

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

This checklist is a reference guide to assist you in the application process. All items listed below must be completed to obtain a Short-Term Rental Business License and operate in the City of Port Angeles. This checklist is a reference and is not required to be completed or returned to the City as part of the completed application.

Short-Term Rental Business License Application

- Complete and submit a Short-Term Rental Business License Application online
- Upload a Site Plan drawn to scale
- Upload a Floor Plan drawn to scale
- Upload proof or an estimate of General Liability Insurance (*Minimum \$1,000,000*)
- Upload a copy of your State of Washington Master Business License
- Upload proof of Property Ownership (*A copy of the Recorded Deed or Property Tax Record*)
- Upload a signed copy of the Good Neighbor Policy Agreement

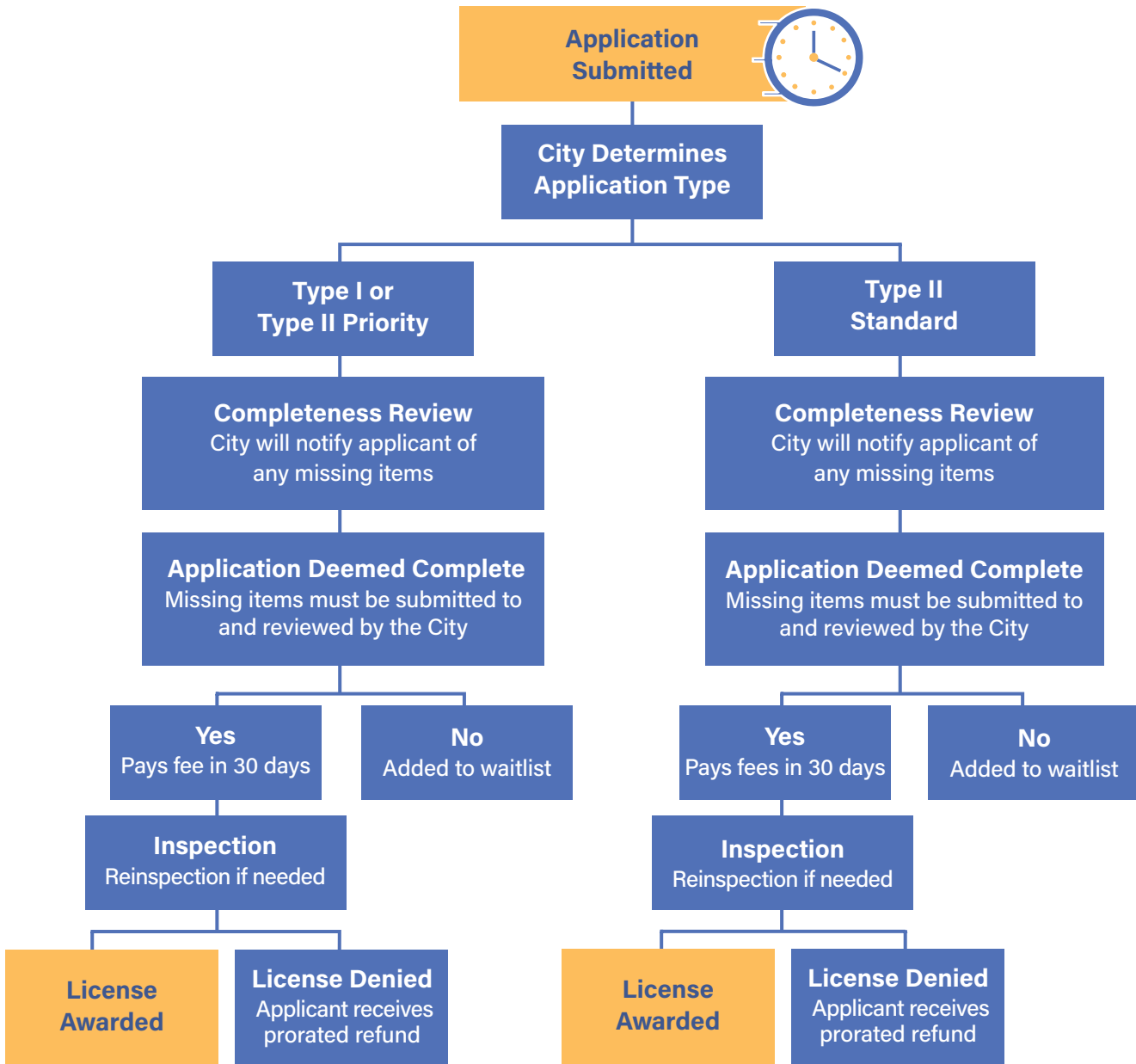
****For Type II Priority Business License Applications and all Renewal Applications:***

Provide a summary of your short-term rental booking history demonstrating that the property is being used a short-term rental. This should include a summary of the previous operating period's booking history, including the total number of nights booked and the total average price charged during the previous operating period. The City is not requesting information on specific guests nor their names, addresses, emails, or any other personal information.

- Provide 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.
- Provide documentation demonstrating that your property has been rented/advertised in compliance with the requirements of your STL Business License and Fire-Life Safety Inspection. Attestation and print outs of advertisements from the preceding licensing period are required.

Following Application Submittal

- Obtain initial application review approval from the City of Port Angeles
- Pay the Short-Term Rental (Type I or II) Business License Fee
- Schedule and pass Fire Life-Safety Inspection
- Provide final confirmation of General Liability Insurance
- Obtain final Business License approval from the City of Port Angeles



Short-Term Rentals (STR)

Application Process

Type I: Short-term Rental at a dwelling unit that is the owner or designated lessee’s principal residence, where rooms are rented, and the owner or designated lessee is personally present at the dwelling during the rental period.

Type II: Short-Term Rental at a dwelling unit that is not the owner or designated lessee’s principal residence.

Type II Priority: Operated before July 1, 2024, and in compliance with the Port Angeles Municipal Code.

Type II Standard: Non-compliant or new Type II Short-Term Rental properties.

We are here to help. For more information on short-term lodging, please visit our website or contact the Department of Community & Economic Development.

Phone: 360-417-4STL (4785)

Email: STL@cityofpa.us

Web: cityofpa.us/ShortTermLodging

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Short-Term Rental Address: _____

Short-Term Rental Parcel #: _____

1. I acknowledge that I cannot operate a short-term rental without obtaining and maintaining a Short-Term Rental Business License.
2. I acknowledge that my short-term rental must only use platforms as licensed by the City. Alternatively, I may direct book.
3. I acknowledge that only one dwelling unit on a parcel can be used as a Short-Term Rental, and that I can only have one short-term rental business license on a parcel.*
4. I acknowledge that I can only have one short-term rental business license.*
5. I acknowledge that only one short-term rental license may be issued per married couple, regardless of business name or LLC structure.*
6. I acknowledge that I must obtain and maintain liability insurance that satisfies the requirements of RCW 64.37.050. Proof will be required at the time of business license application and business license renewal.
7. I acknowledge that I must provide parking spaces. If I cannot accommodate parking onsite, I must utilize alternative parking standards in the Port Angeles Municipal Code Chapter 14.40.045 (E) with approval by the City.
8. I acknowledge that events hosted by guests are not allowed at any Type II short-term rental.
9. I acknowledge that this short-term rental was not permitted in housing units subsidized through City programs, including but not limited to a Fee Waiver, NICE Neighborhood Funds, and the Affordable Housing Sales Tax Fund.
10. I acknowledge that my short-term rental is not permitted in any temporary, portable, or other structure not permitted by the City for permanent occupancy (e.g., boat, tent, yurt, RV, etc.) and that this short-term rental for which I am asking for a business license is not one of these structures.
11. I acknowledge that I must arrange for regular municipal garbage collection.
12. I acknowledge that I am responsible for ensuring that guests adhere to all nuisance regulations and ordinances in the City of Port Angeles, including those in Chapter 8.30 of the Port Angeles Municipal Code.
13. I acknowledge that business licenses are not transferable or assignable. No short-term rental business license will be issued to any entity in which a member, partner, director, officer, trustee, or any other form of owner, decision-maker, or investor in that entity already possesses a short-term rental business license. "LLC" means any entity, trust, or property ownership or leasing structure other than a natural person. Spouses and their marital community may only have one short-term rental

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business license. Business licenses issued to an LLC must also include and be issued to the LLC governing member or owner. No transfer of the LLC governing member or owner is allowed. Any transfer of ownership, transfer to LLC, or transfer to another location or structure is not allowed. Any such changes require a new business license and payment of applicable fees.*

14. I acknowledge that I have notified each adjacent and facing property owner of the existence of a short-term rental and agree to uphold the Good Neighbor Policy.
15. I acknowledge that a detached or satellite accessory structure is not permitted for use as a Type I short-term rental, and that the Type I short-term rental accommodation(s) must be located within the same structure as my primary residence.
16. I acknowledge that a duplex is counted as two short-term rental dwelling units, and if I own a duplex, I am only renting out one unit as a short-term rental per the requirements of my business license and in compliance with current regulations.*
17. I acknowledge that I must have the following items posted conspicuously inside the residence.
 - a. The business license;
 - b. The Good Neighbor Policy per Port Angeles Municipal Code 17.23.090; and
 - c. Emergency contact information, including the residence address.
18. I acknowledge that my short-term rental complies with the applicable international, federal, state, and local fire, building, and health codes.
19. I acknowledge that I have a visible, legible address.
20. I acknowledge that to be eligible for a license renewal, I must have rented/ advertised my short-term rental in compliance with the requirements and provisions of my City-issued Short-Term Lodging Business License and Fire-Life Safety Inspection during the preceding operating period.

**Does not apply to those licenses issued under Ordinance #3733.*

Applicant Acknowledgement and Signature

I certify and acknowledge under the penalty of perjury under the laws of the State of Washington that I have read and understand Port Angeles Municipal Code Chapter 17.23 and the requirements detailed above. I further understand that any Short-Term Rental Business License will be issued subject to continuing compliance with these requirements and that failure to comply may result in sanctions up to and including revocation of the Short-Term Rental Business License.

Applicant Signature

Date

Printed Name

Business License # (Staff Only)

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Short-Term Rental Site Address: _____

Short-Term Rental Parcel #: _____

1. The owner or the authorized agent must notify each adjacent and facing property owner of said property of the existence of the short-term rental business and provide a written list of rules and restrictions and up-to-date local contact information for any concerns, complaints, or emergencies.
2. A copy of all rules, restrictions, and conditions imposed on the short-term rental must be posted in a prominent location in the short-term rental.
3. The hours between 10:00 PM and 7:00 AM are designated “quiet time” so that no outdoor activity will disturb the peace and quiet of the neighborhood. All activities must comply with Port Angeles Municipal Code 9.24.030 – Disturbing the Peace.
4. Whenever the short-term rental is rented, the local contact must be available twenty-four hours per day, seven days per week, to accept and respond physically to the short-term rental within 60 minutes of receiving a call to address complaints concerning noise levels. Failure to respond to all verifiable complaints will result in violation.
5. The owner, guests, local contact, and/or authorized agent must keep the short-term rental property in good order. No trash, junk, debris, or other unsightly materials are allowed to be visible on the property.
6. The owner or authorized agent must establish policies and provide information to guests regarding the location of trash receptacles and the trash pick-up schedule.
7. The owner or authorized agent must inform all guests that they cannot violate the standards of 17.23 Port Angeles Municipal Code or generate any disturbances that may disrupt the peace, safety, and general welfare of the neighborhoods in which they are located.
8. The guests must not block any driveways, streets, rights-of-way, or other public or private access routes.
9. All guests, owners, authorized agents, and/or operators must comply with the City’s Nuisance Code, Chapter 8.30 Port Angeles Municipal Code.
10. The City will revoke a short-term rental business license upon the third violation within a 36-month period by the licensee and their guests. Short-term rental business licenses revoked for violation of 17.23 Port Angeles Municipal Code may not be renewed, and the Owner may not apply for a short-term rental business license on any other property in the city for two years.

_____ Application Signature

_____ Date

_____ Printed Name

_____ Local Contact Name

_____ Local Contact Phone Number

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PERMITTING AND BUILDING INSPECTION DIVISION DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT	Short-Term Lodging Inspection Checklist	
Applicant/Owner Name _____ Applicant Property Address _____ Applicant Phone _____ Applicant Email _____ Type (circle one): Bed and Breakfast • Type I Short-Term Rental • Type II <i>Priority</i> Short-Term Rental • Type II <i>Standard</i> Short-Term Rental Parcel # _____	Inspector _____ Date _____	
A valid short-term lodging business license or an identified location for the valid short-term lodging business license is in a clear location in the dwelling.	Pass	Fail
The good neighbor policy is posted in a clear location in the dwelling.	Pass	Fail
The floor plan with all egress, fire extinguishers, and fire alarms identified is posted in a clear location near the main egress in the dwelling.	Pass	Fail

Codes referenced:

International Property Maintenance Code (IPMC), International Residential Code (IRC), Port Angeles Municipal Code (PAMC), International Swimming Pool and Spa Code (ISPSA)

***All items listed are subject to field approval and/or the Unsafe Conditions IPMC 304.1.1, as outlined on Page 7 of this checklist. If this document conflicts with any of the adopted codes, the code shall prevail.**

***Please attach additional violation information on separate page(s)**

EXTERIOR		
Item / Code Section	Description	Inspector Use Only
Exterior Stairway IPMC 304.10	If applicable, guards, handrails, and stairs are functional and secure.	Pass Fail
Balcony, Deck, Porch IPMC 304.10, IPMC 304.1.1.12, IPMC 306.1.1, IRC R311.5	If applicable, guards, handrails, decks, exterior landings, balconies, and stairs are functional and secure.	Pass Fail
Exterior Handrails IRC R311.7.8, IRC R311.7.8.1, IRC 311.7.8.2, IRC R311.7.8.4	Handrails must be firmly fastened and not less than 34 inches or more than 38 inches in height. They must be provided on one side of each flight of stairs, continuous throughout, with four or more risers. Handrails cannot project more than 4.5 inches on either side of the stairway.	Pass Fail
Guards IRC R312.1.1, IRC R312.1.2, IRC R312.1.3	Guards are provided for all open-sided walking surfaces, including floors, ramps, landings, and stairs above 30 inches from grade. They must be firmly fastened and not less than 36 inches. Guards shall not have openings less than 4 inches.	Pass Fail

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Floors and Landings at Exterior Doors. IRC R311.3, IRC R311.3.2	There shall be a landing or floor on each side of each egress door with a width no less than the door served. Landings at the required egress door shall not be more than 1.5 inches lower than the top of the threshold. Other doors shall be provided with a landing not more than 7.75 inches below the top of the threshold unless otherwise allowed by the IPMC code for existing buildings.	Pass	Fail
Roof IPMC 304.7	The roof and flashings are sound and tight.	Pass	Fail
Light Fixtures IPMC 402.2	Functional and bright (at least 60 watts for every 200 square feet). All egress and exterior stairways are lit. All common hall and stairways are lit.	Pass	Fail
Address Posted	The house number is visible from the street and meets the City of Port Angeles Standards for Emergency Services.	Pass	Fail

GENERAL			
<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>	
Egress Doors IRC R311.2	At least one unobstructed egress door shall be provided for each dwelling unit. Egress doors must be readily openable from the inside of the dwelling without the use of a key, special effort, or knowledge. The egress door shall be side hinged and shall provide a clear width of not less than 32 inches, and a height of 78 inches, with a door opening to at least 90 degrees.	Pass	Fail
Door(s) Interior-Exterior IPMC 304.15, IPMC 304.18.1, IPMC 702.3	Lockable. All exits are unobstructed and always maintained that way.	Pass	Fail
Interior Stairways IPMC 305.4	Interior stairways are in sound condition and in good repair. Free of tripping hazards.	Pass	Fail
Interior Handrails IRC R311.7.8, IRC R311.7.8.1, IRC 311.7.8.2, IRC R311.7.8.4	Interior handrails must be firmly fastened and not less than 34 inches or more than 38 inches in height. They must be provided on one side of each flight of stairs, continuous throughout, with four or more risers. Handrails cannot project more than 4.5 inches on either side of the stairway. Handrail must return to post or wall.	Pass	Fail



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SMOKE ALARMS		
<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>
Smoke Alarm Requirements IRC R314.1.1, IRC R315.1.1, IRC R314.5	UL Listed 217. Combination carbon monoxide (CO) and smoke alarms shall be permitted but must be UL 2034 and UL 217 Listed.	Pass Fail
Smoke Alarm Required Locations IRC R314.3 and IRC R314.3.1	<ol style="list-style-type: none"> 1. In each sleeping room. 2. Outside each separate sleeping area in the immediate vicinity of the bedrooms. 3. On each additional story of the dwelling, including basements and habitable attics. 4. Not less than 3 horizontal feet away from the door or opening of a bathroom that contains a bathtub or shower. 5. At least 20 horizontal feet away from a permanent cooking appliance. 	Pass Fail
Smoke Alarm Interconnection IRC 314.4, IRC 314.6	<p>For existing dwellings, this does not require rewiring a building unless the homeowner elects wired options. In most instances, there are battery-powered interconnected alarms using radio frequency.</p> <p>Where more than one smoke alarm is required to be installed within an individual dwelling unit, the alarm devices shall be interconnected so that the actuation of one alarm will activate all the alarms in the dwelling unit.</p>	Pass Fail

CARBON MONOXIDE (CO) ALARMS		
<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>
CO Alarm Requirements IRC R315.1.1, IRC R315.4	UL Listed 2034. Combination CO and smoke alarms shall be permitted, but must be UL 2034 and UL 217 Listed.	Pass Fail
CO Alarm Required Locations IRC R315.3	<p>Immediately outside each sleeping room.</p> <p>Any room where a fuel-burning appliance is located.</p>	Pass Fail
CO Alarm Interconnection and Power Source IRC 315.5 and 315.6	<p>For existing dwellings, this does not require rewiring a building unless the homeowner elects wired options. In most instances, there are battery-powered interconnected alarms using radio frequency.</p> <p>Where more than one CO alarm is required to be installed within an individual dwelling unit, the alarm devices shall be interconnected so that the actuation of one alarm will activate all the alarms in the dwelling unit.</p>	Pass Fail



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FIRE EXTINGUISHERS

<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>	
Fire Extinguishers PAMC 17.23.050(B) &17.24.050(B)	There must be a fire extinguisher in clear view on each floor of the dwelling. Additional fire extinguishers shall be required to be within each room where an oven or any gas appliance is located. The fire extinguishers shall not be expired and will require certification at each inspection.	Pass	Fail

WINDOWS

<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>	
Window(s) IPMC 304.2, IPMC 304.13, IPMC 304.18.2	All windows are in working order. Window wells serving basement or upstairs sleeping rooms shall be provided with escape ladders and operable windows to allow for secondary egress from the room in the event of an emergency.	Pass	Fail

LIVING/DINING AREA

<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>	
Walls/Floors/Ceilings IPMC 305.3, IPMC 305.4	Good, clean, sanitary conditions. No holes, structural damage, or other safety concerns.	Pass	Fail
Electrical	In working order.	Pass	Fail

KITCHEN

<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>	
Sink IPMC 504.1	In working order.	Pass	Fail
Electrical & Appliances IPMC 603.1, 605.1	Properly installed and maintained with GFI requirements. All appliances function correctly.	Pass	Fail
Stove/Range IRC E410.2. Underwriters Laboratories (UL) 858	All free-standing stoves/ranges shall have a properly installed anti-tip bracket, which will be confirmed at each inspection.	Pass	Fail
Walls/Floor/Ceiling IPMC 305.3, 305.4	Good, clean, sanitary conditions. No holes, structural damage, or other safety concerns.	Pass	Fail



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SLEEPING ROOM(S)

***If there is a violation, identify which room it was observed on a separate violation page**

<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>	
Egress IRC R310.1, R310.2.1, R310.2.2	Minimum net clear opening of 5 square feet in basements and first-story floors. Minimum net clear opening of 5.7 square feet on the second floor. Emergency escapes shall open directly into a public way or to a yard or court. Windowsill height shall not be more than 44 inches above the floor. Any egress windows must open and operate correctly.	Pass	Fail
Walls/Floor/Ceiling IPMC 305.3, 305.4	Good, clean, sanitary conditions. No holes, structural damage, or other safety concerns.	Pass	Fail

BATHROOM(S)

***If there is a violation, identify which room it was observed on a separate violation page**

<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>	
Required Ventilation IPMC 403.2	Bathrooms must comply with ventilation requirements. Either a window which opens, not less than 8% of the total floor area in the bathroom, or a mechanical ventilation system in working order. Clean sanitary conditions.	Pass	Fail
Lavatory (Sink) IPMC 502.1	In working order. Clean sanitary conditions. At least one working bathroom with a water closet, lavatory, and shower or bathtub.	Pass	Fail
Tub/Shower IPMC 502.1	In working order. Clean sanitary conditions. At least one working bathroom with a water closet, lavatory, and shower or bathtub.	Pass	Fail
Water Closet (Toilet) 502.1	In working order. Clean sanitary conditions. At least one working bathroom with a water closet, lavatory, and shower or bathtub.	Pass	Fail
Electrical IPMC 605	In working order. Meets GFI requirements.	Pass	Fail
Walls, Floor, Ceiling 305.3, 305.4	Good, clean, sanitary conditions. No holes, structural damage, or other safety concerns.	Pass	Fail



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SYSTEMS		
<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>
Mechanical/HVAC. IPMC 602, IPMC 603	In working order.	Pass Fail
Electrical IPMC 604, IPMC 605.1	In working order.	Pass Fail
Plumbing IPMC 505, IPMC 506	In working order, no leaks.	Pass Fail
Lighting	In working order.	Pass Fail
Ventilation	In working order.	Pass Fail

WATER HEATER		
<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>
Water Heater Straps IRC P2801.8	Water heater shall be anchored or strapped in the upper one-third and in the lower one-third of the appliance to resist a horizontal force.	Pass Fail
Water Heater	Properly maintained in working order.	Pass Fail

ACCESSORY ITEMS		
<i>Item / Code Section</i>	<i>Description</i>	<i>Inspector Use Only</i>
Structure(s), not living units. IPMC 302	Structurally sound and in good repair. Accessory buildings shall not be accessible to the guest unless otherwise approved.	Pass Fail NA
Swimming Pools/Spas. International Swimming Pool and Spa Code (ISPSC) 305, 305.2, 305.2.1, 305.3	Clean and sanitary condition. Fencing or a barrier around inground and above ground pools and spas is required. It shall be at least 48 inches above grade, measured from the highest elevation of grade, and must cover the entire perimeter of the pool or spa. The bottom barrier must be within 2 inches of the ground surface. Openings in the barrier shall not be greater than 4 inches. All gates shall be equipped with a locking device, shall open outward away from the pool/spa, and shall be self-closing and self-latching.	Pass Fail NA



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Unsafe Conditions IPMC 304.1.1: The inspector or building official shall determine if the following conditions are unsafe and need to be repaired or replaced to comply with International Building Codes, International Fire Codes, or International Existing Building Codes, including but not limited to:

1. The nominal strength of any structural member is exceeded by nominal loads, load effects or the required strength.
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations, is not capable of resisting all nominal loads or load effects.
3. Structures or components thereof that have reached their limit state.
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors, skylights are not maintained as weather resistant or watertight.
5. Structural members that have evidence of deterioration or that are not capable of safely supporting all nominal loads and load effects.
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects.
7. Exterior walls that are not anchored to supporting and supported elements; or that are not plumb and free of holes, cracks, breaks, and loose or rotting materials and are not properly anchored or are not capable of supporting nominal loads and resisting all load effects.
8. Roofing or roofing components with defects that affect serviceability, or roofing components that show signs of deterioration or fatigue, are not properly anchored, or are incapable of supporting nominal loads and resisting all load effects.
9. Flooring and flooring components with defects that affect serviceability, or flooring components that show signs of deterioration or fatigue, are not properly anchored or are incapable of supporting all nominal loads and resisting all load effects.
10. Veneer, cornices, belt courses, corbels, trim, wall facings, and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.
11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts that are not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.
12. Exterior stairs, decks, porches, balconies, and all similar appurtenances attached thereto, including guards and handrails, are not structurally sound, not properly anchored, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.
13. Chimneys, cooling towers, smokestacks, and similar appurtenances not structurally sound or not properly anchored, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.



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Violation List:

REFERENCE ONLY