

Short Term Rental Program Application Guide

Follow these steps to register and apply for or renew your license.

Step 1. Register for an Account on <https://aca.spokanepermits.org>

If you already have an account, please skip to **Step 2**.

If you haven't registered for an account, follow the steps below.

Step-by-Step Account Registration Instructions



- 1) Click on Register for an Account underneath the ACA banner at the top of the screen:
- 2) Read the General Disclaimer
 - a. Check the box to state that you have read and accept the terms
 - b. Click Continue Registration
- Login Information**
- 3) Enter your desired Username
 - a. Click on the question mark if you have any questions regarding the format
 - b. If the Username already exists, you'll receive an error.
- 4) Enter your E-Mail Address
 - a. If the email address is already in use, you'll receive an error.
- 5) Enter a Password
 - a. Click on the question mark if you have any questions regarding the format
- 6) Retype the password
- 7) Enter Security Question
 - a. You get to select your own security question prompt. This is used by the automated system to reset your password
- 8) Enter the answer to the Security Question
- Contact Information**
- 9) Click Add New
- 10) Enter all required fields (marked with a red asterisk)
- 11) Click Continue
- 12) A dial
- 13) Click Continue to create your new account
- 14) Click Continue Registration

Step 2: Log In

After registration, log in to your account:

- 1) Go to <https://aca.spokanepermits.org>.
- 2) Enter your email and password.
- 3) Click "Sign In"

more ▾

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

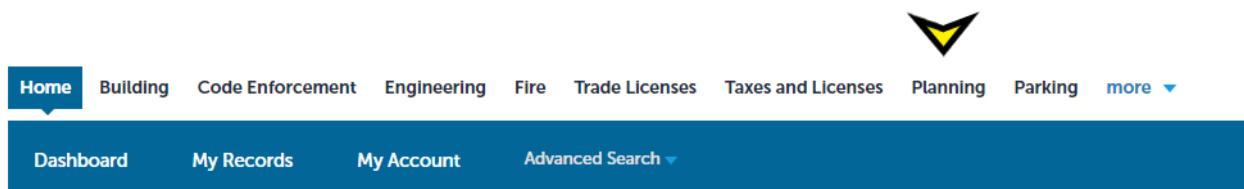
Sign In

Remember me on this device

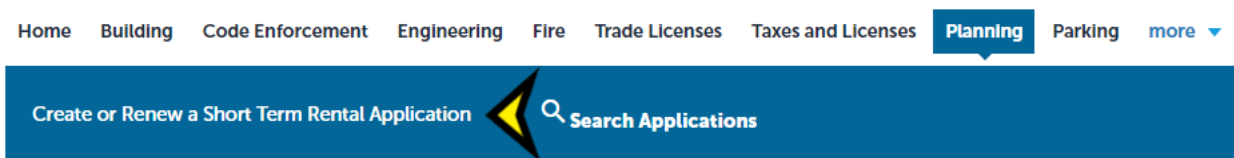
Not Registered?
[CREATE AN ACCOUNT](#)

Step 3: Create or Renew Short Term Rental License

- 1) Click on the "Planning" tab in the top navigation menu.



- 2) Click on "Create or Renew a Short-term Rental Application"



General Disclaimer

- 3) Read the General Disclaimer
- 4) Check the box to state that you have read and accept the terms.
- 5) Click Continue Application

City Business License

- 6) Select your City Business License from the drop-down menu and click “Continue Application”.
 - a. If you have not already applied for a city business license, please **click on Taxes and Licensing Tab and apply for a license.**

Rental Information

- 7) Fill out the required fields as applicable.

Short Term Rental

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Step 1: ST Rental Application > Rental Information

* indicates a required field.

Custom Fields

GENERAL

* Commercial Activities Proposed?: Yes No

* Structure Type:

* Segment to be rented:

* Number of Bedrooms to be Rented:

* Renewing?: Yes No

Save and resume later

Continue Application >

- 8) If you already have a Short-Term Rental License and are renewing, select “Yes.” Enter your license number. The system will automatically check the status of the license. If it is accepted, can click “Continue Application”.

* Renewing?: Yes No

Last Year's Permit Number: *

Last Year's Permit Status:

Addressing

- 9) Fill in the addressing information below. If you are having trouble validating your address, try searching by entering just the street number and street name and hit "Search."

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Step 1: ST Rental Application > Address Parcel Owner

Address

*Street No.:	Direction:	*Street Name:	Street Type:
<input type="text"/>	--Select--	<input type="text"/>	--Select--
City:	State:	*Zip: (Please leave blank)	
<input type="text"/>	--Select--	<input type="text"/>	

Search

Clear

Parcel

*Parcel Number:

Search

Clear

Owner

Owner Name: ?

Address Line 1:

Search

Clear

- 10) Once complete, click on "Continue Application"

Contact Information:

11) If the contact information listed isn't correct, please edit the existing one, select the correct one from your account or add a new one by following the on-screen prompts. Click "Continue Application."

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Step 1: ST Rental Application > Applicant Information

Applicant


To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Nicole

Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Uploading Documents:

New applications and renewals will have different document requirements. If you have specific questions about those requirements, please contact planningreview@spokanecity.org

 **An error has occurred.**
The following documents are required based on the information you have provided:

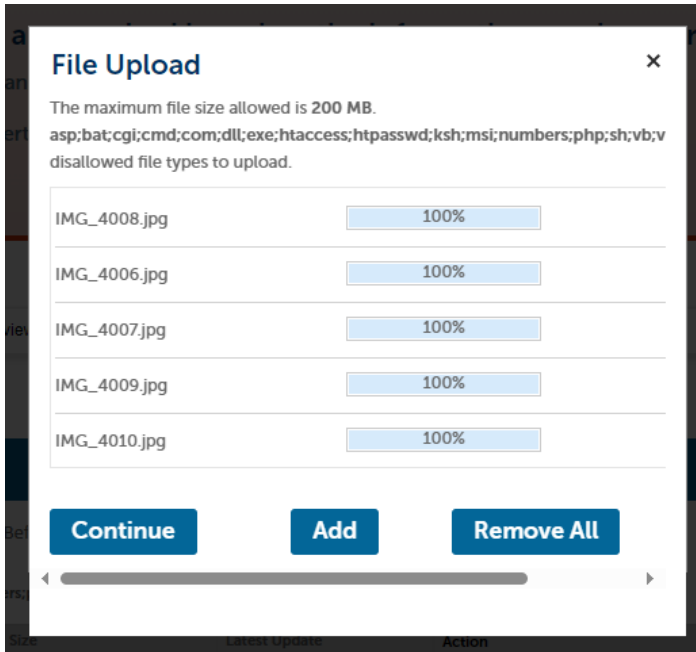
1. Plans showing parking, floor plan, fire safety plan, site plan
2. Spokane Business License
3. Liability Insurance for the property
4. List of names/owners
5. Short Term Application

Short Term Rental

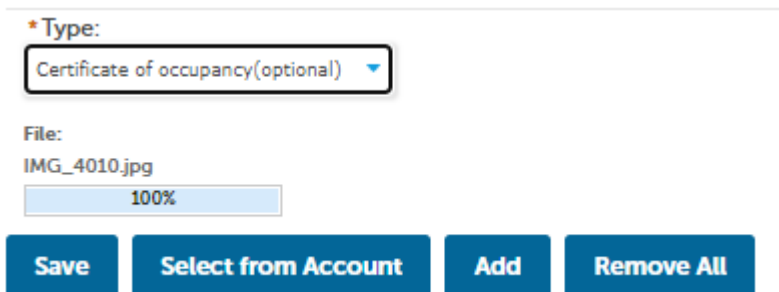
1 ST Rental Application	2 Review	3 Pay Fees	4 Re
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Step 1: ST Rental Application > Documents

12) Click the “Add” button to select documents from your computer or phone. You may select multiple documents. Click “Continue.”



13) Each document type must be classified using the dropdown menu.



14) Once you’ve classified each document, click “Save.” Click “Continue Application.”

Review application:

15) Review your application. You can edit individual sections of your application by clicking “Edit” on the right of any blue bar.

16) Click “Continue Application.”

Pay fees due:

17) Click “Check Out” to proceed to payment processing.

Need Help?

If you encounter any issues or have questions during the application process, please contact our support team at planningreview@spokanecity.org or call (509) 625-6188.