



Short Term Rental –Type A Application

Rev.201500721

Part 1 –

Applicant Name: _____

Rental Site Address: _____

City/State/Zip: _____

Property Owner Name (if different from above): _____

Property Owner Address: _____

City/State/Zip: _____

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

Email Address: _____

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

Business License Number: _____ Expiration _____

Part 2 –

Requirements for rental property permit:

- Complete Type-A Short-Term Rental Permit Application
- Copy of required notice and a list with the names and addresses of all property owners and organizations that will receive a letter of notification of short term rental use
- Payment for Type-A Permit Fees (\$150 initial, \$100 renew)
- Copy of Certificate of Occupancy (if available)
- Copy of Liability Insurance for the rental property
- Copy of Spokane Business License
- Plan showing parking, floor plan, fire safety plan, and site plan (verification by Fire Department or Plan Reviewer may be required)
- Copies of health permits (if serving food/spa/sauna/pool/smoking areas)
- Proof of lodging tax and retail sales tax (upon renewal)

Part 3 –

Please identify the structure type of the short term rental:

- Single Family House Attached House Duplex Multifamily Unit
- Attached Accessory Dwelling Unit Detached Accessory Dwelling Unit

Please identify space to be rented:

- Entire Unit Single Bedroom Multiple Bedrooms

Part 4 –

- Commercial activities proposed
- Conditional Use Permit required



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Part 5 –

Responsibility Statement

- _____ I will rent a maximum of _____ bedrooms to overnight guests with no more than 2 adults per bedroom.
- _____ I have reviewed the accessory short-term rental general regulations and agree to operate my short-term rental in compliance with the regulations.
- I will maintain a record of booking that includes the names and home addresses of guests, guest's license plate numbers if traveling by car, dates of stay, and the room assigned to each guest.
- _____ I have reviewed, in its entirety, the short-term rental program information.
- _____ I will include my short-term permit number in all advertising.
- _____ I will register my short-term rental business with the City of Spokane and will submit the appropriate transient lodging taxes.
- _____ I understand that failure to comply with applicable regulatory standards may result in revocation of permit.

Owner Signature

Date