



CITY OF WHITE SALMON

CITY HALL OFFICE

Short-Term Rental Permit – Renewal Application

As we approach the upcoming year, we would like to remind you that the renewal of your Short-Term Rental Permit is due by January 31, 2026. We strongly encourage you to submit your application, fee, and supporting documentation by the deadline.

Renewal Deadline: January 31, 2026

Renewal Fee: \$175.00

City Regulations Overview:

The City of White Salmon's Short-Term Rental Permit Regulations are outlined in City of White Salmon Municipal Code [Chapter 5.02](#) and [Chapter 17.57](#).

Please review these regulations and related documents, which can be found at:

<https://www.whitesalmonwa.gov/planning/page/short-term-rental-permits>.



Owner Information:

Owner Name: _____

Owner Permanent Residence: _____

Owner Mailing Address: _____

Owner Phone Number: _____

Owner Email: _____

If the contact person is different than owner, please complete the following:

Contact Person Name: _____

Contact Person Physical Address: _____

Contact Person Phone Number: _____

Contact Person Email: _____



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Short-term Rental Information:

- ☐ White Salmon Rental Business License | UBI/CID: _____
- ☐ Number of Bedrooms: _____
- Select One
- ☐ Short-term Rental (Commercial Zone)
- ☐ Hosted Homeshare (Residential Zones) is the short-term rental of a portion of a dwelling or an attached or detached separate accessory dwelling unit (ADU) on the property of the licensee's primary address, where the licensee is present during rental periods.
- ☐ Vacation Home Rental (Residential Zones) is the short-term rental of an entire primary dwelling unit.

Reminder: Short-term rentals must charge a sales tax of 7.5% per rental and must pay lodging taxes due to the city under [WSMC Ch. 3.50](#).

By signing this application, you are providing the following statements:

- All taxes associated with the short-term rental will be collected and remitted to the appropriate agencies.
- The city has reasonable access to the property for the purpose of reviewing the proposal for health and safety requirements (WSMC 5.02.040D).
- The city has the authority to make owner and contact person phone numbers publicly available at City Hall when requested through a public records request.
- All neighbors will be provided a "Neighborhood Notice" per WSMC 5.02.050A.
- All guests will be provided with the "Good Neighbor Guidelines."

Property Owner or Property Manager Signature

Date

We look forward to processing your renewal application and appreciate your continued cooperation in complying with the City's regulations. If you have any questions or need assistance, please contact MiryanM@whitesalmonwa.gov or call (509) 281-4077.



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Application Checklist:

To streamline the renewal process, please follow the steps outlined below:

1. Complete the **Neighborhood Notice**.

- Issue a statement of intent to notify neighbors, as per WSMC 5.02.040.E. Find the required form at <https://www.whitesalmonwa.gov/planning/page/short-term-rental-permits>.

2. Complete this application and attach the required documentation.

- A copy of the **Neighborhood Notice**
- **Proof of Current Residency** (for STRs in Residential zones):
 - Copy of voter registration
 - Copy of Washington's Driver License or ID
 - Federal Income Tax Return (Page 1 only, financial data redacted)
- **Site and Parking Plan:**
 - Submit a scale drawing showing property boundaries, structures, and parking spaces.
 - Include dated photo(s) of interior parking spaces (if applicable).
 - Post an approved parking plan inside the STR.
- **Proof of Garbage Service**
- **Liability Insurance:** Provide documentation or a statement confirming maintenance of \$1,000,000 liability insurance, specifically covering the use of the property as a short-term rental, per RCW 64.37.050.

3. **White Salmon Rental Business License:**

Property owners must maintain a current city business license, facilitated through the Washington Department of Revenue Business Licensing Service at <https://dor.wa.gov>.

4. **Pay the Permit Fee: \$175 per Rental**



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5. Physical Inspection

- **Fire and Life Safety Inspection:** After your online application and fee are processed, the building inspector will contact you to schedule the annual inspection (Monday through Thursday). See the Fire and Life Safety Checklist at <https://www.whitesalmonwa.gov/planning/page/short-term-rental-permits>.
- **Mandatory Posting:**
Ensure the following are visibly displayed inside the dwelling:
 - Short-term rental permit
 - Any special standards associated with the permit
 - Physical property address
 - Owner's name, contact information, and phone number
 - Parking diagram of available spaces
 - City-provided Good Neighbor Guidelines