurred, citizens must report an alleged violation to the City by completing a Short-Term Lodging Property Incident Form. This form provides our staff with the necessary details to effectively process the complaint. The completed form may be submitted to the City online, via email, or dropped off or mailed to Port Angeles City Hall.

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**37. How should I report a noise issue related to short-term lodging?**

The Good Neighbor Policy, as outlined in the Port Angeles Municipal Code Chapter 17.23 and 17.24, contains the standards for which short-term lodging must operate. Complaints, issues and concerns must be made by submitting a Short-Term Lodging Property Incident Form.

**38. When will my complaint be reviewed?**

The City will review and attempt to voluntarily resolve all violations of the municipal code. Potential violations may be processed in any order that maximizes the efficiency of enforcement. There may be instances when not all potential code violations can be investigated due to limited staff resources and because more serious violations take precedence. In such cases, we prioritize addressing more serious issues before attending to less critical potential violations.

### Section I: More Information

**39. I still have questions. Who should I contact for more information?**

We are here to help. Please contact the Department of Community & Economic Development at [STL@cityofpa.us](mailto:STL@cityofpa.us) or call (360) 417-4STL (4785).