



Short Term Rental Application

Rev.20250411

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): (cell) _____ (other) _____

Email Address: _____

UBI or WA State Sales Tax Number: _____ Expiration _____

Part 2

Requirements for short-term rental permit:

- ☐ Complete Short-Term Rental Permit Application
- ☐ Completed and notarized Life Safety Compliance Form
- ☐ 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, and fire safety plan
(Verification by Fire Department or Building Plan Reviewer may be required)
- ☐ Notification Letter (applications in residential zones)
 - Letter to adjacent property owners notifying them an active short-term rental is nearby
 - Must include your contact information (or property manager) in case of emergency
 - Must include a list with the names and addresses of all property owners and organizations that will receive notification letter.

*Note: Permit Fee will be assessed once permit is approved

Part 3

Please identify the structure type of the short-term rental:

- | | |
|--|--|
| <input type="checkbox"/> Single Family House | <input type="checkbox"/> Multifamily Unit (please note, multifamily buildings must have fire sprinklers) |
| <input type="checkbox"/> Attached House | |
| <input type="checkbox"/> Duplex | <input type="checkbox"/> Attached Accessory Dwelling Unit |
| | <input type="checkbox"/> Detached Accessory Dwelling Unit |

Please identify the space to be rented:

- ☐ Entire Unit
- ☐ Single Bedroom
- ☐ Multiple Bedrooms

Part 4

Responsibility Statement

_____ I will rent a maximum of _____ bedrooms to overnight guests with no more than 2 adults per bedroom.

_____ I have reviewed the short-term rental general regulations contained in Spokane Municipal Code Chapter 17C.316, and agree to operate my short-term rental in compliance with the regulations.

_____ I will complete and maintain the items in the Annual Life Safety Compliance form to ensure the safety of guests at the short-term rental.

_____ I will include my short-term rental 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