
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 Bed and Breakfast Business License and operate in the City of Port Angeles. This checklist is to be used as a guide and is not required to be completed or returned to the City as part of the completed application.

Bed and Breakfast Business License Application

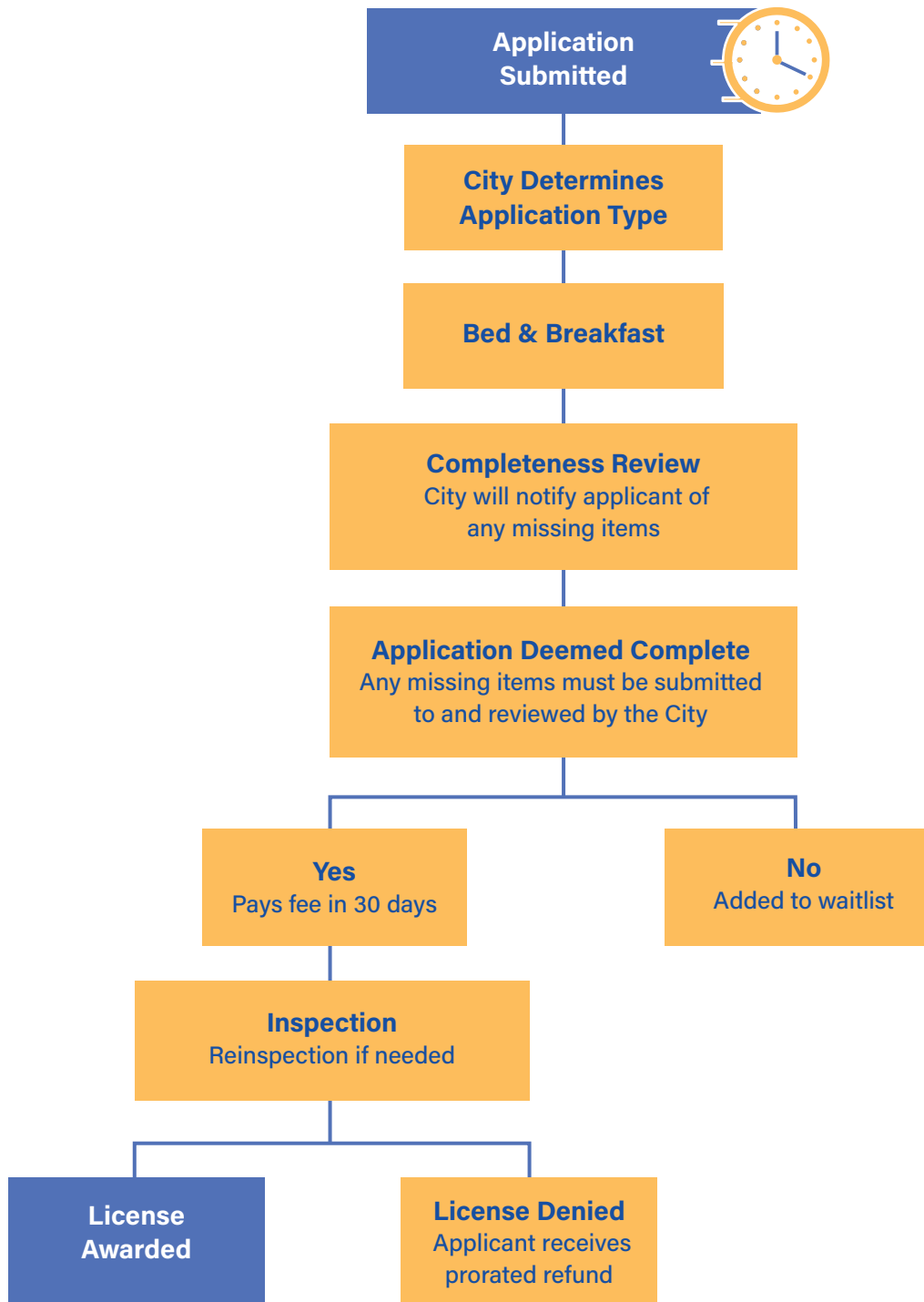
- Complete and submit a Bed and Breakfast Business License Application online.
- Upload a Site Plan drawn to scale.
- Upload a Floor Plan drawn to scale.
- Upload a copy of your State of Washington Master Business License.
- Upload copies of approvals, including inspection reports and licenses, from the applicable state and local regulatory departments, i.e., the Washington State Department of Health and Clallam County Health & Human Services Department.
- Upload a signed copy of the Good Neighbor Policy Agreement.

****For Business License Renewals Only:***

- Provide a summary of your booking history demonstrating that the property is being used a bed and breakfast. 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 documentation showing the lodging tax paid to the State of Washington for the previous operational period. A printout from a platform, such as Airbnb, is sufficient.
- Provide documentation demonstrating that your property has been rented/advertised in compliance with your STL Business License, and State and County inspections. 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 Bed and Breakfast Business License Fee.
- Obtain final Business License approval from the City of Port Angeles.



Bed and Breakfast (BNB)

Application Process

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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Bed and Breakfast Address: _____

Bed and Breakfast Parcel #: _____

1. I acknowledge that I cannot operate a bed and breakfast without obtaining and maintaining a Bed and Breakfast Business License.
2. I acknowledge that bed and breakfasts must only use platforms as licensed by the City. Alternatively, I may direct book.
3. I acknowledge that bed and breakfasts may provide breakfast, light snacks, or both to guests if the facility and operator meet applicable health and safety regulations, including but not limited to those of Clallam County Public Health and the Washington State Department of Health, which may require separate permits.
4. I acknowledge that I or the bed and breakfast operator must remain onsite while guests are present.
5. I acknowledge that I must provide parking spaces for the operator and one space per guest bedroom if I have four or fewer guest rooms or that I must provide parking spaces for the operator, guests, and employees if there are more than four guest rooms.
6. I acknowledge that guests are allowed to hold events only up to the occupancy limit determined by the number of bedrooms, the Clallam County Health Department, and/or the Liquor and Cannabis Board.
7. I acknowledge that this bed and breakfast 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.
8. I acknowledge that my bed and breakfast 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 bed and breakfast for which I am asking for a business license is not one of these structures.
9. I acknowledge that I must arrange for regular municipal garbage collection.
10. 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.

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11. I acknowledge that I must have the following items posted conspicuously inside each guest room:
- a. The business license;
 - b. The Good Neighbor Policy per Port Angeles Municipal Code 17.24.090; and
 - c. Emergency contact information, including the residence address.
12. I acknowledge that my bed and breakfast complies with the applicable international, federal, state, and local fire, building, and health codes.
13. I acknowledge that I have a visible, legible address.
14. I acknowledge that to be eligible for a license renewal, I must have rented/ advertised my bed and breakfast in compliance with the requirements and provisions of my City-issued Short-Term Lodging Business License and State/County inspections during the preceding operating period.

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 17.24 and the requirements detailed above. I further understand that any Bed and Breakfast 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 Bed and Breakfast Business License.

Application Signature

Date

Printed Name

Business License # (Staff Only)



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Bed and Breakfast Site Address: _____

Bed and Breakfast Parcel #: _____

1. The bed and breakfast operator must notify each adjacent and facing property owner of said property of the existence of the bed and breakfast 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 bed and breakfast must be posted in a prominent location in the bed and breakfast.
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. The owner, guests, local contact, and/or authorized agent must keep the property in good order. No trash, junk, debris, or other unsightly materials are allowed to be visible on the property.
5. The bed and breakfast operator must establish policies and provide information to guests regarding the location of trash receptacles and the trash pick-up schedule.
6. The bed and breakfast operator must inform all guests that they cannot violate the standards or generate any disturbances that may disrupt the peace, safety, and general welfare of the neighborhoods in which they are located.
7. The guests must not block any driveways, streets, rights-of-way, or other public or private access routes.
8. All guests, owners, authorized agents, and/or operators must comply with the City's Nuisance Code, Chapter 8.30 Port Angeles Municipal Code.

Application Signature

Date

Printed Name

Local Contact Name

Local Contact Phone Number